

Cobb County Police Department

Policy 2.04

PHYSICAL FITNESS AND WELLNESS

Effective Date: November 1, 2017	Issued By: Chief M.J. Register
Rescinds: Policy 2.17 (July 20, 2012)	Page 1 of 6
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

I. POLICY

The Department shall provide a mechanism for measuring individual physical performance and fitness, and assist employees in maintaining their physiological readiness to perform duties required as members of the Cobb County Police Department.

II. ELEMENTS AND GUIDELINES

Elements and guidelines for the administration of the Physical Abilities Test (PAT), Physical Performance Test (PPT), and Physical Fitness Assessment (PFA) programs are available upon request from the Physical Fitness Training Unit.

III. GENERAL GUIDELINES FOR PHYSICAL PERFORMANCE TESTING

A. Required Participation

1. Every police recruit/sworn employee of the Department is required to participate in PPTs as defined by the Department of Public Safety Physical Fitness Training Unit. Generally, PPT tests are given:
 - a. During mandate;
 - b. Near the end of the working test period; and
 - c. Annually, during annual training.
2. Any employee who cannot complete a PPT on his scheduled date due to injury or illness must coordinate an alternative date with the Physical Fitness Training Unit.
 - a. The alternative date should be within 30 calendar days of the initial scheduled date.
 - b. This does not relieve the employee of the responsibility to remain fit for duty, and does not relieve that employee of the responsibility of participating in the PPT.

B. Scoring of Physical Performance Tests

1. Exercise Scores

Each of the six (6) exercises is ranked on a quarter point scale, from 0-3 points. The rankings are listed below.

Points	Score	Standard
3	At or above the averaged 95th percentile	Exceeds
2-2.75	At or above the averaged 50th percentile	Meets
1-1.75	At or above the averaged 10th percentile	Needs Improvement
0-0.75	Below the averaged 10th percentile	Exercise Failure

2. Overall Test Score

Ranking of the overall PPT score is determined by adding the six (6) individual exercise scores. The rankings are listed below.

Total Points	Physical Fitness Ranking	Overall Evaluation
16 to 18	Exceeds County Standard	Excellent
11 to 15.75	Meets County Standard	Acceptable
10.75 or less	Does Not Meet County Standard	Unacceptable

Any employee who receives less than one (1) point on any individual exercise, will receive an overall evaluation of “Unacceptable” regardless of the employee’s total score.

3. In addition to the PPT, the Physical Fitness Training Unit also will assess each participating employee’s PFA using a “Fitness” rating system. This will give employees knowledge of their personal fitness levels based on their age and gender. Knowing this information not only will allow the Unit to design personal workout programs, but will also identify employees who may need medical evaluations.

C. Test Failure / Failure to Test

1. An employee who does not complete the required annual PPT by the established deadline will receive an overall evaluation of “Unacceptable.”
2. Excluding the PPTs administered during mandate, an employee who receives less than eleven (11) total points on a required PPT, or less than one (1) point on any given exercise that is part of a required PPT, may request to:
 - a. Re-take the PPT at a later date; or
 - b. Take the PAT.

A passing score on either test will satisfy the requirements of this policy. The selected re-test/PAT should be completed within 30 calendar days after failing the PPT. Individuals electing to fulfill their annual PPT

requirements through performance on a PAT will not be considered eligible for Departmental physical fitness awards/recognition.

3. A probationary employee who does not meet standards on the PPT re-take/PAT administered near the end of the working test period may have his probationary period extended and/or be subject to discipline, up to and including termination.

D. Physical Performance Test Re-Takes

Any employee may re-take the annual PPT in its entirety prior to that year's end of testing date.

E. Recognition for Excellence

1. Those individuals achieving an overall "Exceeds Standard" on their annual PPT will receive an award, approved by the Chief's Office, and administered by the Physical Fitness Training Unit.
2. Those individuals participating in the Department's age and gender specific annual PFA may earn recognition based upon the following guidelines:
 - a. Gold Fitness Bar
 1. Achieve the maximum average score of 6.0 points; and
 2. Achieve an "Exceeds County Standard" on the PPT, with a minimum of two (2) points on every PPT exercise.
 - b. Blue Fitness Bar
 1. Achieve an average score between 5.5-6.0 points; and
 2. Achieve, at a minimum, a "Meets County Standard" on the PPT, with a minimum of two (2) points on every PPT exercise.

