

 Hickory Police Department GENERAL ORDER		Number		15-1		
		Issued	1/2/2015	Effective:	IMMEDIATELY	
Subject	Physical Fitness Program					
Indexed As	Physical Fitness Program					
Reference						
Cancels				Amends		
Distribution	C			Section Code:	PER-15	

This General Order contains the following numbered sections:

- I. Purpose
- II. Discussion
- III. Definitions
- IV. Program Administration
- V. Fitness Requirements
- VI. Failure to Meet the Fitness Standard
- VII. Failure to Meet the Minimum Performance Standard
- VIII. Make-Up Semi-Annual Fitness Testing
- IX. Voluntary Re-Testing
- X. Waivers for Fitness Testing
- XI. Assistance to Officers
- XII. Performance Appraisal Standards
- XIII. Fitness Award
- XIV. Effective Date

I. Purpose

The purpose of this directive is to establish policy and procedure for the administration of the Department's Physical Fitness Program for sworn police officers.

II. Discussion

It is the policy of the Hickory Police Department to ensure that all sworn police officers can perform the essential functions of a police officer. We also encourage physical fitness for our officers as a means of promoting officer and public safety and the professionalism of the Department.

III. Definitions

The following definitions are applicable to the Hickory Police Department's Physical Fitness Program for sworn police officers:

- A. Certified Fitness Instructor – a Department instructor who is certified through the North Carolina Criminal Justice Training and Standards Commission as a fitness instructor.
- B. Department Fitness Instructor – a Department instructor who is not a certified fitness instructor but who has received internal training on administering POPAT testing.

C. Essential Functions

1. The following are defined as the "major duties" of a sworn police officer with the department, regardless of rank and/or assignment:
 - a. Patrols assigned area to detect and deter criminal activity and traffic violations.
 - b. Responds to calls, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing person searches, public service duties, stranded motorists, and others.
 - c. Conducts preliminary inquiries, field interviews, and follow-up investigations to include interviewing victims, complainants and witnesses, gathering information and evidence, and securing the crime scene.
 - d. Obtains and serves search and criminal warrants; apprehends, arrests and processes offenders including juveniles.
 - e. Provides assistance and backup support to other officers as necessary.
 - f. Provides first aid to victims as necessary and assists motorists.
 - g. Provides traffic direction as needed for events such as parades, funerals, ball games, and school crossings.
 - h. Testifies in judicial proceedings.
 - i. Completes all required reports and forms, including accident and incident reports.
 - j. Transports prisoners from police headquarters to detention facility.
 - k. Inspects and maintains patrol car.
 - l. Performs other related duties as assigned.

2. The Police Officer Physical Abilities Test (POPAT) is a timed, continuous sequence of actual and simulated job task events that measure basic individual abilities directly related to the essential functions described above.
- D. Fitness Standard – the POPAT time that all sworn police officers are required to meet or to continue to make progress toward in accordance with the guidelines in this directive.
- E. Minimum Performance Standard – the POPAT time that all sworn police officers are required to attain in order to maintain their sworn employment status while working toward improvement to meet the Fitness Standard.
- F. Performance Gap – the time difference between the Department’s fitness standard and the police officer’s POPAT time any time that the officer does not meet the fitness standard.
- G. POPAT – The North Carolina Police Officer Physical Abilities Test for evaluating police officer performance of essential job functions (see also the addendum to this policy for a description of the current POPAT course).
- H. Push-Up – the officer must position their body so that their hands are shoulder-width apart with their shoulder and lower back aligned and their arms (triceps and elbows) fully extended. The officer must then lower their body four (4) inches parallel to the ground maintaining their shoulder and back alignment; the officer must touch their chin to the fitness instructor’s fist that is placed on the ground in a position to line up with the officer’s chin. Each time the officer lowers their body and returns to the starting position as described herein is a push-up.
- I. Sit-Up – must be performed with the officer’s arms remaining firmly across the chest throughout each repetition. The officer’s knees must be angled at ninety (90) degrees, their elbows must touch their knees and their shoulder blades must return to the ground for each repetition.
- J. State Standard Gap – the time difference between the mandatory North Carolina POPAT time and the police officer’s POPAT time for any officer whose POPAT time was slower than the North Carolina POPAT time.

