

IDAHO STATE POLICE PROCEDURE

05.06 PHYSICAL FITNESS PROGRAM AND TESTING

A. General

The Idaho State Police (ISP) is committed to providing public safety across the State of Idaho through law enforcement excellence. The physical demands of public safety are identified through job task analysis and validated by a trooper's performance of physical fitness tests/assessments. To ensure we are capable of meeting the physical demands of public safety and the criticality for readiness of these duties, all ISP troopers will participate in the ISP physical fitness program as of September 1, 2015, and perform mandatory physical fitness testing associated with the program.

ISP troopers are required to participate in physical fitness testing based on the Peace Officer Standards and Training (POST) physical fitness standards, adhering to the procedures and guidelines set forth in this procedure. The Director may authorize variations from or bypass procedure set forth when unusual circumstances dictate.

To build upon teamwork and enhance the physical fitness, health, and wellness of all ISP employees, non-commissioned personnel are eligible and encouraged to voluntarily participate in the physical fitness program and testing. Non-commissioned personnel who choose to participate in the fitness program are allowed to carry out semi-annual fitness testing during regular work hours. Failure to participate in testing will not result in administrative actions for non-commissioned employees in the physical fitness program.

B. Purpose

1. ISP troopers are called upon to perform important, often critical, physical job functions and must be prepared to defend themselves or others, apprehend violators, and respond to public safety emergencies.
2. The public deserves and expects law enforcement services to be provided by troopers who are well trained and physically capable of performing the job.
3. Maintaining a professional image has a direct impact on how the public judges ISP. This judgment affects how officer presence produces a deterrent effect. Physical appearance is directly related to fitness.
4. Physical fitness is important to minimize risk for a variety of health problems, many of which are also related to job performance.
5. The courts have set precedents directing law enforcement agencies to employ officers well trained and physically capable of performing law enforcement and public safety duties.

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6. It is ISP's responsibility to establish reasonable procedures and guidelines to ensure its enforcement personnel are physically capable of performing the job in a safe and effective manner.
7. The ISP physical fitness program is designed to improve upon each team member's physical fitness, health, and wellness. Each team member is encouraged to take full advantage of physical fitness opportunities.
8. The myriad of benefits associated with physical fitness and wellness is well researched, validated, and documented. ISP acknowledges these benefits and recognizes the opportunity to improve personal wellness and professional ability via physical fitness as it relates to officer safety, lower personal health risks, reduced stress, improved self-image and esteem, as well as countless other benefits.
9. To ensure ISP is enabling each team member to take full advantage of these health related benefits, the physical fitness program includes medical screening, physical fitness and nutritional assessment, goal setting, exercise prescription, program adherence, incentives, education, and assistance.
10. The goal of this program is to provide the knowledge, skills, and abilities to each team member in regards to physical fitness, health, and wellness for continuous improvement in their personal wellness and professional duties for the State of Idaho.

C. Legal Disclaimer

This procedure is for ISP use only and does not apply to any criminal or civil proceeding. This procedure will not be construed as creating a higher standard of care or safety in an evidentiary sense with respect to third party claims. Violations of this procedure will form the basis of Department administrative actions only, when applicable.

D. Legal Justification

1. [Idaho Code 19-5109\(a\)\(6\)](#) grants authority to the POST Council to establish job qualification standards for peace officers that must be met by all peace officers to obtain basic officer certification. These standards help to provide agencies with a guideline for physical fitness of its commissioned officers.
2. Additionally, under the authority of [Idaho Code 67-2901](#), the Director established ISP Procedure [01.02 Conduct Expectations](#) which outlines the required behavior for all ISP employees and is considered the foundation for all other ISP procedures and protocol. Specifically, Conduct Expectations "13. Maintain an appearance consistent with agency guidelines." and "14. Maintain a level of physical conditioning that allows you to perform job related functions and

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safeguards your health.” provide direct support for the implementation and continued use of ISP Procedure 05.06 Physical Fitness Program and Testing.

E. 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.
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, District Fitness Coordinators (DFC), 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](#).

F. 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.

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“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 by a Texas DPS Fitness Institute Trainer 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.

“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 $207 - (.7 \times \text{age})$.

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“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.

“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 DPS Fitness Institute: (Advanced Physical Fitness Testing and Assessment Instructor Development Program.) or similar course hosted by ISP 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.

