

# Cobb County Police Department

## Policy 2.04

### PHYSICAL FITNESS AND WELLNESS

<b>Effective Date:</b> January 6, 2019	<b>Issued By:</b> Chief M.J. Register
<b>Rescinds:</b> Policy 2.04 (November 1, 2017)	<b>Page 1 of 6</b>
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 to ensure that all entry level and incumbent employees improve, maintain, and support good physical fitness necessary to perform their duties as members of the Cobb County Police Department. The Department will utilize two assessment programs, the Physical Abilities Test (PAT) and the Physical Performance Test (PPT).

#### II. GENERAL GUIDELINES FOR PHYSICAL ABILITIES TEST (PAT)

The Physical Abilities Test is administered to applicants during the selection process to become a Cobb County Police Officer and is utilized to determine general fitness for duty prior to employment.

- A. 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.

#### III. GENERAL GUIDELINES FOR PHYSICAL PERFORMANCE TESTING (PPT)

The Physical Performance Test is administered to every police recruit and sworn employee of the Department and is generally given during mandate, near the end of the working test period, and during annual training.

##### A. Required Participation

1. It is required to participate in PPTs as defined by the Department of Public Safety Physical Fitness Training Unit.
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 60 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. Physical Performance Test Events**

Complete guidelines for the administration of the Physical Performance Test program are available upon request from the Physical Fitness Training Unit. The maximum allowable time to complete the test is two hours.

1. During mandate, recruits will complete the following four (4) exercise events during their Physical Performance Testing.
  - 1.5 mile run
  - Step test
  - Sit-ups
  - Push-Ups
2. During annual training, incumbent officers will need to complete four (4) different exercise events during their Physical Performance Testing.
  - 1.5 mile run **or** Treadmill test
  - Step test **or** 300 meter sprint
  - Sit-ups **or** Plank
  - Push-Ups

**C. Scoring of Physical Performance Tests**

1. Exercise Scores

Each of the four (4) 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 four (4) individual exercise scores. The rankings are listed below.

Total Points	Physical Fitness Ranking	Overall Evaluation
11 to 12	Exceeds County Standard	Excellent
8 to 11	Meets County Standard	Acceptable
8 or below	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. Also the employee must score at least two (2) points on each exercise in order to get an ‘Exceeds County Standard’ on the physical fitness ranking scale.

**D. Recognition of Excellence**

The Physical Performance Testing (PPT) utilizes two different grading scales, one to determine the Physical Fitness Ranking (Meets, Exceeds, and Does Not Meet Standards) and a second scale to determine Recognition of Excellence awards.

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 scale specific may earn recognition based upon the following guidelines:
  - a. Gold Fitness Bar
    - Achieve the maximum average score of 6.0 points; and
    - Achieve an “Exceeds County Standard” on the PPT, with a minimum of two (2) points on every PPT exercise.
  - b. Blue Fitness Bar
    - Achieve an overall average score between 5.5-6.0 points; and
    - Achieve, at a minimum, a “Meets County Standard” on the PPT, with a minimum of two (2) points on every PPT exercise.

**E. 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 eight (8) 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 (within 60 calendar days); or
  - b. Be placed on a Voluntary Remedial Physical Fitness Program
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.

**F. 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.

**IV. VOLUNTARY REMEDIAL PHYSICAL FITNESS PROGRAM**

When a sworn employee fails to meet the minimum scores required on the 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 fails to meet the minimum scores be required to participate in a voluntary remedial physical fitness program to improve his overall fitness and wellness.

1. The Physical Fitness Training Unit will notify the Academy Director and the employee's chain of command of the recommendation to participate in a voluntary remedial physical fitness program.
2. The Academy Director will notify the Chief of Police of the unit's recommendation.
3. The sworn employee will be permitted to participate in a voluntary remedial physical fitness program and be compensated for time spent while participating in the program. The sworn employee may participate in the program on duty as long as his assignment permits. If the demands of the sworn employee's assignment do not permit these sessions during his scheduled hours, the employee may attend compensated sessions off duty. Any instances which result in overtime pay must be pre-approved by a supervisor.

4. 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. The officer may also terminate his participation at any time. In either instance;

1. The Physical Fitness Training Unit will notify the Academy Director and the sworn employee's chain of command of the unit's recommendation that it is no longer necessary for a sworn employee to participate in a voluntary remedial physical fitness program or that the employee terminated participation.
2. The Academy Director will notify the Chief of Police of the program termination.
3. 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.

**V. 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 and pulse rate). 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 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.