IV. Program Administration

- A. The Department’s Physical Fitness Program will be coordinated by the Training and Recruitment Sergeant.
 1. The Training and Recruitment Sergeant will schedule all semi-annual fitness testing sessions, will track individual results and will schedule all necessary make-up tests and re-tests.
 2. No fitness testing sessions will be scheduled or conducted without the knowledge and approval of the Training and Recruitment Sergeant or, in his absence, the Support Services Commander.

- B. The Department utilizes the POPAT course for evaluating officer fitness.
1. Any POPAT course used for semi-annual fitness testing purposes will be administered by a minimum of two (2) fitness instructors, one of whom shall be a Certified Fitness Instructor. One fitness instructor will be responsible for assigning the street names and maintaining the course time; the other fitness instructor will be responsible for ensuring that the course is completed in accordance with Department standards.
 2. Individual results from POPAT testing conducted for semi-annual fitness testing will be documented on a *POPAT Results* form.
 3. Officers who participate in semi-annual fitness testing will be required to wear the following while performing the POPAT course:
 - a. Boots or sneakers;
 - b. Pants or shorts; and
 - c. Short or long-sleeve shirt (any style)
 4. Police officers will be required to complete all phases of the POPAT course to receive a time. Officers will not be allowed to move on from any phase of the course until that phase is successfully completed.
 5. Police officers who do not complete the course at or faster than the minimum performance standard will be allowed to stop at their discretion or at the discretion of a fitness instructor if there is a concern for the officer's physical wellbeing.
- C. All POPAT testing conducted for semi-annual fitness testing purposes will be used only for Department required testing and, where applicable, for K9 and SOT required testing. It may not be used for any other process requiring a POPAT test. POPAT testing conducted for promotion or selection processes may not be used for semi-annual fitness testing purposes.
- D. Sworn police officers participating in promotional or specialized selection processes may be required to meet fitness requirements on the POPAT course that are more stringent than those outlined in this directive.
- E. Newly hired police officers will be required to meet the requirements outlined in this directive. This is not intended to dismiss the requirement for officers attending BLET to meet the fitness requirements of that certification program.

V. Fitness Requirements

- A. All sworn police officers are required to meet the Department's fitness requirements as outlined in this directive.

- B. All sworn police officers are required to complete the POPAT course semi-annually (typically in the spring and fall of the year) in a time no slower than the minimum performance standard.
 - 1. Police officers who complete the course at the fitness standard or faster are deemed to have met the Department's fitness standard.
 - 2. Police officers who complete the course slower than the fitness standard but at or faster than the minimum performance standard are deemed to have met the Department's minimum performance standard but not to have met the Department's fitness standard and therefore require improvement.
 - 3. Police officers who complete the course in a time slower than the minimum performance standard or who do not complete the course are deemed to have not met the Department's minimum performance standard and require improvement before returning to active duty. This does not apply to an officer who suffers an injury while performing the POPAT test and is unable to complete the test as a result of the injury.

VI. Failure to Meet the Fitness Standard

- A. A police officer who completes the POPAT slower than the fitness standard but at or faster than the minimum performance standard will be allowed to remain on active duty but will be expected to demonstrate improvement toward meeting the Fitness Standard.
 - 1. Upon an officer's first failure to meet the fitness standard, the officer will be provided with fitness and health guidelines intended to support improvement toward meeting the fitness standard.
 - 2. There will not be any disciplinary action for an officer's first failure to meet the fitness standard on any required POPAT test in any semi-annual testing session.
 - 3. The Training and Recruitment Sergeant will notify the officer's immediate supervisor and up through the chain-of-command upon a failure to meet the fitness standard.
- B. Upon a failure to meet the fitness standard, the police officer will be required to re-test on a recurring basis until they can meet the standard:
 - 1. The primary purpose of the recurring tests is to encourage continuous improvement by the officer toward meeting the fitness standard.
 - 2. The Training and Recruitment Sergeant will provide the officer with a *Notice of Re-Testing* form that will outline the officer's performance goals for re-testing and reaching the fitness standard.

