



Peoria Police Department	
Policy and Procedure Manual	
Policy 3.12	Employee Wellness Program



I. POLICY

- A. It is the policy of the Peoria Police Department to provide the best possible service to the citizens of Peoria. In order for the Peoria Police Department to carry out this responsibility, it is important that each employee maintain a reasonable level of physical fitness and overall wellness. This will enhance the employee's ability to accomplish tasks or duties in their job description, while reducing risk of injury and illness.
- B. In many occupations, the daily level of physical exertion is predictable. However, law enforcement is not one of them. An officer may operate at a minimal level of physical exertion for extended periods and suddenly be called upon to exert a maximum amount of physical and mental energy. Consequently, it is incumbent upon each officer to ensure that they are physically fit and able to endure both physical and mental stress, as lives, including their own, depend on it. An exercise program will develop, enhance and maintain a satisfactory level of physical fitness and overall wellness. (22.3.2)

II. PROCEDURE

- A. Wellness Program Components (22.3.2)
 - 1. The Peoria Police Department's Wellness Program is a multi-faceted approach to overall psychological and physiological health. While all components in the program are voluntary, the Peoria Police Department strives to increase participation by all full-time employees.
 - 2. During the course of the year, the City will sponsor for participating employees "brown bag lunches" with hosted speakers and/or small group workshops addressing personal health issues and seminars geared toward increased awareness of physical and mental health issues.
 - 3. The Peoria Police Department has a trained Physical Fitness Coordinator and physical fitness instructors who are able to provide personal counseling sessions on:
 - a. Nutrition and diet
 - b. Stress reduction
 - c. Safe exercise techniques and
 - d. Assistance in developing a personal workout schedule for any Peoria Police Department employee.
 - 4. The Physical Fitness Coordinator is responsible for periodic evaluation of the Peoria Police Department's workout facilities and facilitating improvements and new equipment purchases.
- B. Physical Examinations
 - 1. While it is not a requirement of employees to have a physical examination, it is advisable to do so prior to starting an exercise program to determine medical restrictions.
 - 2. Employees can review their individual health plans to determine if an annual physical option is covered at a nominal charge.

“Our Community...Our Commitment”

C. Evaluation Criteria (22.3.2)

1. Since physical fitness relates to an individual's total physiological wellness, it involves measures and levels of muscular strength, cardiovascular endurance, muscle tone, heart action and response to physical activity.
2. Voluntary Physical Fitness Assessments: To help employees assess their personal level of fitness, the Peoria Police Department sponsors voluntary physical fitness assessments.
 - a. The voluntary assessments take place once each calendar year.
 - b. Sworn employees who do not wish to participate in the testing will assume their normal duty assignment for the date of testing.
 - c. The results are scored by comparison with the Cooper Standards.
 - d. The in-service fitness assessment's time, date and location will be posted at least sixty (60) days in advance.
3. The Cooper Standards:
 - a. The Cooper Standards consist of a well-documented data-base established by the Cooper Institute of Aerobic Research in Dallas, Texas. Over a period of years, they administered standardized tests across the country and have compiled the results based on age and gender.
 - b. The standardized and validated results are commonly referred to as "The Cooper Standards." They are used by fitness experts across the country as a benchmark for comparison to determine an individual's level of fitness.
 - c. A copy of the Cooper Standards is posted in the workout facility for reference of the required levels based on age and gender.
4. All personnel who choose to participate in the annual physical fitness/wellness assessment process may be eligible for certain Incentive Awards based on their performance. The process includes a battery of tests with designated scoring criteria.
 - a. While the criteria may show a strength or weakness in certain areas, this information is for the employee's benefit alone and no additional requirements will be made on the employee based on this assessment.
 - b. The employee must provide the Physical Fitness Coordinator with the results so a Peoria Police Department average may be computed and incentives awarded.
 - c. All Peoria Police Department employees are encouraged to participate in the process and to maintain a regular exercise program.
5. The desired criteria to be maintained by all employees for general health and physical fitness are established by those employees who score at the 50th percentile or above in each of the test areas.

D. Medical Screening

1. All participants will be given a pre-screening test before the evaluation. These tests will be administered in a medically approved fashion by trained personnel, such as the Fire Department's Paramedics. The pre-screening test may consist of:
 - a. Resting Heart Rate.
 - b. Blood Pressure.
2. Participants who have medical concerns identified during the pre-screening by the Peoria Police Department or their physician will be required to obtain a medical release or sign a release of liability form before participating in the physical fitness/wellness evaluation or program.

