CITY OF GREENBELT, MARYLAND

POLICE DEPARTMENT

550 CRESCENT ROAD, GREENBELT, MD. 20770

James R. Craze
Chief of Police

146th Session

To: Police Officer and Cadet Applicants

Subject: **Physical Fitness Screening**

As part of the pre-employment screening process, you will be required to participate in a physical fitness agility test to determine your qualifications for the position which you have applied. This test is mandatory for all police officer and cadet applicants. It is the intent of the Greenbelt Police Department to require all newly-hired police officers and cadets to successfully complete this fitness test on an annual basis.

Attached, you will find a packet of information which describes the physical fitness screening test as it was approved by the Maryland Chiefs of Police Association. The Greenbelt Police Department will be administering this same test.

The testing criteria can be located within this packet of information, as well as the relevance of the test to the essential tasks of the job for which you have applied. Also located are guidelines which will help you to prepare for the test. ***Please retain this packet for future reference.*** A waiver of liability form will also be made available for you to sign when you take the test.

Questions or concerns can be forwarded to the Personnel Office at 301-345-7203.

Cc: Personnel

Revised 9/7/01

PRE-EMPLOYMENT PHYSICAL FITNESS SCREENING

The ADA provides that "an employer may give a physical agility test to determine physical qualifications necessary for certain jobs prior to making a job offer if it is simply an agility test and not a medical examination."* Moreover, if an employer uses such a test, he must be prepared to demonstrate the job-relatedness of the test and that the test is consistent with business necessity.

The ADA Technical Assistance Manual, furthermore, clarifies that an agility test does not involve medical examinations or diagnoses by a physician. However, an employer "can request the applicant's physician to respond to a very restricted inquiry which describes the specific agility test and asks: "Can this person safely perform this test?""

In light of the above and the necessity in community corrections that physical capacity to learn and perform essential tasks must be demonstrated, we devised a Pre-Employment Physical Fitness Screening Test. We did not devise a content-valid test because they tend to have adverse impact and do not predict actual performance very well.

Based on the significant work of the Cooper Institute for Aerobics Research, we propose the battery of screening elements which are contained on the following page. (A detailed discussion of this approach is included in the Appendix which may be distributed in aid of furthering the interests of Cooper Fitness Screening.) We recommend this process because its elements can accurately assess a candidate's trainability and do not tend to have an adverse impact. Failure in any one element is sufficient to exclude the person from proceeding any further in the selection process. The instruction titled "How to Prepare for the Tests" also follows below and should be distributed to applicants well before test administration. Nevertheless, if a person fails an element, retesting can be provided if it suits the employer.

Finally, prior to undergoing the test battery, the applicant <u>must</u> present signed the attached "Doctor's Certification of Fitness to Perform Fitness Test." Failure to do so <u>must</u> mean exclusion from the testing process.

* See Americans With Disabilities Act - A Technical Assistance Manual, U.S. EEOC, 1992, pp. IV-8/IV-9.

PRE-EMPLOYMENT PHYSICAL FITNESS TEST BATTERY

Minimum Scores for Employment as a Law Enforcement Officer in the State of Maryland

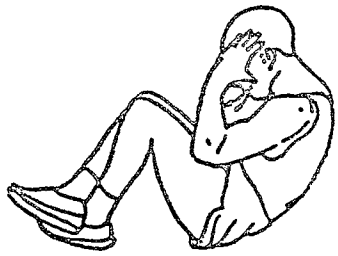
(Scores Indicate 40th Percentile of Fitness)

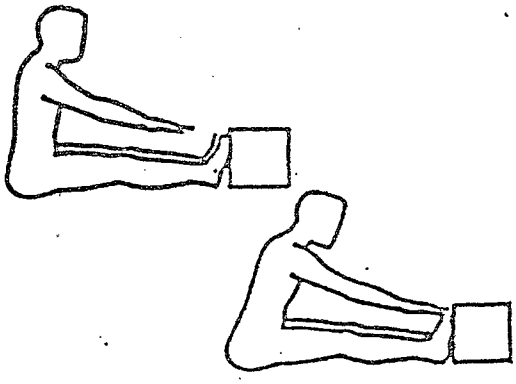
SIT-UP	MUSCULAR ENDURANCE - The score is the number of bent-leg sit-ups performed in one minute.
FLEX	FLEXIBILITY - The "sit-and-reach" test measures the range of motion of the lower back and hamstrings. The test involves stretching out to touch the toes and beyond with extended arms from the sitting position. The score is in inches reached in a yardstick with the 15" mark being at the toes.
BENCH*	ABSOLUTE STRENGTH - One (1) repetition maximum bench press press using Dynamic Variable Resistance (DVR) protocol. The score is a ratio of weight pressed divided by body weight. *Note: Push ups will replace bench press. See attached insert for specifications
1.5 MI RUN	CARDIOVASCULAR CAPACITY - 1.5 mile run. The score is in minutes:seconds.