3. The difference between the fitness standard time and the officer's POPAT time on their first attempt for each semi-annual testing session will be defined as the officer's "performance gap."
 - a) This "gap" can range from a minimum of one second (0:01) to a maximum of seven minutes twenty seconds (7:20).
 - b) The performance gap will be divided by eight (8) to establish eight performance time goals for up to eight re-tests.
 - 1) Each performance time goal will allow the officer to make up one-eighth (1/8) of their performance gap.
 - 2) This is intended to encourage the officer to reach the Fitness Standard in no more than eight re-tests.
4. The first re-test will occur within ninety (90) days of the initial unsuccessful test. Each subsequent re-test will occur within ninety (90) days of the prior re-test.
 - a) The Training and Recruitment Sergeant will schedule the officer for a re-test as close to the ninety (90) day window as schedules will allow.
 - 1) The officer may contact the Training and Recruitment Sergeant to request a re-test sooner than their scheduled date at any time during the ninety (90) day cycle.
 - 2) The officer will only be allowed one (1) re-test per ninety (90) day cycle. Once the retest occurs, the next ninety (90) day cycle (if necessary) begins.
 - b) The police officer will be required to reach the stated performance time goal and to demonstrate improvement of at least 12.5% of their initial performance gap on each re -test.
 - 1) If the officer exceeds the performance time goal on a re-test but does not reach the fitness standard, subsequent performance time goals will be reset so that the officer will be required to demonstrate improvement of at least 12.5% of their initial performance gap on subsequent retests.
 - 2) If the officer fails to reach their performance time goal on a re-test, they will still be required to reach the next existing performance time goal on the subsequent re-test (i.e. they will be required to demonstrate more than a 12.5% improvement to make up for the time they did not improve).
 - c) If the police officer meets the fitness standard on a re-test, that score will be recorded as their semi-annual POPAT time and no further testing will be required related to the original semi-annual test.

- d) If the police officer does not meet the fitness standard on a re-test, they will be required to continue with recurring testing.
 - e) If the police officer does not meet the fitness standard but meets the required performance time goal there will be no disciplinary action resulting from the re-test. The officer will be required to continue with recurring testing.
 - f) If the police officer fails to meet the required performance time goal on a re-test the officer will be subject to disciplinary action:
 - 1) The 1st failure to meet a required performance time will result in a supervisory counseling session.
 - 2) A 2nd failure will result in a notation in the officer's annual evaluation.
 - 3) A 3rd failure will result in the officer being issued a Written Reprimand.
 - 4) A 4th failure will result in the officer being suspended for one (1) day.
 - 5) A 5th failure will result in the officer's performance and progress being reviewed by their Division Commander. The Division Commander will make a recommendation for disciplinary action in accordance with Department Policy.
 - g) All re-testing conducted related to semi-annual fitness testing will be recorded on a *POPAT Re-Testing* form.
- C. In the event that an officer has been allowed a total of eight (8) re-tests (a total of a maximum of twenty-four (24) months) and has not met the Fitness Standard (regardless of any improvement (or lack thereof) toward the standard):
- 1. The officer's Division Commander will review the officer's performance and progress to date as any such failure to meet the fitness standard will be considered unacceptable job performance as outlined in the City's *Performance Evaluation Policy and Procedure*.
 - 2. The Division Commander will make a recommendation for disciplinary action in accordance with Department Policy.

VII. Failure to Meet the Minimum Performance Standard

- A. In the event a police officer does not meet the minimum performance standard (on any test or re-test); the Training and Recruitment Sergeant will notify the officer's immediate supervisor and up through the chain-of-command.
- B. Any police officer who does not meet the minimum performance standard will be referred to one (or more) of the Department's contracted providers for a mandatory medical exam and fitness evaluation. The purpose of this referral is to

identify any health concerns contributing to the officer's physical conditioning and to provide diet and fitness guidelines to assist the officer in improving their physical conditioning.

