

Annapolis Police Department



GENERAL ORDER

Number: N.6

**Issue Date: February
2008**

TO: All Personnel

SUBJECT: Health and Fitness

PURPOSE

The purpose of this General Order is to establish guidelines in order to assist members in maintaining satisfactory levels of general health and physical fitness.

POLICY

It shall be the policy of the Annapolis Police Department that all members maintain a satisfactory level of general health and physical fitness to enable them to perform the required duties of their jobs.

CRITERIA

All sworn police officers, regardless of rank or duty assignment, must maintain a level of health and fitness that will allow them to physically subdue and arrest violent criminals, and to control violent mentally disturbed persons. This high level of health and fitness may be difficult to maintain for older officers or those whose work assignments that do not require daily exercise. It is especially incumbent on these officers to make a determined effort to achieve and maintain a satisfactory level of health and fitness.

Civilian members do not make arrests or subdue violent prisoners, but are expected to maintain a level of health and fitness that will prevent excessive use of disability leave, and will maximize job performance. However, because civilian job assignments are less physically demanding than those of sworn officers, the expected level of health and fitness for civilian employees is less than for police officers

I. Health Guidelines

In order to maintain a level of general health and physical fitness, members should be guided

by the following factors:

- A. Members should receive proper nutrition by eating a balanced diet to include proteins, carbohydrates, fats, vitamins, minerals, and water.
- B. Members should receive adequate rest and relaxation.
- C. Members should undergo periodic medical and dental examinations to assess their physical condition.
- D. Members are encouraged to keep physically fit and engage in exercise programs necessary to maintain such fitness.
- E. Members should avoid health-threatening factors such as tobacco, alcohol and substance abuse.
- F. Physical fitness is improved by physical activity and exercise and is one of the most important keys to good health. Physical fitness consists of many components that can be identified as health-related.

II. Four Components of Physical Fitness

- A. Cardiovascular endurance is the ability of the circulatory and respiratory systems to supply fuel, most importantly oxygen, during sustained physical activity. Members with good cardiovascular endurance have less risk of coronary heart disease, high blood pressure, low back pain and obesity.
- B. Muscular endurance and strength are the ability of certain muscle groups to exert force for many repetitions or successive exertions. Persons who possess good muscular endurance and strength have greater working capacity, less chance of injury and less risk of contracting back pain.
- C. Flexibility is the range of motion available in a joint. Persons who possess good flexibility are less likely to injure muscles and joints and have less risk of contracting back, leg and neck pain.
- D. Body fat composition is one of the most important aspects of a member's fitness profile. Decreased physical activity is directly related to excess body fat. The effects of excess body fat on overall health can be very debilitating. Proper diet and exercise will reduce excess body fat.

III. Physical Fitness Guidelines

- A. The following guidelines are offered to assist employees in attaining optimal benefits and enjoyment from a physical fitness program.

1. Members should have their physician's approval before undertaking a **conditioning or reducing program**.
 2. Members occupying sedentary positions may not be capable of performing the same level of physical activity as more active members.
 3. Members should consider their age when choosing a physical fitness program. Older members may not be capable of performing physical activity as they did in their younger years.
- B. There is probably no one best physical fitness program for all members. Members should choose a physical fitness program that satisfies their particular needs and interests. In order to attain benefits from a physical fitness program, it is essential that a regular, progressive program be developed to meet the specific needs of the individual.
- C. A physical fitness program should be performed on a regular basis. Three times a week for a least thirty minutes is suggested. Members should set goals which they have a reasonable chance to attain and they should measure their progress. A physical fitness program should be started gradually to avoid soreness or injury. Physical fitness programs should be chosen carefully. Some exercises do more harm than good.
- D. A physical fitness program should consist of exercises that reduce body fat, improve the cardiovascular system, improve strength/endurance and increase flexibility.

IV. Physical Examinations

Members are strongly encouraged to undergo a periodic physical examination to ensure their health and fitness. The frequency of the examination should increase as the member ages. Current health insurance benefits cover some or all of the costs of a physical examination, depending on the member's choice of health insurance provider. Physical examinations are required in the following cases and are provided at no cost to the member:

- A. Pre-Employment Physical/Psychological
1. Applicants for the position of police officer are required to undergo a pre-employment physical examination prior to appointment to probationary status to certify the general health of each candidate for a sworn position.
 2. Applicants for the position of police officer and Police Communications Operator are required to undergo an emotional stability and psychological fitness examination which will be conducted and assessed by a qualified professional prior to the appointment to probationary status.
- B. Applicants for the position of police officer and civilian positions are required to take and pass a drug screening test.
- C. Fitness for Duty Physical/Psychological Examination

A member may be required to undergo a physical/psychological examination (at no cost to the employee) to determine his or her continued fitness for duty in the position currently occupied, upon a written request by any supervisor in the member's chain of command. Such a request must be supported by documented evidence that the member's job performance is substandard as a direct result of an obvious or suspected physical impairment or condition. The request will be directed to the member's division commander, who will approve or deny the request based on the evidence presented. The examination will be conducted by a licensed physician/psychologist contracted by the City. The Administrative Services Division will coordinate the scheduling of the test.

