

IDAHO STATE POLICE PROCEDURE

05.07 DISTRICT FITNESS COORDINATOR PROGRAM

A. General

The Idaho State Police (ISP) values all team members, commissioned and non-commissioned alike. To safeguard personal wellness and improve upon our physical fitness and readiness, ISP has established District Fitness Coordinators (DFC) and a [State Fitness Coordinator \(SFC\)](#) to facilitate ISP procedure [05.06 Physical Fitness Program and Testing](#). These DFC and SFC team members have been trained and certified to provide physical fitness testing, health assessments, and physical fitness training to all ISP team members who desire improved physical wellness in their personal and professional lives, as well as to accomplish ISP's mission.

B. Purpose

1. ISP acknowledges physical fitness as it relates to officer safety, lower personal health risks, reduced stress, improved self-image and esteem, and greater personal and professional accomplishment and satisfaction.
2. ISP established the DFCs and SFC to enable each team member to take full advantage of health and wellness related benefits. The DFC or SFC provides physical fitness assessments, nutritional assessments, goal setting, exercise prescription, program adherence, education, and overall physical wellness assistance.
 - a. Non-commissioned DFCs conduct their DFC related responsibilities during regular work hours.
 - b. Commissioned DFCs and the SFC conduct their DFC and SFC related responsibilities on duty time.

C. Legal Disclaimer

Prior to beginning an ISP sponsored exercise program, all participants complete a medical examination/screening and provide the DFC or SFC with the [EH 05 06-01 Trooper Physician's Release](#) for commissioned personnel or [EH 05 06-02 Non-Commissioned Physician's Release](#) form.

D. Confidentiality and Records Retention

1. All medical information on participants is strictly confidential to the participant, examining physician, medical contractor, and ISP personnel with a "need to know."
2. Supervisors may be apprised of medical conditions that may affect job performance, but do not routinely have access to medical information.

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3. Fitness assessment results are not disclosed to persons not having a “need to know.” Strict confidentiality relating to fitness testing is difficult because of the group fitness testing process; however, every effort is made by supervisors, DFCs, and Human Resources (HR) to maintain confidentiality of all health information.
4. Health information such as fitness test results and medical release documents are kept by DFCs and HR per [02.07 Records Management](#).

E. Definitions

“Adherence” means to maintain a program.

“Absolute strength” means the maximum force that a muscle or group of muscles can produce in a single voluntary effort, regardless of the rate of production; i.e., one repetition max.

“Aerobic exercise” means any activity which requires large amounts of oxygen, uses large muscle groups, is rhythmic, and can be sustained over time.

“Aerobic Power/Cardiorespiratory Fitness Level/Maximal Oxygen uptake” means the maximal amount of oxygen that the body can utilize per kilogram of body weight per minute.

“Anaerobic” means without oxygen.

“Anaerobic glycolysis” means the breakdown of glucose in the absence of oxygen.

“Body composition” means the proportions of fat and lean mass.

“Cardiorespiratory” means relating to the heart, blood vessels, and lungs.

“Cardiovascular” means relating to the heart and blood vessels.

“Criticality” means how crucial a job-related task is, regardless of how often it is performed.

“District Fitness Coordinator (DFC)” means a team member that has been trained and certified per the Cooper Institute Law Enforcement Fitness Specialist course or similar course.

“Dynamic strength” means the ability of a muscle or group of muscles to contract repeatedly over time.

“Energy” means the capacity or ability to perform work.

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“Exercise prescription” means a recommendation of a course of exercise to meet desirable individual objectives for fitness.

“Fitness Testing or Assessment” means measuring of the various indicators of fitness, i.e., strength, flexibility, body composition, and cardiovascular fitness.

“Flexibility” means the range of motion of a joint.

“Frequency” means how often a job-related task is performed.

“Health Related Components of Fitness” means absolute strength, dynamic strength, flexibility, cardio respiratory endurance, and body composition.

“Heart Rate” means number of beats per minute.