- C. Failure to meet the minimum performance standard will be considered unacceptable job performance as outlined in the City's *Performance Evaluation Policy and Procedure*. Any police officer who does not meet the minimum performance standard will be suspended from duty until such time that they can complete the course at or faster than the minimum performance standard. Any suspension will be handled in accordance with City and Department policy and with the following guidelines:
 - 1. The officer will be provided with a *Failure to Meet the Minimum Performance Standard* form that will advise the officer of their suspension and their re-testing requirements.
 - 2. The officer will be allowed to use any earned vacation or compensatory leave they have for the first thirty (30) days of suspension.
 - 3. The officer will be placed on unpaid leave if they have not completed the course at or faster than the minimum performance standard after the first thirty (30) days.
- D. The first re-test will occur within no more than thirty (30) days of the initial unsuccessful test. Each subsequent re-test will occur within no more than thirty (30) days of the prior re-test.
 - 1. The Training and Recruitment Sergeant will schedule the officer for a re-test as close to the thirty (30) day window as schedules will allow.
 - a. The officer may contact the Training and Recruitment Sergeant to request a re-test sooner than their scheduled date at any time during the thirty (30) day cycle.
 - b. The officer will be allowed to re-test as often as they wish assuming the Department can provide the necessary fitness instructors to conduct the re-test(s).
- E. Police officers will be allowed a maximum of ninety (90) days from their first unsuccessful test to meet the minimum performance standard.
 - 1. The police officer's Division Commander will review the performance and progress of any officer who does not meet the minimum performance standard after ninety (90) days.
 - 2. The Division Commander will make a recommendation for disciplinary action of at least suspension with the possibility of demotion or termination in accordance with Department policy.

VIII. Make-Up Semi-Annual Fitness Testing

- A. The Training and Recruitment Sergeant will schedule no more than two make-up days for each of the semi-annual fitness testing sessions. These days will be scheduled at least seven (7) days in advance.
- B. Police officers must have supervisory approval to miss their scheduled fitness testing session prior to being scheduled for a make-up session.
- C. It is the sole responsibility of the officer to ensure they complete each semi-annual fitness testing session. It is not the responsibility of the Training and Recruitment Sergeant or any other Department supervisor to ensure that any officer completes a semi-annual fitness training session.
- D. Any officer who misses all the scheduled and make-up semi-annual fitness testing sessions will be required to seek permission from the Chief of Police to have an additional make-up day scheduled.

IX. Voluntary Re-Testing

- A. Any police officer who meets the fitness standard but wishes to improve their performance will be allowed one voluntary re-test per semi-annual testing session.
- B. The voluntary re-test must occur either on a scheduled semi-annual testing date or on a scheduled make-up date. Additional testing sessions will not be allowed solely for voluntary re-testing.
- C. Any officer who completes a voluntary re-test will be allowed to use the faster of their two scores.

X. Waivers for Fitness Testing

- A. Any police officer who is absent from work on extended leave (fourteen (14) or more days) or for extended training (fourteen (14) or more days), is on approved workers' compensation leave or who is on modified duty and is unable to participate in all available semi-annual POPAT testing dates will be granted a temporary waiver from fitness testing. The officer will be required to complete the missed semi-annual testing within thirty (30) days of returning to full duty unless the next semi-annual test occurs within those same thirty (30) days. In that case, the missed semi-annual test will be excused.
- B. A police officer who is on full-duty status and has an emergent medical condition (i.e. "short term illness or injury that does not require modified duty status") that prohibits them from completing the POPAT course on their scheduled day must notify their immediate supervisor and the Training and Recruitment Sergeant of their condition.

1. It is the responsibility of the officer to obtain permission from the Training and Recruitment Sergeant to attend another scheduled or make-up session during that semi-annual testing period to complete the POPAT course.
2. The officer may be required by the Training and Recruitment Sergeant to provide documentation from a licensed physician describing their illness / condition and its impact on the officer's ability to complete the POPAT course.

XI. Assistance to Officers

- A. The Department recognizes an obligation to provide assistance to police officers who want to improve their physical fitness and/or have difficulty in meeting Department fitness standards.
- B. The Department, in collaboration with the City's Human Resources Department, will offer assistance to Police officers by:
 1. Providing referrals for health screening and fitness assessment;
 2. Providing guidance in and/or a referral for the development of an individual physical fitness training program to include individual education and goal setting;
 3. Provide up to four hours of compensatory time per month for Police officers who attend weekly exercise sessions led by designated police officers;
 4. Referring Police officers to health and nutrition advice through the City's contracted health care insurance provider;
 5. Referring Police officers to programs offered by the City's contracted Employee Assistance Program provider; and
 6. Providing ongoing support and evaluation of officer health and fitness.