HOW WILL PHYSICAL FITNESS BE MEASURED?

The physical fitness test battery consists of four basic tests. Each test is a scientifically valid test. The tests to be given are described as follows:

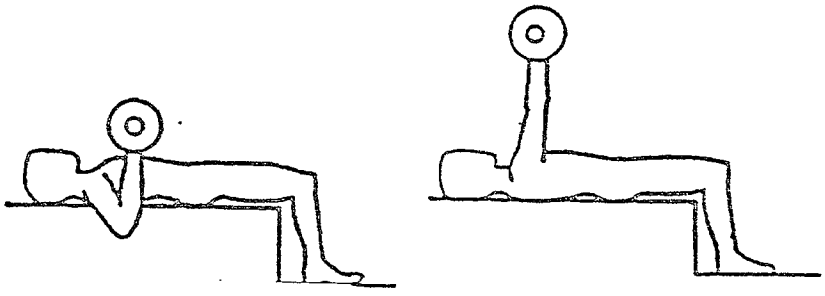
1. 1 Minute Sit-Up Test
This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force. The score is in the number of bent leg sit-ups performed in 1 minute.



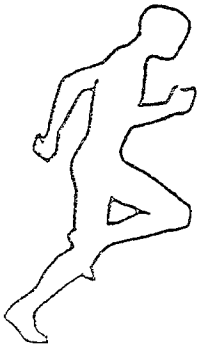


2. Sit and Reach Test
This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position. The score is in the inches reached on a yardstick with 15 inches being at the toes and the 36"mark being at the far end away from the toes.

3. 1 Repetition Maximum Bench Press
This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength.The score is a ratio of weight pushed divided by body weight.



*Note: Push ups will replace bench press. See attached insert for specifications The score is in the number of pushups performed in 1 minute.



4. 1.5 Mile Run
This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance. The score is in minutes and seconds.

* This may be replaced by doing push-ups for which other norms are available.

RELEVANCE OF TEST ITEMS TO ESSENTIAL TASKS

The four elements of the test battery are designed to establish physical capacity to participate in recruit level training and perform the essential tasks of entry-level law enforcement. They are not simulations but rather assessments of the candidate's capacity to learn and perform essential physical tasks.

The following represents the specific relationship between the test element and the essential task(s) which validate its use. (See Section G, H, I of the Job Description for additional, detailed task statements.)

SIT-UPS/MUSCULAR ENDURANCE

Essential Tasks:

Use of Force
Lifting, Carrying, Holding, Restraining
Running at Full Speed

FLEX/FLEXIBILITY

Essential Tasks:

Pursuit of suspects with obstacles and changes of direction
Lifting, Carrying, Holding, Restraining

BENCH/ABSOLUTE STRENGTH

*Note: Push ups will replace bench press. See attached insert for specifications

Essential Tasks:

Lifting, Carrying Persons
Restraining Struggling Persons

1.5 MILE RUN/CARDIOVASCULAR CAPACITY

Essential Tasks:

Use of force beyond two minutes
Pursuit

Running Upstairs
Providing CPR

In short, after an evaluation of serving personnel, our recommendation is that if the candidate does not score at the 40th percentile of fitness (less than fair fitness as a miminum), he/she should not be hired because his/her capacity to learn and perform these tasks safely is hindered. (See below for methodology related to setting local cut-off score.)

The test battery which has been described herein should be performed **only as a pass/fail screening device**. Once a candidate passes the elements according to the scores stated on the Pre-Employment Physical Fitness Test Battery, the remaining elements of the local selection process may be applied.

HOW TO PREPARE FOR THE TESTS

The following guidelines are presented based on a twelve (12) week period preceding screening. However, before engaging in this process, all participants should consult with a physician.

* Preparing for the MUSCULAR ENDURANCE test:

  The progressive routine is to do as many bent-leg sit-ups (hands behind the head with someone holding your feet) as possible in one minute. At least three (3) times per week do three (3) sets (three (3) groups of the number of repetitions you did in one (1) minute).

