

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	Chapter: 300 - Personnel Management	
	Directive: 310.12 – Physical Fitness Program	
Authorized by: Chief Brandon Zuidema		Effective Date: August 1, 2018
CALEA Standards: 22.2.3		Last Revision: August 1, 2017

310.12.1 - Purpose

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

310.12.2 - Policy

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

310.12.3 – Definitions

The following definitions are applicable to the Garner Police Department's Physical Fitness Program for sworn employees:

- A. Certified Fitness Instructor – a Department instructor who is certified through the North Carolina Criminal Justice Education and 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, POPAT training classes, and/or fitness classes.
- C. Essential Job Functions
 1. The following are defined as the “essential job functions” of a sworn police officer with the Department, regardless of rank and/or assignment:
 - a. Respond to emergency situations in vehicles and on foot;
 - b. Conduct criminal investigations, to include interviewing suspects, victims and witnesses, collecting evidence, conducting searches and documenting actions taken;
 - c. Enforce criminal law, including making custodial arrests and using physical or other force when necessary;
 - d. Serve warrants and criminal summons;
 - e. Enforce traffic law, direct traffic and investigate traffic crashes;
 - f. Operate and maintain a department-assigned vehicle;

- g. Participate in mandatory and optional training courses, which may include the application of skills and abilities;
 - h. Patrol an assigned area of the Town, taking action to address disturbances of the peace, suspicious activity and/or persons, and violations of law;
 - i. Perform animal control duties in the absence of the Animal Control Officer;
 - j. Perform rescue operations and render assistance to citizens;
 - k. May be assigned to specialty assignments including, K-9, Special Response Team, Crisis Intervention Team, Field Training Officer and other short or long-term assignments;
 - l. Respond to requests for service, both criminal and non-criminal in nature; and
 - m. Testify in court, including preparation of necessary reports and related documents.
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 job functions described above.
- D. Fitness Standard – the POPAT time that all sworn employees are required to meet or to continue to make progress toward in accordance with the guidelines in this directive.
- E. North Carolina POPAT Standard – the time requirement established by the North Carolina Criminal Justice Education and Training Standards Commission for successful completion of the 2015 POPAT course. The required time for completion of part one is six (6) minutes; the required time for the completion of part two is three (3) minutes.
- F. POPAT – The 2015 North Carolina Police Officer Physical Abilities Test for evaluating police officer performance of essential job functions (see the addendum to this policy for a description of the POPAT course).
- G. Push-Up – the employee 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 employee must then lower their body four (4) inches parallel to the ground maintaining their shoulder and back alignment; the employee must touch their chin to the fitness instructor's fist, or object equal to the height of a fist, which is placed on the ground in a position to line up with the employee's chin. Each time the employee lowers their body and returns to the starting position as described herein is a push-up.
- H. Roll Drill – a component of POPAT testing where the employee begins on top of a one hundred (100) pound contoured heavy bag with their left knee on the floor, rolls to their right until the bag is over their body, continues to roll to the right until they are back on top of the heavy bag with their right knee on the floor, and then performs a complete turn back to the left and ends with their left knee back on the floor.

310.12.4 – Program Administration (22.2.3)

- A. The Department's Physical Fitness Program will be coordinated by the Personnel and Training Sergeant.
- 1. The Personnel and Training Sergeant will schedule all annual and remedial POPAT testing sessions, will track individual results, and will schedule all necessary make-up tests and re-tests.

2. No testing sessions will be scheduled or conducted without the knowledge and approval of the Personnel and Training Sergeant or, in his absence, the Administration Lieutenant.
- B. The Department utilizes the POPAT test for evaluating the ability of employees to perform essential job functions.
1. Any POPAT test used for annual or re-testing purposes will be administered by a minimum of two (2) fitness instructors, at least one of whom shall be a Certified Fitness Instructor. One fitness instructor will be responsible for administering the test and maintaining the course time; the other fitness instructor will be responsible for ensuring that the course is completed in accordance with Department standards while also maintaining a back-up course time.
 2. Individual results from POPAT testing conducted for annual testing or re-testing will be documented on a *POPAT Results* form (GPD form 310.12-A).
 3. Employees who participate in POPAT testing will be required to wear the following while completing the test:
 - a. Boots or sneakers;
 - b. Pants with belt loops and a trouser-style belt; and
 - c. Short or long-sleeve shirt (any style).
 4. Employees will be required to complete all phases of the POPAT course to receive a time. Employees will not be allowed to move on from any phase of the course until that phase is successfully completed.
- C. Newly hired employees 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.

