

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO91-3.5
<i>Subject</i> Physical Readiness Program		
<i>Reference</i> CALEA Standards – 22.2.1, 22.2.2, 22.2.3		<i>Revised</i> May 23, 2023 November 28, 2023
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> May 2025	<i>No. Pages</i> 10

I. **Policy**

It is the policy of the Dalton Police Department to provide a Physical Readiness Program (PRP) that will benefit the physical and emotional well-being of all members of the Department while providing reasonable assurance that each member can perform the essential functions of his / her job.

II. **Background**

It is beyond dispute that law enforcement job functions require physical readiness. All members shall be capable of safely and effectively performing all duty assignments without undue risk to themselves, other members, and the general public.

The components of physical readiness (cardiovascular endurance, anaerobic power, muscular strength and endurance, explosive leg power, and agility) underlie and predict the ability to perform job functions. Research indicates that a sound and vigorous personal health and exercise program is the most effective countermeasure against various maladies, such as sudden, fatal heart attacks. Members must accept the responsibility to develop and maintain healthy lifestyles that will enhance their ability to meet the physical and emotional demands of the job.

III. **Fit for Duty**

It shall be the responsibility of each Member to maintain an acceptable level of physical readiness. Acceptable level means that a member, when reporting for duty or when called upon to take law enforcement actions, be at a level of health and physical readiness necessary to perform job functions in an appropriate and effective manner without undue risk to his / her health and safety or that of the general public.

IV. **Definitions**

- A. *Aerobic capacity* – A measure of the body's maximum ability to take in, transport, and utilize oxygen to sustain work activity, such as a sustained foot pursuit.
- B. *Agility* – The ability to generate speed, start and stop, and to change direction. Agility is expressed during tasks such as foot pursuits.

- C. *Anaerobic power* – The body's ability to perform short, intense bouts of activity, such as short sprints, stair climbs, or use of force.
 - D. *Applicant* – A person that has applied, and is currently testing, for a sworn position within the Department.
 - E. *Explosive leg power* – The ability to generate force rapidly. This is expressed when jumping or vaulting over obstacles, for instance.
 - F. *Incumbent* – A person that is currently employed as an Officer by the Department.
 - G. *Muscular endurance* – The ability of a muscle to sustain a sub-maximal force. Muscular endurance contributes to successful performance of carrying objects or in sustained use of force encounters.
 - H. *Muscular strength* – The ability of a muscle to generate maximal force one time. This is important in lifting people or in pushing objects, such as a disabled vehicle.
 - I. *Physical readiness* – The state of having sufficient energy to efficiently and effectively carry out job functions on a daily basis, including the ability to respond effectively to emergency situations.
 - J. *Physical Readiness Program (PRP) Coordinator* – A Member designated as a fitness coordinator for the program.
 - K. *Physical Readiness Program (PRP) Manager* – A physical readiness coordinator designated by the Chief of Police to oversee the physical readiness testing and programming.
 - L. *Physical Readiness Program (PRP) testing* – The participation in an assessment or test that evaluates minimum physical fitness levels and / or measures the ability to perform specific tasks of the Officer job function, both for applicants and incumbents.
 - M. *Physical readiness standards* – Those standards which measure a member's ability to perform essential job functions.
 - N. *Pre-service applicant* – A candidate for employment who has successfully completed the Georgia Basic Law Enforcement Training Course through the pre-service training program.
- V. **Benefits of Physical Readiness**
- A. Personal Benefits
 - 1. Improved officer safety
 - 2. Improved general health
 - 3. Increased energy levels

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

4. Improved self-image and public respect
 5. Confidence
 6. Improved appearance; a noted psychological factor when interacting with the public
 7. Better health and longevity
 8. Better job performance
- B. Management Benefits
1. Improved job performance
 2. Reduced sick leave
 3. Improved employee performance
 4. Lower frequency of accidents
 5. Improved morale of employees
- C. Extended Capabilities of Law Enforcement Employees
1. Poise
 2. Confidence
 3. Stress management
 4. Career survival

VI. **Responsibilities**

A. Training Instructors

It is the responsibility of any Training Instructor to monitor and evaluate a participant during his / her training and to report any potential challenges that a participant may be having that could adversely affect his / her ability to safely perform the training exercises and / or to safely perform the essential functions of his / her job.

B. Field Training Officers

It is the responsibility of Field Training Officers to identify, evaluate, and report any circumstance or behavior of Trainees that would be indicative of an apparent lack of fitness for duty.