IV. GENERAL GUIDELINES FOR PHYSICAL ABILITIES TESTING

- A. At the time of the Civil Service Examination, a detailed written description of the PAT will be given to each applicant, to include minimum standards. In addition, applicants will be notified of any practice session dates and times.
- B. All candidates must successfully complete the PAT for further consideration for employment. Candidates who do not successfully complete the PAT may not re-take the test until they become re-eligible through the selection process.

V. VOLUNTARY REMEDIAL PHYSICAL FITNESS PROGRAM

When any sworn employee scores a rating of “Unacceptable” on a required PPT, the sworn employee’s supervisor should be requested to provide observations of the employee’s ability to perform every essential and/or non-essential duty of the employee’s current job classification. The PPT results and the supervisor’s observations may be used to make a threshold determination of whether the employee is fit for duty, pursuant to the Department of Public Safety’s Fitness for Duty policy.

A. Program Initiation

The Physical Fitness Training Unit may recommend that a sworn employee who scores a rating of “Unacceptable” participate in a voluntary remedial physical fitness program to improve his physical fitness.

1. The Physical Fitness Training Unit will notify by memorandum the Academy Director of the unit’s recommendation that a sworn employee participate in a voluntary remedial physical fitness program. The memorandum will outline the fitness program.
2. The Academy Director will notify the Chief of Police by memorandum of the unit’s recommendation.
3. The Chief of Police will notify the sworn employee through his chain of command, of the Physical Fitness Training Unit’s recommendation.
4. The sworn employee will be permitted to participate in a voluntary remedial physical fitness program that is designed and administered by the Physical Fitness Training Unit. The sworn employee will be compensated for time spent while participating in the program. The sworn employee’s work assignment will be his priority. If the demands of the sworn employee’s assignment do not permit these sessions to take place on duty, the employee shall attend the sessions off duty. Any instances which result in overtime pay must be pre-approved by a supervisor.
5. A medical examination by a licensed physician will be provided at County expense for any employee entering a voluntary remedial physical fitness program, if in the opinion of the Physical Fitness Training Unit, there may be underlying health issues that need to be addressed.

B. Program Termination

The Physical Fitness Training Unit will, at its discretion, determine when it is no longer necessary for the sworn employee to participate in a voluntary remedial physical fitness program administered by the unit. The Physical Fitness Training Unit may take into consideration the sworn employee’s improved physical fitness, or lack of improvement, as justification for this decision.

1. The Physical Fitness Training Unit will notify by memorandum the Academy Director of the unit's recommendation that it is no longer necessary for a sworn employee to participate in a voluntary remedial physical fitness program. The memorandum will outline the justification for this decision.
2. The Academy Director will notify the Chief of Police by memorandum of the unit's recommendation.
3. The Chief of Police will notify the sworn employee through his chain of command of the Physical Fitness Training Unit's determination that it is no longer necessary for him to participate in a voluntary physical fitness program administered by the Physical Fitness Training Unit.
4. Once the sworn employee is no longer participating in a voluntary remedial workout administered by the Physical Fitness Training Unit, the sworn employee will no longer be compensated for time spent in fitness training.
5. The sworn employee may withdraw from the voluntary fitness and or wellness program at any time. In such instance, the sworn employee shall advise the Chief of Police by memorandum through his chain of command that he will no longer participate in the program.

VI. ADDITIONAL PROGRAM INFORMATION

A. Program Coordinator

The Physical Fitness and Wellness Program is coordinated by the Physical Fitness Training Unit. The program coordinator will be trained in proper dietary and exercise philosophies.

B. Individual Health Screenings

Individual health screenings are included as part of the PPT (i.e. – blood pressure, pulse rate, and body fat percentage). Employees not required to participate in the PPT may contact the Physical Fitness Training Unit to request an individual health screening. In addition, all employees are also encouraged to receive an annual physical from their doctor.

C. Individual Education and Goal Setting

1. The Physical Fitness Training Unit provides nutritional and wellness training to police recruits during mandate training. Additional training classes are offered periodically at the Department's police academy, as well as other regional police academies. All employees are encouraged to attend advanced fitness and wellness training classes.

2. Personnel from the Physical Fitness Training Unit are available by appointment for any employee who wishes to discuss individual education and goal setting.

D. Ongoing Support and Evaluation

1. The Physical Fitness Training Unit provides ongoing fitness and wellness support in the form of a monthly newsletter. Personnel from the unit are also available for individualized ongoing support when possible.
2. The Department's Physical Fitness and Wellness Program is evaluated annually by the Physical Fitness Training Unit. Overall PPT/PFA scores are compiled and examined to determine the overall physical fitness and wellness of the Department and its personnel. Changes to the program are made as necessary.