XII. Performance Appraisal Standards

- A. Officer performance on the semi-annual fitness testing will be a scored component of the officer's annual performance evaluation unless the officer does not take either semi-annual fitness test. If an officer does not take at least one fitness test during the evaluation period, he/she will not receive a score in this category.
- B. Police officers whose fastest POPAT time was at or faster than the North Carolina POPAT time are subject to the following guidelines for performance evaluation purposes:
 1. The number of tests completed will impact the officer's performance evaluation score as follows:

- a. If an officer completes two required semi-annual fitness tests in their evaluation period, the faster of the two times will be used as the officer's fitness testing time for evaluation purposes.
 - b. If an officer completes only one semi-annual fitness test in their evaluation period, the officer will be required to use that time as their fitness testing time for evaluation purposes.
2. Officer performance on the semi-annual fitness testing will translate to performance evaluation scores as follows:
- a. POPAT time at or faster than the mandatory North Carolina POPAT time = "Performance Exceeded Expectations"
 - b. POPAT time at or faster than the fitness standard but slower than the mandatory North Carolina POPAT time = "Performance Achieved Expectations"
 - c. POPAT time at or faster than the minimum performance requirement but slower than the fitness standard = "Performance Needs Improvement"
 - d. POPAT time slower than the minimum performance requirement = "Unsatisfactory Performance"
- C. Police officers whose baseline POPAT time was slower than the North Carolina POPAT time but at or faster than the fitness standard and who have not subsequently met or exceeded the North Carolina POPAT time are subject to the following guidelines for performance appraisal purposes:
1. A rating of "Performance Exceeded Expectations" will be awarded for a POPAT time at or faster than the mandatory North Carolina POPAT time on one or more tests.
 2. A rating of "Performance Achieved Expectations" will be awarded for:
 - a. POPAT times at or faster than the fitness standard but slower than the North Carolina POPAT time with improvements of at least 12.5% of the officer's State Standard Gap on both semi-annual fitness tests for police officers receiving annual appraisals;
 - b. A POPAT time at or faster than the fitness standard but slower than the North Carolina POPAT time with improvement of at least 25% of the officer's State Standard Gap for police officers receiving annual appraisals who only complete one semi-annual fitness test during the appraisal period; or
 - c. A POPAT time at or faster than the fitness standard but slower than the North Carolina POPAT time with improvement of at least 12.5% of the officer's State Standard Gap for Police officers receiving semi-annual appraisals.

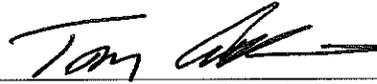
3. Officer's fastest POPAT time at or faster than the fitness standard but slower than the mandatory North Carolina POPAT time and the officer does not qualify for "Performance Exceeded Expectations" as described above = "Performance Achieved Expectations"
4. Officer's fastest POPAT time at or faster than the minimum performance requirement but slower than the fitness standard = "Needs Performance Improvement"
5. Officer's fastest POPAT time slower than the minimum performance requirement = "Unsatisfactory Performance"

XIII. Fitness Award

Police officers who complete the semi-annual fitness test in a time of seven minutes and twenty seconds (7:20) or faster are eligible for the Department's Physical Fitness Award as outlined in HPD General Order PER-05, *Employee Awards Program*.

XIV. Effective Date

This General Order is effective immediately.

 2 JAN 15

Tom Adkins
Chief of Police

Addendum #1

The Hickory Police Department POPAT course is as follows:

1. Officer is seat-belted in the driver's seat of vehicle with hands on steering wheel. He is given two (2) street names.
2. On the fitness instructor's command "Go" the timed event begins.
3. Officer removes the seatbelt and exits the vehicle.
4. Officer runs (or walks) 100 yards and returns 100 yards to the front passenger's side door of vehicle.
5. Officer opens the vehicle door, removes seat-belted dummy from vehicle and drags the dummy 50 feet to staircase placing the subject on ground. (Body drag must be done walking backwards while grasping subject under both arms).
6. Officer scales and circles the staircase to the right three times, touching every step traveling up and down.
7. Officer runs from the staircase 25 feet to a 50 pound weighted door.
8. Officer pushes through the door using the entire side of their body.
9. Once through the door, officer drops to the ground and performs 20 push-ups and 20 sit-ups. (Note: push-ups and sit-ups must be done in accordance with demonstrated standards as determined by the fitness instructor monitoring the officer's performance).
10. Officer runs back to the staircase and scales and circles the staircase to the right three (3) times, touching every step traveling up and down.
11. Officer runs from the staircase 25 feet to the enclosed tube and crawls through the tube. The flashlight must be on and must be used during the crawl portion of the course.
12. Once out of the tube, the officer drops to the ground and performs 20 push-ups and 20 sit-ups (pushups and sit-ups are counted by a fitness instructor). (Note: push-ups and sit-ups must be done in accordance with demonstrated standards as determined by the fitness instructor monitoring the officer's performance).
13. Officer then runs (or walks) 100 yards and returns 100 yards to the passenger's side of vehicle where a dummy is leaning on the vehicle.
14. Officer grasps and drags the dummy 50 feet to the staircase, placing the dummy on the ground.
15. Officer must recite the two street names provided at the beginning of the test precisely in the order they were given. Once the two names are given in the correct order, time is stopped. If the officer cannot give the correct names in the order they were given, the officer must instead run (or walk) an additional 100 yards down and 100 yards back before the time can be stopped.

However, if at any time during this 100-yard run/walk the officer remembers their street names in the correct order, they can call those street names out and, if correct, the time will be stopped.

Addendum #2

POPAT Completion Time Requirements and Scheduled Time Requirement Changes

<u>Session Date</u>	<u>Department Fitness Standard</u>	<u>Minimum Performance Requirement</u>
Fall 2016	14:40	22:00
Fall 2018	13:45	21:05
Spring 2019	12:50	20:10
Fall 2019	11:55	19:15
Spring 2020	11:00	18:20
Fall 2020	10:05	17:25
Spring 2021	9:10	16:30
Fall 2021	8:15	15:35
Spring 2022	7:20	14:40



HICKORY POLICE DEPARTMENT
Office of the Chief of Police
347 Second Avenue SW
Hickory, NC 28602
Phone: (828) 261-2600
Fax: (828) 328-6146

2 January 2015

TO: HPD Sworn Police Officers
FROM: Chief Tom Adkins 
RE: Physical Fitness General Order/Fit for Duty

As discussed in the November PACT meetings, effective January 2015, all sworn police officers will be required to meet certain physical fitness requirements. These requirements are to ensure that sworn officers can perform the essential physical functions of a police officer. More importantly, being in good physical condition has a positive impact on reducing job related injuries, improving officer safety and hopefully will extend an individual's longevity not only as a police officer but in life after retirement.

HPD's overall pass rate for POPAT has been around 85% using the state standard so many of you are on the right path and I congratulate you for your efforts. The ones that have fallen short of that standard will need to change some physical and eating habits that I know will be a benefit to you as you work towards meeting the standard.

As you read the general order and the physical fitness implementation plan, you will see that officers will have several opportunities to improve and to learn more about overall wellness and fitness. I encourage everyone to get involved and take advantage of group exercise sessions as well as any nutrition classes presented by the city and any classes presented at HPD. A fitness advisory board will be formed to help guide our progress as well become a more fit police department. As our core value of Teamwork states "together everyone achieves more".

Stay Vigilant and Be Safe.

A copy of the General Order – PER-15 Physical Fitness Program – has been emailed to you. Please notify the Chief's office if you did not receive this electronic general order attachment.



HICKORY POLICE DEPARTMENT
Office of the Chief of Police
347 Second Avenue SW
Hickory, NC 28602
Phone: (828) 261-2600
Fax: (828) 328-6146

Hickory Police Department Fitness Program Implementation Plan

The purpose of the fitness program is to encourage physical fitness for all sworn police officers as a means of promoting officer and public safety. The Physical Fitness Program is intended to provide recognition for achievement of fitness standards and support for continued improvement toward fitness standards.