310.12.5 – Physical Performance Requirements (22.2.3)

- A. All sworn employees are required to complete the POPAT test as outlined in this directive as a measure of their ability to perform essential job functions.
- B. All sworn employees are required to complete the POPAT course annually (typically in the spring of the year).
1. Employees who complete the course at the fitness standard or faster on their scheduled annual POPAT test are deemed to have met the Department's fitness standard. Employees are encouraged to take the steps necessary to maintain the ability to successfully complete the POPAT course but are not required to test again until the following spring.
 2. Employees who complete the course in a time slower than the fitness standard will be given one opportunity to re-test immediately following completion of the scheduled testing days for the spring session. Employees who complete the course at the fitness standard or faster on their re-test will:
 - a. Use the re-test time as their annual test time;
 - b. Will not be required to participate in remedial training; but
 - c. Will be required to re-test in October.

3. Employees who complete the course in a time slower than the fitness standard during their scheduled annual POPAT test and the re-test (if they choose to re-test) are deemed to have not met the Department's fitness standard and require improvement. This does not apply to an employee who suffers an injury while performing the POPAT test and is unable to complete the test as a result of the injury.

310.12.6 – Failure to Meet the Fitness Standard

- A. An employee who completes the POPAT course slower than the fitness standard on their scheduled annual POPAT test and the re-test (if they choose to re-test) will be allowed to remain on active duty but will be required to demonstrate improvement toward meeting the fitness standard.
 1. Upon an employee's failure to meet the fitness standard, the employee will be provided with fitness and health guidelines intended to support improvement toward meeting the fitness standard.
 2. The Personnel and Training Sergeant will notify the employee's immediate supervisor and up through the chain-of-command upon a failure to meet the fitness standard.
 3. There will not be any disciplinary action for an employee's first failure to meet the fitness standard on any required POPAT test in any annual testing session. The employee will receive non-disciplinary counseling from their supervisor and the failure will be noted in their annual appraisal.
- B. Upon a failure to meet the Department fitness standard, the employee will be required to participate in the remedial fitness program (as outlined in Addendum #2 to this directive) through at least the fall re-test (see below).
- C. Employees who do not complete the POPAT course faster than twelve (12) minutes will have their test stopped and will be referred for a fit for duty test with a Town-contracted provider.
- D. Upon a failure to meet the fitness standard on the annual test, the employee will be required to re-test in the fall remedial testing session (typically in October each year).
 1. The purpose of the fall test is to re-evaluate the employee's ability to meet the fitness standard.
 2. The Personnel and Training Sergeant will provide the employee with a *Notice of Re-Testing* form (GPD form 310.12-B) that will outline the employee's responsibility for re-testing and reaching the fitness standard.
 3. All re-testing conducted related to annual testing will be recorded on a *POPAT Results* form (GPD form 310.12-A).
 4. If the employee meets or exceeds the fitness standard on the fall test, the employee will be released from the remedial program.
 5. If the employee fails to meet the fitness standard on the fall re-test the employee will continue in the remedial program until the annual spring test.
 - a. So long as the employee shows some measure of improvement from the initial failed spring test, there will be no disciplinary action associated with the fall re-test.
 - b. If the employee's performance on the fall re-test does not show some measure of improvement from the initial failed spring test, the employee will be subject to disciplinary action.

6. If the employee fails to meet the fitness standard on both the initial annual (spring) test and the fall re-test and then fails to meet the fitness standard on the following annual (spring) test, the employee will be subject to a staff review.
 - a. Prior to the staff review, the employee will be required to meet with the Personnel and Training Sergeant, their Division Commander, and the employee's Bureau Commander to give the employee the opportunity to offer any feedback regarding their current fitness status and their progress toward meeting the fitness standard.
 - b. The staff review will include the Personnel and Training Sergeant, the employee's assigned Department fitness instructor, and the employee's chain-of-command, up through and including the Chief of Police. The staff review will be documented as a "memorandum to file" and will be included in the employee's personnel file.
 - c. The purpose of the review is to evaluate the employee's fitness status, including but not limited to the following:
 - 1) The employee's recorded participation in the remedial fitness program;
 - 2) The employee's progress toward meeting the fitness standard;
 - 3) Any previous participation in the remedial fitness program; and
 - 4) Any other factors relevant to the employee's fitness level and the employee's inability to meet the fitness standard.
 - d. At the conclusion of the staff review, the employee's Bureau Commander will make a recommendation to the Chief of Police as to what, if any, action should be taken regarding the employee's failure to meet the fitness standard. Possible actions include, but are not limited to, the following:
 - 1) Referral for a Fit-for-Duty exam;
 - 2) Referral to a private fitness instructor;
 - 3) Continued participation in the remedial fitness program; and/or
 - 4) Disciplinary action, including but not limited to transfer, demotion, and dismissal.
 - e. The Chief of Police will make the final decision as to how to proceed in accordance with Department policy.