E. Fitness Test Areas

1. Those interested in improving their fitness level can consult any Arizona Peace Officer Standards Training (AZPOST) certified Fitness Instructor or the Peoria Police Department's Physical Fitness Coordinator for assistance.
2. Employees who score at the 50th percentile or above in EACH of the five test areas will be recognized for their performance. The tests administered consist of the one and a half mile run or the option of a three mile walk test, the bent leg sit-up, the push up test, the bench press, and the leg press.
 - a. Cardiovascular Endurance - A major component of physical fitness/wellness is cardiovascular-respiratory endurance. The one and one-half mile run test and the three mile walk test are ideal ways to measure one's fitness in this area and participants will be given the option of taking either test.
 - (1) The one and a half mile run is completed by running/walking the distance as quickly as possible by the participant.
 - (2) The three mile walk test is completed by walking (one foot always in contact with the ground) the distance as quickly as possible by the participant.
 - b. Dynamic Strength - The second major component of physical fitness is dynamic strength, which is a measure of muscular endurance. The test for this area will be a one-minute test and a one-minute push-up test.
 - (1) Bent Leg Sit-Up Test:
 - (a) The individual lies on their back with both knees bent and their arms crossed over their chest (hands tucked into armpits), or fingers interlaced behind their head.
 - (b) The individual's feet will be held securely.
 - (c) By flexing the torso, touch elbows to knees and return to a full lying position, with shoulder blades touching the floor.
 - (d) The buttocks must stay in contact with the floor at all times.
 - (e) Resting as needed will be done in the sitting up position.
 - (2) Push-Up Test:
 - (a) The individual starts in the up position and the hands are placed on the floor at shoulder width.
 - (b) The push-up consists of lowering the chest to within fist level of the floor and then extending the arms to full length while keeping the back and knees straight and rigid.
 - (c) Resting as needed will be done in the up position.
 - c. Absolute Strength - The third major component of physical fitness is one's maximum body strength. The tests for this area consist of the bench press and the leg press. After a warm up exercise, the employee will be allotted a maximum of four (4) attempts to reach their absolute strength in each area. Fitness proctors can assist the employee in clearing the bar from the stand, as well as returning the bar to the stand. Two fitness proctors will spot the employee during the warm-up and actual test.
 - (1) Bench Press: The test will consist of pressing the maximum weight one time covering the full range of motion.
 - (a) The bar will begin with the arms fully extended and lowered to the same level as the chest, and pushed up until the arms are fully extended, elbows locked.
 - (b) The buttocks must stay in contact with the bench and both feet must be flat on the floor.

- (c) The amount of weight needed to attain a Cooper percentage is determined by a ratio of weight pressed to body weight.
 - (d) The weight conversion for males is $1.016 \times \text{free weight} + 18.41$.
 - (e) The free weight conversion for females is $.848 \times \text{free weight} + 21.37$.
- (2) Leg Press - This test will consist of pressing the maximum weight one time.
- (a) The employee will start in the seated position, with the legs at a 90 degree angle from the chest.
 - (b) The weight must be pressed out until the legs are fully extended.
 - (c) The Cooper Standard attained will be determined by the ratio of weight pressed to body weight.
 - (d) The sled weight conversion will be factored at the gross weight.

F. Physical Fitness Incentive Awards

1. Peoria Police Department Incentive Awards are offered to encourage and reward those employees who have performed at or above the 50th percentile in EACH performance area tested. These awards are given once a year after the designated fitness/wellness test.
 - a. These awards are subject to review and change as recommended by the Peoria Police Department's Physical Fitness Coordinator. The Physical Fitness Coordinator may recommend changes to these awards to the Peoria Police Departmental Awards Committee as the program progresses.
 - b. Physical fitness pins are awarded to all employees who attain at least 70% Cooper Standards in each fitness area tested.
 - (1) This pin can be worn for one year, and will then no longer be authorized for wear.
 - (2) Employees who qualify for a pin during the next assessment testing year will be issued a new pin which will indicate the year the pin was achieved and authorized for wear.
2. The Physical Fitness Incentive Awards for those employees who have performed at or above the 50th percentile in each area are determined by averaging the scores in all of the categories tested.
 - a. Peoria Police Department Physical Fitness Incentive Awards are listed and reflect the averaged total percentage.
 - b. Employees who perform at the 50th percentile or higher in each category have the option of taking the rest of that in-service training shift off or taking 5 hours (non-exempt)/half day (exempt) personal leave at a later date.

Percent	Pin	Personal Leave	
		Non-Exempt	Exempt
Participate	None	None	None
50 % - 69.9 %	None	*	*
70 % - 80 %	Eligible	5 hrs + *	1 day
80.1 % - 85 %	Eligible	10 hrs + *	1 day +*
85.1 % - 90 %	Eligible	15 hrs + *	2 days
90.1 % - 95 %	Eligible	20 hrs + *	2 days +*
95.1 % - 100 %	Eligible	25 hrs + *	3 days

* See Section II.F.2.b above

G. Industrial Coverage During Physical Fitness Assessment

1. To ensure that all Peoria Police Departmental employees have the benefit of industrial insurance coverage, even though participation in the assessment is voluntary, employees will participate only in the official Peoria Police Departmental approved assessment program.
2. The physical fitness assessment must be officially approved, in advance, by the Chief of Police.
3. The assessment must be supervised by a qualified Physical Fitness Instructor who is specifically designated to ensure compliance with the program, and who has the responsibility to maintain safety and to report any injuries which occur.
4. In the event an employee becomes injured during the assessment, an on duty supervisor will be responsible for executing the initial industrial paperwork.
5. The physical fitness assessments will have specific dates, as well as specific starting and ending times which must be adhered to.
6. Any portion of the off-site assessments (testing portion accomplished away from the Peoria Police Department) that are conducted must be approved in advance by the Chief of Police.

H. Tracking

1. All personal leave hours earned during the physical assessment shall be taken during a one-year period immediately following the assessment or the earned hours shall be forfeited.
 - a. No accumulation of hours from year to year is authorized.
 - b. Should the employee's employment with the City be terminated, all hours will be forfeited and unpaid.
 - c. Employees utilizing physical assessment personal leave hours shall annotate them as such on their time sheet.
2. The Peoria Police Department's timekeeper shall receive a copy of all awarded personal leave time from the Physical Fitness Instructor. It shall be the responsibility of the timekeeper to maintain accurate records of the physical assessment personal leave hours accrued and used.

Peoria Police Department
Policy 3.12 Employee Wellness Program
Original Issue Date: 01/01/03
Last Revision Date: 04/17/07
Next Review Date: 03/31/08
Office of Primary Responsibility: SSB
Editor: D. Marcum
Reviewed By: S. Lekan

APPROVED: 
Larry J. Ratcliff
Acting Chief of Police