The Department will use two standards within its fitness program:

- 1) The "Fitness Standard"
The standard all sworn police officers must meet or continue to make progress toward.
(14:40 – two times the current NC POPAT standard)
- 2) The "Minimum Performance Standard"
The standard all sworn police officers must minimally meet to maintain their sworn employment status while working toward improvement to meet the Fitness Standard.
(22:00 – three times the current NC POPAT standard)

A police officer's "performance gap" will be defined as the amount of time between the Fitness Standard (14:40) and the officer's time on the POPAT. The maximum performance gap is therefore 7:20 with a time of 22:00; any time slower than 22:00 fails to meet the Minimum Performance Standard.

The fitness program policy and requirements will be introduced by January 1, 2015 to allow officers 15 months between the announcement and the first testing session to meet standards in the Spring of 2016.

The implementation timeline will be as follows:

- **January 2015**
 - Policy and requirements announced.
- **February 2015**
 - Monthly POPAT testing opportunities will begin to be made available.
- **Spring 2015 (Required Baseline Testing – No Disciplinary Action)**
 - All sworn police officers required to complete the POPAT to provide the officer and the Department a baseline for future testing.

- Any officer who fails to meet the Fitness Standard will be provided fitness and health information.
- Any officer who fails to meet the Minimum Performance Standard will be referred for a medical and fitness evaluation.
- No disciplinary action / no required actions for officers who fail to meet the Fitness Standard or the Minimum Performance Standard.

➤ **Fall 2015 (Required Testing – No Disciplinary Action)**

- All sworn police officers required to complete the POPAT and meet established fitness requirements.
- Scores will be formally recorded and compared to the Fitness Standard and, if necessary, the Minimum Performance Standard.
- Officers who fail to meet the Fitness Standard (14:40):
 - No disciplinary action.
 - Required to retest in 90 days to measure improvement; it is recommended (but not required) that the officer show improvement of at least 12.5% of their performance gap.
- Officers who fail to meet the Minimum Performance Standard (22:00):
 - No disciplinary action. Required to retest in 90 days to measure improvement; it is recommended the officer take steps to meet the Minimum Performance Standard.

➤ **Spring 2016 (Required Testing – Full Implementation)**

- All sworn police officers required to complete the POPAT and meet established fitness requirements.
- Scores will be formally recorded and compared to the Fitness Standard and, if necessary, the Minimum Performance Standard
- Officers who fail to meet the Fitness Standard (14:40):
 - Will be provided with fitness and nutrition information by the Department
 - Required to retest and show improvement of at least 12.5% of their initial performance gap every 90 days until they meet the Fitness Standard.
 - No disciplinary action if the officer demonstrates at least the required improvement on each retest.

- Progressive disciplinary action will be taken for each re-test where the officer does not demonstrate at least the required improvement:
 - The 1st failure will result in a supervisory counseling session.
 - A 2nd failure will result in a notation in the officer's annual evaluation.
 - A 3rd failure will result in the officer being issued a Written Reprimand.
 - A 4th failure will result in the officer being suspended for (1) day.
 - A 5th failure will result in the officer's employment status being reviewed by his/her Division Commander.
- Sworn police officers will be allowed a maximum of eight (8) re-tests (a total of 24 months) to meet the Fitness Standard. Any officer who cannot meet the Fitness Standard after eight re-tests will have their employment status reviewed by their Division Commander.
- Sworn police officers who fail to meet the Minimum Performance Standard (22:00):
 - Referred to Hart Industrial Clinic for a mandatory medical exam and fitness evaluation. The purpose of this referral is to identify any health concerns contributing to the officer's physical conditioning and to provide diet and fitness guidelines to assist the officer in improving their physical conditioning.
 - Placed on leave and allowed to use their earned vacation or compensatory time for up to 30 days; placed on unpaid leave after 30 days if still unable to meet the Performance Standard.
 - Required to retest and meet the Minimum Performance Standard in 90 days or sooner.
 - Failure to meet the Minimum Performance Standard after 90 days will result in a meeting with the Division Commander to review the officer's performance and their employment status.
- Department Initiatives Being Developed:
 - Weekly group exercise sessions with the opportunity to earn up to four hours of compensatory time per month for participants.
 - Fitness Board
 - Health & Fitness Classes