- D. Any sworn member may request an annual hearing test at no cost to the member.

V. Physical Fitness Assessment

- A. A **voluntary** physical fitness assessment will be offered once a year for all Department personnel (sworn and civilian) who wish to determine their physical fitness conditions. The assessment, taken from the Cooper Standards, will consist of a series of exercises which will measure the four component of physical fitness:
1. Pushups- Measures strength/strength endurance of the upper body.
 2. Sit-ups- Measures strength/strength endurance in the abdominal area.
 3. 1.5 mile run/walk- Measures cardiovascular endurance.
 4. Sit and Reach- Measures flexibility
- B. Any member (sworn or civilian) who takes and achieves an average of a "Fit Score" of level two or higher (refer to appendix A and B) on all four exercises (pushups, sit-ups, 1.5 mile run/walk and sit and reach) will receive a physical fitness pin and certificate. The pin will be worn in accordance with **General Order B.4** and will only be worn for a period of one year unless the member has been "re-tested" and is qualified in the same rating. The certificate will be placed in the member's personnel folder.
- C. Members who receive a "Fit Score" of level five in all four assessment exercises will be classified as superior and will receive a physical fitness pin indicating completion of a "Level V" fitness assessment.
1. Members who receive "Fit Score" of three level fives and one level four will be classified with a "Fit Score" as a level four.
 2. Members who receive a "Fit Score" of three level fours or above and one level three will be classified with a "Fit Score" as a level three.
 3. Members must receive a "Fit Score" of a level two on each exercise to receive a "Fit Score" of a level two.

- D. When staffing allows, participating members will take the physical fitness assessment test while on duty. If the scheduled physical fitness assessment is scheduled for the members leave day, members may, if they choose, receive compensatory time for the time they are actually participating in the physical fitness assessment test.

VI. Fitness Coordinator

- A. The implementation of this policy will be administered by the Administrative Services Division.
- B. A Physical Fitness Coordinator will be selected by the Commander of the Administrative Services Division. The Physical Fitness Coordinator will report to a designated supervisor in that division. That supervisor will oversee the overall health and fitness policy of this Department.
- C. The Physical Fitness Coordinator will be filled through a selection process which will include but is not limited to an agency wide announcement including a listing of any special skills, knowledge and/or abilities required for the assignment, as well as any formal education, experience, any specialized skills and length of experience.
- D. The Physical Fitness Coordinator shall be a voluntary position and shall:
 - 1. Oversee the Physical Fitness Assessment;
 - 2. Document and maintain the physical fitness assessment records of participating members;
 - 3. Research and establish health and fitness programs for interested members; and
 - 4. Oversee the health and fitness program.
 - 5. Ensure that award certificates are placed in the member’s personnel folder.

Joseph S. Johnson
Chief of Police

References
1. Accreditation Standards 22.3.1, 22.3.2, 32.2.7, 32.2.8
2. General Order B.4 Awards and Commendations

Revision: This General Order replaces General Order N.6 Health and Fitness dated January 2002