* Preparing for the FLEXIBILITY test:

  Performing sitting types of stretching exercises daily will increase this area. There are two recommended exercises:

  * Sit-and-Reach - Do five (5) repetitions of the exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes while keeping the legs straight. Hold for ten (10) seconds.

  * Towel Stretch - Sit on the ground with the legs straight. Wrap a towel around the feet holding the ends with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.

* Preparing for the ABSOLUTE STRENGTH test:

  * If you have access to weights, determine the maximum weight that you can bench press one time. Take 60% of that poundage. This will be your training weight. You should be able to do 8-10 repetitions of that training weight. Do three (3)

sets of 8-10 repetitions adding 2 1/2 - 5 pounds every week.

* If you do not have access to weights, then the push-up exercise can be used. Determine how many push-ups you can do in one minute. At least three (3) times per week do three (3) sets of the amount you can do in one minute.

* Preparing for the CARDIOVASCULAR CAPACITY test:

Below is a gradual schedule that would enable you to perform a maximum effort for the 1.5 mile run. If you can advance the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then that is encouraged.

WEEK	ACTIVITY	DISTANCE (Miles)	TIME (Minutes)	FREQUENCY (/Week)
1	Walk	1	17-20	5
2	Walk	1.5	25-29	5
3	Walk	2	32-35	5
4	Walk	2	28-30	5
5	Walk/Jog	2	27	5
6	Walk/Jog	2	26	5
7	Walk/Jog	2	25	5
8	Walk/Jog	2	24	4
9	Jog	2	23	4
10	Jog	2	22	4
11	Jog	2	21	4
12	Jog	2	20	4

Greenbelt Police Department
Pre-Employment Physical Fitness Screening

GENERAL WAIVER of LIABILITY

I, _____, of _____
(Name) (Address)
_____,

do hereby release, hold harmless and forever discharge the City of Greenbelt, its agencies, employees, successors and assigns from all debts, claims, demands, damages, actions and causes of action whatsoever which I now have or may hereafter have and which may arise by reason of my voluntary participation in the Greenbelt Police Department Pre-employment Physical Screening process. I understand and agree that there is a risk of becoming hurt or injured while I am participating in this process. I further understand and agree that I was provided advance documentation which fully describes the screening process, and that the physical activities involved require a certain level of strength and physical conditioning. I additionally agree that I have read and understand the list of instructions designed to assist me in preparing for the test which was provided to me in advance of the test. I certify that I have educated myself concerning the nature of this testing process, and that I was provided adequate time to prepare for such test.

I understand that this test is designed to determine my abilities to perform the essential job functions of a police officer as recommended by the Maryland Chiefs of Police Association. I have had the opportunity to consult with a physician of my choice regarding my participation in this process, and on sound medical advice, and/or of my own free will, have decided to participate and accept the liability for any and all injuries or damages I may incur as a result of the process.

I do agree to hold harmless the City of Greenbelt, its agencies, employees, successors and assigns for any injury or damage resulting by reason of the privilege permitted me to participate in this process. **I certify that I have reviewed this document, and with full and complete understanding, do agree to its terms and conditions.**

In Witness thereof, I set my hand and seal this _____ day of November, 2001.

(This form should not be signed unless you are in the presence of a Notary Public)

_____
(Applicant)

Subscribed and sworn before me this _____ day of November, 2001.

My commission expires_____/_____/ 200_____

_____
(Notary Public)

Revised 9/7/01

GREENBELT CITY POLICE DEPARTMENT
PRE-EMPLOYMENT PHYSICAL FITNESS SCORE SHEET

_____ _____ Male/Female
Applicant Name Age **Circle one**

SIT-UPS _____ (one minute time limit)

FLEX _____

PUSH-UPS _____ (one minute time limit)

1.5 MILE RUN _____

_____ _____
Instructors Signature Date

GREENBELT CITY POLICE DEPARTMENT
PRE-EMPLOYMENT PHYSICAL FITNESS TEST

AGE/SEX	TEST			
Male	**SIT-UPS**	**FLEX**	**PUSH-UPS**	**1.5 MILE RUN**
20-29	38	16.5	29	12:51
30-39	35	15.5	24	13:36
40-49	29	14.3	18	14:29
50-59	24	13.3	13	15:26
Female				
20-29	32	19.3	23	15:26
30-39	25	18.3	19	15:57
40-49	20	17.3	13	16:58
50-59	14	16.8	12	17:54

MUST MEET THE MINIMUM REQUIREMENTS LISTED ABOVE IN ALL PHASES