310.12.7 – Make-Up Annual Testing

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

310.12.8 – Waivers for Testing

- A. Any employee who is absent from work, is on approved Workers' Compensation leave, or who is on temporary duty and is unable to participate in any available annual testing dates or in their scheduled re-testing date will be granted a temporary waiver from testing. The employee will be required to complete the missed test within thirty (30) days of returning to full duty unless the next annual test occurs within those same thirty (30) days. In that case, the missed test will be excused.
- B. An employee who is on full-duty status and has an emergent health condition (i.e. "short term illness that does not require temporary duty status") that would negatively impact their performance on a required test on their scheduled testing day must notify their immediate supervisor and the Personnel and Training Sergeant of their condition.
 - 1. It is the responsibility of the employee to obtain a waiver from the Personnel and Training Sergeant to attend another scheduled session to complete the test.
 - 2. If the employee is requesting a waiver of more than three (3) days, the employee will be required by the Personnel and Training Sergeant to provide documentation from a licensed health care provider describing their illness / condition and its impact on the employee's ability to complete the POPAT course.
- C. An employee who is on full-duty status and has a physical injury that would negatively impact their performance on the POPAT course on their scheduled testing day must notify their immediate supervisor and the Personnel and Training Sergeant of their injury.
 - 1. The employee will be required by the Personnel and Training Sergeant to provide a Fit-for-Duty form from a licensed health care provider describing their injury and whether they can perform their essential job functions and participate in the POPAT test.
 - 2. The employee requesting the waiver will not be allowed to work full-duty or participate in a POPAT test until cleared for full duty by a licensed health care provider.
 - 3. If the employee is cleared for full-duty by a licensed health care provider and still requests an injury waiver to avoid aggravating an injury that does not prevent them from performing their duties, the employee will be granted a waiver and will be required to complete the next scheduled POPAT test or a POPAT test scheduled on their behalf if the next scheduled test is more than seven (7) days away.

310.12.9 – Assistance to Employees (22.2.3)

- A. The Department recognizes an obligation to provide assistance to employees who want to improve their physical fitness and/or have difficulty in meeting the Department fitness standard.
- B. The Department, in collaboration with the Town Human Resources Department, will offer assistance to employees 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. Allowing on-duty exercise time and providing exercise instructors;
 - 4. Referring employees to health and nutrition advice through the Town's contracted health care insurance provider and/or other Department approved providers;

5. Referring employees to programs offered by the Town's contracted Employee Assistance Program provider; and
6. Providing ongoing support and evaluation of employee health and fitness.

310.12.10 – Performance Appraisal Standards

- A. Employee performance on annual testing will be a scored component of the employee's annual performance appraisal unless the employee does not take the POPAT test. If an employee does not take at least one POPAT test during the appraisal period, he/she will not receive a score in this category.
- B. Employees will use their fastest test time from the appraisal period as their test time.
- C. Employee performance on testing will translate to performance appraisal evaluation scores as follows:
 1. POPAT time at or faster than the fitness standard without participation in the remedial fitness program = "Outstanding Performance."
 2. POPAT time at or faster than the fitness standard without participation in the remedial fitness program but with a re-test = "Exceeds Performance Requirements."
 3. POPAT time at or faster than the fitness standard including participation in the remedial fitness program = "Achieves Performance Requirements."
 4. POPAT time slower than the fitness standard = "Fails to Achieve Performance Requirements."

310.12.11 – Fitness Award

Employees who complete part one of the POPAT test in a time of six minutes (6:00) or faster and complete part two of the POPAT test in a time of three minutes (3:00) or faster during the annual testing session are eligible for the Department's Fitness Award as outlined in GPD directive 310.07, *Awards Program*.