“HIPAA Protected Health Information (PHI)” means a term that is also known as individually identifiable health information; which is any information that is created or received by a health care provider or employer and related to an individual’s physical or mental health at any time and either identifies the individual or there exists a reasonable basis to believe that the information can be used to identify the individual. Individually identifiable health information includes, but is not limited to: social security numbers, names, diagnosis, treatment information or other sensitive information. (See 42 U.S.C. § 1320d (6) for full definition.)

“Hypertension and Pre-Hypertension” means high blood pressure or early signs of high blood pressure. This is a major health issue which the American Medical Association has recognized as a risk at 140/90 or greater milliliters.

“Maintenance” means performing a target behavior on a regular basis for more than six months.

“Maximal heart rate” means the fastest heart rate possible under normal maximal exercise conditions. Estimated by using the formula $207 - (.7 \times \text{age})$.

“Motor related physical fitness” means coordination, agility, power, balance, speed, and accuracy.

“Obesity” means a BMI ≥ 30 ; or waist circumference >35 ” for female, or >40 ” for male.

“Physical fitness” means the ability to carry out daily tasks with vigor and alertness, without undue fatigue, with ample energy to engage in leisure-time pursuits and to meet the above average physical stresses encountered in emergency situations.

“Primary risk factor/major risk factor” means a behavior or attribute that is a predictor of increased risk of disease.

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“Resting heart rate” means the heart rate in beats per minute when the body is at complete rest.

“Risk factor” means a behavior or characteristic which increases probability for disease.

“Sedentary” means inactive.

“State Fitness Coordinator (SFC)” means a team member that has been trained and certified per the Cooper Institute Law Enforcement Fitness Specialist course or similar course and selected by ISP HQ to facilitate ISP Procedures 05.06 Physical Fitness Program and Testing and 05.07 District Fitness Coordinator Program.

“Strength” means the ability to generate force.

“Target heart rate” means the desired steady state heart rate during aerobic training.

“VO2 Max” means maximal oxygen consumption, maximal oxygen uptake.

F. Physical Fitness Assessment/Testing

1. The DFC and/or SFC:
 - a. ensure that all fitness testing and training is scheduled and administered in adherence with 05.06 Physical Fitness Program and Testing protocols; and
 - b. are responsible for administering fitness tests and for submitting participation results to the District Commander within 3 (three) days of the test.
2. All fitness assessments adhere to the following order and sequence found in the [ISP PFT Administration Guide](#):
 - a. The safety of participants is of the utmost importance. DFCs are aware of any conditions that could cause a safety problem and correct or eliminate them.
 - b. Participants are observed for any sign of possible medical problem or injury, particularly immediately after a fitness test or assessment, since cardiac problems can manifest themselves after an exercise session.
 - c. Blood Pressure Check: If an employee’s blood pressure exceeds 140/90; they are not allowed to test on that day. Employees with high blood pressure are allowed to get written authorization from their physician to test when their blood pressure exceeds the 140/90 limit if the authorization is written within 24 hours of testing, and the physician feels that testing can be done safely.
 - d. Participant warm-up is conducted per the [ISP PFT Warm-up Guide](#).
 - e. Fitness Assessment Battery is conducted per the ISP PFT Administration Guide.
 - f. Participant cool-down is conducted per the [ISP PFT Cool-Down Guide](#).

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3. The assessment procedures and exercises adhere to the guidelines formulated by POST and published in the ISP PFT Administration Guide.
 - a. Deviations from established protocol/procedures may increase the risk of injury to participants.

G. Personal Assessment and Goal Setting

ISP recognizes that participating in regular physical fitness activities is proven to reduce one's risk of cardiovascular disease (CVD), the leading cause of death in the United States. Further, physical fitness is proven to reduce your risks of some cancers, the second leading cause of death in the United States. Additional benefits include the reduction of physical stress, emotional stress, and the major factors associated to coronary artery disease (CAD), abnormal blood cholesterol levels, hypertension, pre-diabetes, obesity, and a sedentary lifestyle. ISP encourages all team members to live healthy and active lifestyles by participating in regular physical fitness activities to improve their personal health and wellness while meeting the demands of providing for public safety across the State of Idaho.