C. Physical Readiness Program Coordinators

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

It is the responsibility of the PRP Coordinators to ensure a safe environment for physical readiness testing and to report any behavior that may indicate a lack of fitness for duty.

D. Physical Readiness Program Manager

It is the responsibility of the PRP Manager to ensure the overall effectiveness of the PRP and to exercise functional authority over the PRP Coordinators and the PRP.

E. Supervisors

It is the responsibility of Supervisors to document any circumstances or behavior by a member that may be indicative of a lack of fitness for duty.

VII. **Procedures**

- A. The type of assessment or test required for the Physical Readiness Program for incumbents and applicants shall be designated by the Chief of Police.
- B. All sworn Officers that are assigned to positions in which their job description indicates that they must possess the physical capabilities to perform essential job-related tasks are required to participate in incumbent testing as part of the Physical Readiness Program and should strive to meet the established standards
- C. The PRP testing shall take place annually at a time designated by the PRP Manager, unless directed otherwise by the Chief of Police.
- D. All applicants for a sworn position must meet the established applicant standards of the Physical Readiness Program before being considered for employment.
- E. Trainees in the FTO Program or new Officers that have completed the FTO Program shall be required to participate in the regularly scheduled incumbent testing for the PRP.
- F. Before participating in any PRP testing, all incumbents shall be required to complete a medical questionnaire (PAR Q) and be cleared to participate by a PRP Coordinator (Appendix A). If the incumbent is not cleared for testing, the incumbent shall obtain a medical release from a licensed physician stating that he / she is approved to participate in the test or assessment (Appendix B).
- G. Before participating in any PRP testing, all applicants shall be required to have a medical release form signed by a licensed physician stating that the applicant is approved to participate in the test or assessment (Appendix B).
- H. In lieu of the medical release form, all pre-service applicants may submit a Physician's Affidavit from their Peace Officer Application for Certification, affirming the candidate has no physical, emotional, or mental conditions that might adversely affect his / her ability to perform the duties of a peace officer or take part in training programs relative to law enforcement. The affidavit must have been signed by a licensed physician within six (6) months of the PRP testing.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

- I. PRP testing results shall be documented on the appropriate form for each applicant and incumbent. Those forms shall be entered into the applicant file or the incumbent's training file.

VIII. **Duty Status / Medical**

- A. Members shall report for their PRP testing at the time and place specified by the PRP Manager.
- B. Members unable to participate in the PRP testing for medical reasons shall be evaluated by a licensed physician to determine if they are able to perform the essential functions as listed in their job description.
- C. A member who returns from injuries / extended illnesses greater than thirty (30) days or returns from light duty shall be directed by the Chief of Police or his / her designee to submit a medical release form (Appendix B) indicating he / she is able to perform the essential functions, as listed in his / her job description, and clearing him / her to participate in the PRP testing.
- D. Members who return from injuries, extended illnesses, or light duty shall be required to participate in the next regularly scheduled annual PRP test or as directed by the Chief of Police or his / her designee.

IX. **Physical Readiness Standards**

- A. Any assessment or test utilized for the Physical Readiness Program shall be relevant and sufficient to measure the physical readiness of applicants and incumbents and assess their ability to perform essential job functions.
- B. The PRP Manager shall be responsible for maintaining the documented standards for each assessment or test utilized for the PRP.
- C. The PRP Manager shall make readily available to all members the standards required for any assessment or test to be taken as part of the PRP.
- D. The Chief of Police shall designate which assessment or test is to be completed for the annual PRP testing and any applicant testing.

X. **Testing Results**

- A. Members who fail to meet the established standards during PRP testing shall be allowed to retake the test or assessment on a future testing date within the same calendar year. The member shall have only one opportunity to retake the assessment.
- A.B. Applicants who fail to meet the established standards of the designated applicant PRP test shall be allowed to retake the applicant PRP test on a future applicant testing date.
- B.C. If the Member is unable to successfully complete the PRP testing by meeting all required standards, he / she shall be allowed to remain on active duty but shall be

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

required to demonstrate improvement toward meeting the physical readiness standards.

1. Upon the member's failure to meet the physical readiness standards, he / she shall be provided with fitness and health guidelines intended to support improvement toward meeting the standards.
2. The Support Services Operations Supervisor shall notify the member's immediate Supervisor, the member's Division Commander, and the Chief of Police of the failure to meet the physical readiness standards.
3. The member shall receive verbal counseling from ~~his / her immediate~~ the Support Services Operations Supervisor and the failure shall be documented in Guardian Tracking and noted in his / her annual performance evaluation.