G. Medical Screening

1. Medical screening provides a means of ensuring each team member’s personal health is examined by a physician to ensure capability of meeting the physical demands of serving the public, as well as participating in the ISP physical fitness program.
2. Medical screenings are conducted prior to the administration of the first physical fitness test and on an every other year basis thereafter, other than for those team members requiring an annual medical screening due to their specific job requirements.

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3. To further promote health and wellness, ISP encourages all team members, participating or not, to utilize their medical insurance benefits to obtain an annual medical examination from their preferred physician.
4. The medical screening is an examination to evaluate health risks prior to the administration of a physical fitness assessment or prior to beginning an exercise program.
5. The screening is designed to meet the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and protect individuals' protected health information (PHI).
6. The objective of medical screening is to determine the risk of exercise and risks associated with physical demands of serving the public as they relate to underlying health conditions, preventative actions, and corrective measures to promote individual health and wellness.
7. The medical screening examines risks related to orthopedic, cardiovascular, and chronological factors.
8. Per HIPAA, the specific results of your medical screening are between you and the physician.
9. At the conclusion of your screening, the physician completes the Physician's Exercise Release form:
 - a. The Physician's Exercise Release [EHF 05 06-01 Troopers Physicians Release](#) or [EHF 05 06-02 Non-Commissioned Physicians Release](#) assesses your current health and wellness as having the ability to fully participate, limited participation, or no participation in a physical fitness exercise program and testing.
 - b. The Physician's Exercise Release form is the only medical screening documentation required by ISP.
10. At your choosing or by special circumstances, you may provide additional medical information to support the physician's assessment:
 - a. Special circumstances may result in a situation where ISP deems it necessary to gain insight into detrimental health or safety risks directly related to one's abilities to perform essential job tasks.
 - b. Any additional medical information provided to ISP may be utilized for the purpose of safely administering exercise prescription, nutritional suggestions, and physical fitness testing.
 - c. Documents containing protected health information (per HIPAA) will be retained by the employee and not ISP.
11. The completed Physician's Exercise Release form is returned to your immediate supervisor.

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12. The supervisor provides a copy to the DFC and to HR.
13. Copies of this form are kept as outlined in the [02.07 Records Management](#).
14. If you are unable to participate or have limited participation in the physical fitness program and testing, the physician identifies an anticipated date of participation.
15. ISP strongly supports the rehabilitation of conditions to enable the successful accomplishment of the physical demands related to public safety and confirmed by physical fitness testing.

H. Validation to Physical Fitness Testing

1. At the direction of the Director, ISP will utilize physical fitness testing standards validated by job tasks. The current validated PFTs are the DPS Concept II rower test (500M, 2000M, and 4 Min Row) for Incumbent Troopers, and the Idaho POST Physical Readiness Test (PRT) which consists of five (5) individual fitness tests for applicants and new hires.
2. The predictive physical fitness factors are measured by performing criterion validity testing, which is a validation of these essential tasks as they relate to physical fitness and predictability of job tasks.

Predictive Factor Validation to Physical Fitness Testing	
Predictive Factor	Criterion Testing (Idaho POST)
Anaerobic Power/Leg Power and Strength	Vertical Jump
Aerobic/Anaerobic Power/Flexibility	1-Minute Sit-Ups
Muscular Strength/Muscular Endurance/Anaerobic Power	Push-Ups
Anaerobic Power	300 Meter Run
Aerobic Power	1.5 Mile Run

3. The criterion testing validity can therefore predict a trooper's ability to perform essential and critical job tasks.

PFT Battery	Underlying Job Task & Predictive Physical Fitness
Vertical Jump	The purpose of the Vertical Jump is to measure explosive leg power, which is critical for jumping obstacles, vaulting ditches, self-defense, and suspect apprehension.
1-Minute Sit-Ups	This test measures the abdominal muscular endurance, which is critical for core stability, posture, dodging, self-defense, suspect apprehension, and minimizing lower back problems.

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Push-Ups	The purpose is to measure muscular endurance of the upper body, which is critical for pushing, self-defense, suspect apprehension, and roadway hazard clearance.
300 Meter Run	This test measures anaerobic capacity, which is critical for short intense bursts of power, including foot pursuits, rescues, self-defense, suspect apprehension, and roadway hazard clearance.
1.5 Mile Run/Walk	The purpose of this test is to measure cardiorespiratory endurance or aerobic power, which is critical for sustained foot pursuits, prolonged use of force, rescue operations, recovery operations, and active shooter responses.