Addendum #1

Effective October 3, 2016, the Garner Police Department POPAT course is as follows:

Part One – “Chase and Apprehension”

1. Officer begins the test seated in a chair; when told “go” the officer goes forty (40) feet to and around the cone, goes forty (40) feet back to and around the chair, goes forty (40) feet to and around the cone, and goes forty (40) feet back to and around the chair.
2. Officer goes to the broad jump and goes over the four (4) foot broad jump; the officer’s foot must touch down prior to the line denoting the beginning of the broad jump and their foot must touch down after the line denoting the end of the broad jump. If the officer does not successfully clear the broad jump, the officer must repeat the jump until he/she successfully clears it.
3. Officer goes to the fence climb, places both hands on the top of the fence, and then climbs over the four (4) foot fence; the officer cannot “leap” or “dive” over the fence.
4. Officer goes to the crawl obstacle and must crawl under the two (2) foot high obstacle; the officer can touch but cannot knock the obstacle over. If the officer knocks the obstacle over, they must repeat the crawl obstacle until they go under without knocking it over.
5. Officer goes to the roll drill mat where the 100-pound contoured heavy bag will be positioned on the left end of the mat. The officer will conduct three (3) consecutive repetitions of the following:
 - a. The officer begins on top of the bag with their left knee on the floor;
 - b. The officer rolls to their right until the bag is over their body;
 - c. The officer continues to roll to the right until they are back on top of the bag with their right knee on the floor; and
 - d. The officer then performs a complete turn back to the left and ends with their left knee back on the floor;
6. Officer goes to the push-up station and completes twenty (20) pushups;
7. Officer goes to the roll drill mat and repeats the process outlined in step five (5) above;
8. Officer goes to the broad jump and repeats the process outlined in step two (2) above;
9. Officer goes to the fence climb and must climb over the four (4) foot fence;
10. Officer goes to the crawl obstacle and repeats the process outlined in step four (4) above;
11. Officer goes to the step box and completes thirty (30) steps on the step box. The officer must step up with both feet on the box and then step down with both feet back on the floor to count one (1) step;
12. Officer goes to the roll drill mat and repeats the process outlined in step five (5) above;
13. Officer goes to the push-up station and completes twenty (20) push-ups;
14. Officer goes to the roll drill mat and repeats the process outlined in step five (5) above.

Officer will be afforded a minimum ten (10) minute resting period between part one and part two of the test.

Part Two – “Rescue”

1. Officer begins the test in a standing position at cone #1, goes fifty (50) feet and then around cone #2, goes back fifty (50) feet and then around cone #1, goes fifty (50) feet and around cone #2, and then goes back fifty (50) feet directly to the step box.
2. Officer completes thirty (30) steps on the step box. The officer must step up with both feet on the box and then step down with both feet back on the floor to count one (1) step.
3. Officer leaves the step box and goes fifty (50) feet and then around cone #2, goes back fifty (50) feet and then around cone #1, goes fifty (50) feet and around cone #2, and then goes back fifty (50) feet directly to the dummy drag.
4. Officer drags a one-hundred-seventy-five (175) pound survivor dummy twenty-five (25) feet down and twenty-five (25) feet back – the entire dummy must go over the denoted line at the twenty-five (25) feet mark and again back at the start/finish line. The dummy may be dragged in any manner.

Addendum #2

Upon any failure to meet the Department fitness standard, the employee will be required to participate in a remedial fitness program as outlined in this directive.

1. The employee will meet with a Department fitness instructor as directed following their POPAT test.
 - a. The employee will be provided with training, to include documentation on and demonstration of sample aerobic and anaerobic exercises.
 - b. This meeting can be excused if the employee instead meets with a Department-approved fitness consultant for the same training as described above.
2. The employee will be required to complete a minimum of four (4) one-hour exercise sessions every seven (7) days.
 - a. At least one (1) of the four sessions must be a session led by a Department fitness instructor unless the employee is out of town or on leave during all available Department-led sessions in a given week.
 - b. All four required sessions should be completed while on-duty unless:
 - 1) The employee is not working four days during the week; or
 - 2) The employee is unable to complete all four sessions while on-duty due to staffing limitations or workload.
 - c. In the event the employee is not able to complete the four required sessions on-duty, the employee must notify their supervisor they will be completing a session(s) off-duty. Any required session completed off-duty is compensable time.
 - d. The only exception to the four required sessions is if the employee is on leave for more than three days in the seven-day period. In that case, the employee is responsible for one session per day that they are not on leave.
 - e. All sessions will be documented by the employee on a *Remedial Fitness Program Weekly Report* (GPD form 310.12-G) that will be submitted to the Personnel and Training Sergeant.
3. Failure to submit the required documentation and/or complete the required sessions may subject the employee to disciplinary action.