FEMALES

AGE	FIT SCORE LEVEL	HEART RATE	BLOOD PRESSURE SYSTOLIC - DIASTOLIC	PERCENT BODY FAT	3 MIN. STEP TEST W/IN 1 MIN. - W/IN 3 MIN.	1.5 MILE RUN	FLEXIBILITY SIT/REACH	SIT-UPS (1 MIN.)	PUSHUPS
"A"	5	54	<107 <68	<17.8	<114 <66	<13:39	>18.25	>55	>40
	4	60	108-110 69-72	17.9-19.7	120-132 72-78	13:40-15:09	17.25-18.00	54-50	39-30
20	3	66	111-119 73-76	19.8-21.9	138-144 84-90	15:10-15:54	15.75-17.00	49-45	29-26
TO	2	72	120-122 78-80	22.0-24.2	150-156 96-102	15:55-17:54	14.00-15.50	44-40	25-20
29	1	78	>123 >81	>24.3	>162 >108	>17:55	<13.75	<39	<19
"B"	5	54	<105 <70	<17.9	<114 <66	<13:54	>17.75	>50	>30
	4	60	106-110 71-74	18.0-21.1	120-132 72-78	13:55-15:14	16.50-17.50	49-45	29-25
30	3	66	111-117 75-80	21.2-23.4	138-144 84-90	15:15-16:04	15.00-16-25	44-40	24-20
TO	2	72	118-122 81-88	23.5-27.1	150-156 96-102	16:05-18:24	14.00-14.75	39-35	19-13
39	1	78	>123 >83	>27.2	>162 >108	>18:25	<13.75	<34	<12
"C"	5	54	<105 <70	<18.3	<114 <66	<15:09	>17.00	>45	>20
	4	60	106-112 71-74	18.3-19.3	120-132 72-78	15:10-16:04	16.25-16.75	44-40	19-16
40	3	66	113-118 75-80	19.4-21.6	138-144 84-90	16:05-17:54	15.75-16.00	39-35	15-12
TO	2	72	119-126 81-82	21.7-26.7	150-156 96-102	17:55-19:29	12.25-15.50	34-30	11-8
49	1	78	>127 >83	>26.8	>162 >108	<19:30	<12.00	<29	<7
"D"	5	54	<110 <70	<19.9	<114 <66	<15:44	>16.00	>40	>15
	4	60	111-120 71-78	20.2-23.4	120-132 72-78	15:45-17:29	14.25-16.75	39-35	14-11
50	3	66	121-126 79-82	23.5-26.8	138-144 84-90	17:30-18:54	12.25-14.00	34-30	10-9
TO	2	72	127-140 83-90	26.9-30.7	150-156 96-102	18:55-20:29	10.25-11.00	29-25	8-5
59	1	78	>141 >91	>30.8	>162 >108	>20:30	<10.75	<24	<4

Bold= exercises which reflect the actual Fit Score
 The other exercises/measurements are intended to assist the participant in assessing their overall fitness

> = MORE THAN

< = LESS THAN

MALES

AGE	FIT SCORE LEVEL	HEART RATE	BLOOD PRESSURE SYSTOLIC - DIASTOLIC		PERCENT BODY FAT	3 MIN. STEP TEST W/IN 1 MIN. - W/IN 3 MIN.		1.5 MILE RUN	FLEXIBILITY SIT/REACH	SIT-UPS (1 MIN.)	PUSHUPS
"A"	5	54	<115	<72	<9.2	<114	<66	<11:29	>16.75	>55	>55
	4	60	116-120	73-76	9.1-12.1	120-132	72-78	11:30-12:09	15.75-16.50	54-50	45-54
20	3	66	121-125	77-80	12.2-14.5	138-144	87-90	12:10-13:24	14.25-15.50	49-45	35-44
TO	2	72	126-132	81-84	14.6-17.9	150-156	96-102	13:25-14:29	12.50-14.00	44-40	25-34
29	1	78	>133	>85	>18.0	>162	>108	>14.30	<12.50	<39	<24
"B"	5	54	<115	<72	<11.7	<114	<66	<11:29	>16.25	>50	>50
	4	60	116-120	75-78	11.8-13.6	120-132	72-78	11:50-12:54	15.00-16.00	49-45	40-49
30	3	66	121-125	79-80	14.7-17.3	138-144	84-90	12:55-13:44	14.00-14.75	44-40	30-39
TO	2	72	126-132	81-88	17.4-20.6	150-156	96-102	13:45-14:44	12.50-13.75	39-35	20-29
39	1	78	>133	>89	>20.7	>162	>108	>14.45	<11.75	<34	<19
"C"	5	54	<116	<76	<14.6	<114	<66	<12:04	>16.00	>45	>45
	4	60	117-120	77-80	14.7-17.5	120-132	72-78	12:05-13:24	14.75-15.75	44-40	35-44
40	3	66	121-126	81-84	17.6-20.0	138-144	84-90	13:25-14:14	13.00-14.50	39-35	25-34
TO	2	72	127-134	85-90	20.1-20.6	150-156	96-102	14:15-15:19	11.50-12.75	34-30	15-24
49	1	78	>135	>91	>20.7	>162	>108	<15.20	<10.75	<29	<14
"D"	5	54	<117	<78	<16.5	<114	<66	<12:54	>15.75	>40	>40
	4	60	118-120	79-80	16.6-19.0	120-132	72-78	12:55-14:04	14.00-15.50	39-35	30-39
50	3	66	121-129	81-86	19.1-21.2	138-144	84-90	14:05-15:09	12.25-13.75	34-30	20-29
TO	2	72	130-136	87-90	21.3-24.4	150-156	96-102	15:10-16:04	10.25-12.0	29-25	9-19
59	1	78	>137	>91	>24.5	>162	>108	>16.05	<10.00	<24	<8

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