4. The physical fitness test (PFT) is a validated means of ensuring ISP troopers have the physiological readiness to perform critical emergency functions.
 - a. The purpose of fitness testing is to successfully prepare and ensure that ISP troopers can perform essential physical job tasks, regardless of the task frequency.
5. The Concept II rower tests are a full body measurement of physical fitness.
 - a. A trooper may choose one of the following rowing options for testing:
 - 1) 2000 Meter Row – Damper 5
 - 2) 4 Minute Row Test – Damper 5
 - 3) 500 Meter Row – Damper 5
6. Each of the five (5) fitness tests measures a different component of physical fitness, each of which is a validated determinant of an trooper’s readiness to perform essential job tasks:
 - a. ISP troopers are required to participate in the fitness testing, however they are not required to meet the performance goals outlined in the table that follows.
 - b. A trooper who achieves a substandard score on the PFT is required to report that score to the trooper’s immediate supervisor.
 - c. For training and self-improvement purposes, the table shows the point values assigned to results on each of the five (5) fitness tests.
 - d. Should the participant choose to do so, this allows them to see how their performance ranks.
 - e. Twenty points is the maximum possible for each fitness test, with a total of 100 being the highest possible PFT score.

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Fitness Category	Points	Vertical Jump	1-min Sit-Ups	Push-Ups	300M Run	1.5 Mile Run
Excellent	20	21.5"	55+	62+	48-	9:57
	19	20.5 - 21.0	51 – 54	56 – 61	49 – 51	9:58-10:50
Good	18	19.5 - 20.0	47 – 50	50 – 55	52 – 54	10:51-11:43
	17	18.5 - 19.0	43 – 46	44 – 49	55 – 57	11:44-12:36
Average	16	17.5 - 18.0	39 – 42	38 – 43	58 – 59	12:37-13:29
	15	16.5 - 17.0	35 – 38	32 – 37	60 – 62	13:30-14:20
	14	16	31 – 34	30 – 31	63 – 65	14:21-14:56
Below Avg.	13	15.5	27 – 30	28 – 29	66 – 68	14:57-15:32
	12	15	23 – 26	26 – 27	69 – 71	15:33-16:08
Poor	11	14.5	19 – 22	23 – 25	72 – 74	16:09-16:43
	10	14	15 – 18	21 – 22	75 – 77	16:44-17:17
Substandard	0	<14	<15	<21	>77	>17:17

I. Physical Fitness Assessment/Testing

1. ISP conducts physical fitness assessments semi-annually in the spring and fall at approximately six (6) month intervals:
 - a. Physical fitness testing is administered and performed per the [ISP PFT Administration Guide](#).
 - b. To meet the requirements of this procedure, troopers must participate in each and every fitness test unless the Physician's Exercise Release form or a Department waiver indicate otherwise.
2. The DFCs are responsible for administering fitness tests and for submitting participation results to the District Commander within 3 (three) days of the test.
3. The District Commander ensures all records are provided to HR for system entry and record maintenance within 30 days of the test.
4. 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. Participant warm-up is conducted per the [ISP PFT Warm-up Guide](#).
 - d. Fitness Assessment Battery is conducted per the [ISP PFT Administration Guide](#).
 - e. Participant cool-down is conducted per the [ISP PFT Cool-Down Guide](#).

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5. The assessment procedures and exercises adhere to the guidelines formulated by the Texas DPS Wellness department and POST. The guidelines are published in the ISP PFT Administration Guide.
6. Deviations from established protocol/procedures may increase the risk of injury to participants.
7. The Standard Idaho POST 5 test PFT will be administered by a trained DFC to ISP applicants and new hires.
8. The Concept 2 rowing tests will be administered by a trained DFC to Incumbent Troopers and Staff.