~~C.D.~~ Upon failure to meet the established standards for any second consecutive annual PRP testing period, the member shall be subject to a staff review of physical readiness. The staff review shall include the Support Services Operations Supervisor, ~~a PRP Coordinator~~, the member's direct Supervisor, and the member's Division Commander. The purpose of the review is to evaluate the member's physical readiness status, including, but not limited to, the following:

1. The member's recorded participation in the Physical Readiness Program
2. The member's progress toward meeting the physical readiness standards
3. The member's job performance as related to physical readiness
4. Any other factors relevant to the member's fitness level and the Member's inability to meet the physical readiness standards

~~D.E.~~ At the conclusion of the staff review, the member's Division Commander shall make a recommendation to the Chief of Police as to what, if any, action should be taken regarding the member's failure to meet the physical readiness standards. Possible actions include, but are not limited to:

1. Referral for fitness for duty exam
2. Participation in remedial fitness training
3. Written Counseling

~~E.F.~~ If the member is unable to successfully complete the PRP testing by passing the established standards for more than two (2) consecutive annual PRP testing periods he / she may be removed from Full-Duty Status and required to submit to a fitness-for-duty evaluation. This fitness-for-duty evaluation shall be conducted by a Department-approved physician. If the member is not deemed fit for duty by a Department-approved physician, he / she may be assigned to another position in the Department for which he / she is qualified, if any exists, the member may apply for another position within the City, if any exists, or the member may be dismissed from the Department.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

XI. **Assistance for Department Members**

The Department recognizes an obligation to provide assistance to members who wish to improve their physical fitness and / or have difficulty in meeting the physical readiness standards. The Department / City of Dalton offers the following assistance to members:

1. On-site fitness facility
2. On-duty exercise time
3. Employee Assistance Program (EAP) provided health and nutrition advice and recommendations
4. Discounted memberships to exercise / training facilities, such as Bradley Wellness Center, to help improve PRP performance

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

Appendix A

PAR-Q Health Questionnaire

PAR-Q is designed to help you help yourself. For most people physical activity should not pose any problem or hazard. PAR-Q has been designed to identify the small number of adults for whom physical activity might be inappropriate or those who should have medical advice concerning the type of activity most suitable for them. Common sense is your best guide in answering these seven questions. Please read them carefully and check YES or NO for each question as it applies to you. In the space below each question, record the information about the "YES" response.

YES NO

____ ____ 1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by your doctor?

YES NO

____ ____ 2. Do you feel pain in your chest when you do physical activity?

YES NO

____ ____ 3. In the past month, have you had chest pain when you were not doing physical activity?

YES NO

____ ____ 4. Do you lose your balance because of dizziness or do you ever lose consciousness?

TRA HQ 092419

YES NO

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

____ 5. Do you have a bone or joint problem (for example, back, knee, or hip) that could be made worse by a change in your physical activity?

YES NO

____ 6. Is your doctor currently prescribing drugs (for example water pills) for your blood pressure or heart condition?

YES NO

____ 7. Do you know of any other reason why you should not do physical activity?

I have read, understood, and completed this questionnaire. Any questions I had were answered to my full satisfaction.

Print Name: _____

Signature: _____

Date: _____

Blood Pressure: _____

Cleared for Testing: YES _____ NO _____

Physical Readiness Program Coordinator: _____

Comments: _____

TRA HQ 092419

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

Appendix B
MEDICAL RELEASE FORM

Individual's Name _____

Dalton Police Officers are required to perform a variety of essential physically demanding tasks, including the following:

- Walking for extended periods
- Short sprints
- Long pursuits lasting over 2 minutes
- Running up and down stairs
- Pushing heavy objects
- Jumping over and around obstacles
- Lifting and carrying heavy objects, sometimes up and down stairs
- Using hands and feet in use of force situations
- Using force in short and long term (greater than 2 minutes) efforts
- Bending and reaching
- Dragging people and objects

To measure an individual's capability to perform these critical tasks, all applicants and incumbents must undergo physical readiness testing, which may consist of the performance of or simulation of the previously listed tasks.

Your professional opinion is requested as to whether the individual can safely participate in physical fitness testing and exercise training.

PLEASE CHECK ONE:

_____ There are **no contraindications** to the individual either 1) being capable of performing the essential physical tasks and 2) being capable of undergoing the physical readiness testing.

_____ There are contraindications and it is not recommended that the individual participates in the physical readiness testing or exercise training at this time.

Physician's signature: _____

Date: _____

TRA MRF 09241