1. Personal assessments and goal setting, both of which are voluntary on the part of participants, are conducted by DFCs, who have been properly trained and received their certification in a Law Enforcement Fitness Specialist course or similar certified training approved by the ISP Training Section and/or the ISP SFC.
2. Authority to assign ISP personnel to DFC and SFC positions rests with the Training Section Captain/Manager in conjunction with District Captains/Program Managers and their corresponding Major as approved by the Director.
3. The primary purpose of the personal assessment and goal setting is to identify areas of opportunity for improved fitness, health, and wellness. The DFC pays particular attention to health risks, exercise prescription and education. All information provided to DFCs or the SFC remain confidential between you, the DFC, and your chain-of-command on a "need to know" basis other than noted in procedure, such as personal assessments and goal setting information being between the employee and DFC.
4. To facilitate knowledge, skills, and abilities related to physical fitness, ISP encourages one-on-one goal setting, and guidance by the DFC.
5. The information provided to the DFC or SFC is accurate and clearly stated. The quality of the fitness plan is based on the information provided. The fitness plan may explore, identify, and provide the following:

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- a. Create a successful program using your current physical status to set achievable goals.
 - b. Utilize normative data to support your goals.
 - c. Use a systematic process.
 - d. Personalize and individualize your goals.
 - e. Progressive goals.
 - f. Body composition.
 - g. Body Mass Index (BMI).
 - h. Health risks.
 - i. Flexibility.
 - j. Dynamic Strength.
 - k. Absolute Strength.
 - l. Cardiorespiratory Fitness levels.
 - m. Anaerobic Power.
6. The DFC utilizes Cooper Institute materials to facilitate your personal assessment and goals. This information is retained by the participant, not ISP, and utilized for purposes related to the physical fitness program.

H. Exercise Prescription and Nutritional Suggestions

1. The DFC is properly trained to conduct a wide array of physical fitness and health related training and education. The training and education consist of cardiovascular, resistance, circuit, and nutritional components.
2. DFCs utilize information and data collected from you to provide exercise prescription and nutritional suggestions based upon their training. The following are services that can be provided by DFCs:
 - a. Cardiovascular training.
 - b. Resistance training.
 - c. Circuit training.
 - d. Range of motion (ROM) and flexibility training.
 - e. Preventative injury training.
 - f. Spinal (back) health training.
 - g. Nutritional assessment and guidance.
3. ISP encourages all team members, participating or not, to schedule time with the DFC for personal consultation, assessments, goal setting, and exercise prescription. The DFC has the skill, knowledge, and ability to facilitate your personal physical fitness and wellness goals.
4. ISP strives for each and every team member to achieve progression in their personal health and wellness to facilitate their career, personal lives, and post-career activities.

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I. Adherence to Testing Standards

1. The DFC or SFC adheres to all standards identified in ISP procedure [05.06 Physical Fitness Program and Testing](#) and related documents. The DFC and/or SFC accurately document all participant results by use of the ISP Fitness Database.

J. DFC Scope of Duties

1. The DFC and/or SFC are responsible for facilitating the following:
 - a. Safety of participants
 - b. Physical Fitness Testing
 - c. Physical Fitness Assessment
 - d. Nutritional Assessment
 - e. Goal Setting
 - f. Exercise Prescription
 - g. Education for the benefits of physical fitness and wellness
 - h. Program adherence
 - i. ISP Fitness Database administration and compliance
 - j. Confidentiality of personal information
2. The DFC and/or SFC are not responsible for:
 - a. Performance counseling
 - b. Administrative action
 - c. Medical examinations or appointments
 - d. Rehabilitation of injuries, unless directed by physician or physical therapist
 - e. Medical assessment of injury
 - f. Administration of excused absence (short or long term)
 - g. Facilitating the "Limited Duty Agreement"
3. The DFCs and/or SFC are an integral part of the ISP physical fitness program. Their passion to help others and steadfast ability to adhere to all procedures, guidelines, and forms is essential to the success and health of our team members and organization.