J. Adherence to Testing Protocol

1. ISP troopers are required to participate in scheduled fitness assessments and must have advance approval from an immediate supervisor if they know they are going to miss a scheduled assessment.
2. The anticipated scenarios are outlined as follows:
 - a. Excused Absence - Scheduling Conflict
 - 1) Employees who know in advance they need to be absent from an assessment for unavoidable reasons; (i.e., court appearances, scheduled surgeries, annual leave, etc.) can get supervisor approval to test before or after the scheduled test date or participate in another district, no later than one (1) month before or after the scheduled fitness assessment taking place in the trooper's home district.
 - b. Excused Absence – Temporary Medical Condition (less than six (6) months)
 - 1) No Medical Provider Consult: Excuse may be granted by the employee's immediate supervisor. Immediate supervisors can authorize absence for temporary conditions likely solved through regular time off or through the use of sick leave. The supervisor and employee discuss duty restrictions relative to the employee's duties, work environment and safety. When in doubt, supervisors err on the side of safety and advise the employee to see a provider and obtain a written medical release.
 - a) Employees excused for common short-term conditions such as the flu must participate in the scheduled make-up assessment within one (1) months of scheduled assessment. If the condition lasts longer than six (6) months, please refer to section 2) below.
 - 2) Medical Provider Consult: Excuse may be granted by a medical provider in writing for injuries or illness that medically precludes an employee from safely testing. Employees who receive restrictions from a provider provide those restrictions to their immediate supervisor. The supervisor and employee discuss the restrictions and any additional duty restrictions provided by the supervisor relative to the employee's duties,

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work environment and safety. The employee obtains a written medical release in order to return to full duty.

- a) Employees excused for common short-term conditions with a written medical release must participate in the scheduled make-up assessment within three (3) months, with the time to commence upon medical release to full duty.
- b) If the condition lasts longer than six (6) months, please refer to subsection c. below.
- c. Excused Absence - Long-term condition (more than six (6) months)
 - 1) In cases where a medical provider recommends an ISP trooper not participate in any of the fitness events including the job-task scenario assessments for more than six months:
 - a) Injuries requiring rehabilitation time in excess of six (6) months, or situations of continued/ongoing employee claims of different injury(ies) that prohibit fitness assessment, are documented by the DFC and reported to the District Commander.
 - b) The Department may require an employee to obtain a second opinion from a medical provider approved by the Department, at the Department's expense.
 - c) If the Department authorized medical provider agrees it is a long-term disability, the Department may make a decision whether to allow continuing time or refer the matter to a Physical Fitness Review Board to review the circumstances and make recommendations.
 - d) Either action is documented using the EH 03 07-01 Counseling Record form.
 - e) The Physical Fitness Review Board includes a Department representative chosen by the employee. Other members of the five-member board will typically be representatives (one each) from HR, HQ Command Staff and District/Program Command Staff, as well as the State Fitness Coordinator.
 - f) The Physical Fitness Review Board makes a recommendation to the Director.
 - g) The Director makes a final decision on the matter.
3. There may be circumstances in which an employee's medical provider recommends against participation in one or more of the standard fitness tests, but authorizes participation in the job-task scenarios. In this case, the Department may administer the job-task scenario assessment to the employee.

K. Incentives

Beyond the many health and wellness related benefits available through participation in the ISP physical fitness program, the following incentives are available for those qualifying:

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1. ISP troopers are eligible to receive Administrative Leave time for achieving certain levels of performance during the semi-annual fitness assessments.
 - a. Troopers must assess/test following ISP required testing protocols.
 - b. Once awarded, Administrative Leave time can either be taken following each fitness assessment or when applicable, combined with the second fitness assessment of that calendar year.
 - c. Awarded Administrative Leave time must be taken in the calendar year it is accrued and cannot be carried over into the following year.
 - d. Any awarded Administrative Leave time not taken off in the calendar year it is accrued is forfeited and is not eligible to be paid off either in the year it is accrued or thereafter.
 - e. Troopers utilizing awarded Administrative Leave time must coordinate scheduling their use of it through their supervisor:
 - 1) 0 to less than 69 points total: No Administrative Leave time available.
 - 2) 70 to 84 points total: 4 hours Administrative Leave time available per semi-annual assessment.
 - 3) 85 to 100 points total: 8 hours Administrative Leave time available per semi-annual assessment

Note: For purposes of calculating point totals and qualification for Administrative Leave time, no individual fitness test score can be less than 10 points as shown on the table associated with the Concept II rower PRT.

L. On-Duty Exercise

1. On-duty exercise is performed as outlined in [05.05 Trooper On-Duty Exercise](#).

M. Summary

1. It is ISP's intent to ensure each and every team member maintain a level of physical conditioning that allows you to perform job-related functions and safeguards your health.
2. Your personal safety, team member safety, and the safety of the public are paramount to our Mission to serve and protect the lives, property, and constitutional rights of people in Idaho.