

**FITNESS PROGRAM**

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**CFA Standards:** N/A

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**I. POLICY**

The Department can be served best if all employees can maintain an adequate level of physical fitness. Therefore, all employees of the Delray Beach Police Department are encouraged to maintain a level of fitness that is at least equal to the 'Meets Standards' category set forth in this Order. This physical fitness program will be mandatory for any personnel who choose to participate in "On-Duty Fitness" time and earn "Fitness Leave" time.

**II. DEFINITIONS**

**Meets Standards** – This scoring category contains a standard of the minimum performance scores one must achieve to pass the fitness test.

**Exceeds Standards** – This scoring category contains a standard of exemplary performance scores one can achieve on the fitness test.

**Superior Standards** – This scoring category contains a standard of the highest performance scores one can achieve on the fitness test.

**Fitness Coordinator** – The person selected by the Chief of Police who is responsible for facilitating and coordinating all fitness testing and training and reports directly to the Special Services Bureau Assistant Chief.

**Fitness Trainers**- A group of people selected by oral board interviews to assist in managing the fitness modules.

**On-Duty Fitness time** – Time that is allotted during the employee's working day that will allow the employee the benefit of working out on duty. The time will be limited to a maximum of four (4) hours in a fourteen (14) day period, and contingent upon supervisor approval and/or manpower constraints.

**Fitness Leave time** – Time earned by employees achieving one of three fitness levels which are scored using one of the three fitness modules.

**Cooper Module** – A fitness module that tests Aerobic Fitness, Anaerobic Power and Muscular Strength.

**Cooper/ Walking Module** – A fitness module that tests Muscular Strength and steps.

**Walking Module** – A fitness module requiring employees to track 10,000 steps/day for one year.

**III. THE ORDER**

1.0 Fitness Kick-Off

- 1.1 An administrator of the program will send an e-mail to all employees by January and June each year advising them of program sign-up. Participation is for one full year from the sign-up date.
    - a. Employees must attend one of the sign-up sessions
    - b. Employees who are signing-up must bring with them a completed Fitness Sign-up memorandum completed with their supervisor's approval. (Attachment A). This will be kept by the Fitness Trainer.
  - 1.2 Physical fitness evaluation criteria. The fitness program gives you a choice of three tracks. Each member that volunteers to be in the fitness program can choose the track that best suits their physical activity level.
    - a. Cooper Test
    - b. Cooper/Walking Test
    - c. Walking Test
  - 1.3 Testing methods and measure, for the Cooper/Walking Track, are based on the Cooper Institute Recommended Fitness Test Battery, minus the anaerobic and aerobic portion. The anaerobic and aerobic portion will be replaced using a walking program based on a minimum of 10,000 steps a day within one year of sign-up. The program allows for numerous devices to track your physical activity; however, it must be pre-approved by the Fitness Trainer.
  - 1.4 Testing methods and measure for the Walking tracks, are based on the daily number of steps a day as recommended by the American College of Sports Medicine Health and Fitness. 10,000 steps a day for an entire year. The program allows for numerous devices to track your physical activity; however, it must be pre-approved by the Fitness Trainer.
  - 1.5 Testing methods and measures are based on The Cooper Institute Recommended Fitness Test Battery, and include the following.
  - 1.6 Fitness trainers may be sworn or non-sworn, will be off probation, require a memo of interest, a recommendation from their supervisor (per [G.O. 1205 Lateral Transfer](#)), and a three year commitment to the program.
  - 1.7 Fitness trainers will complete certification by a credentialed fitness organization and all records will be retained by the Training Unit.
- 2.0 Testing
- 2.1 All testing shall be at a time and place designated by the Chief of Police or his/her designee and conducted by trainers, certified to conduct the fitness program and/or testing and approved by the Chief of Police.
    - a. Testing shall take place on the 1<sup>st</sup> day of the prescribed month or followed by a non-sworn employee's written health examination conducted by a physician of their choice.

- 2.2 A physician shall complete a waiver for the employee stating that he/she is eligible to participate in the physical fitness program and its testing requirements (Attachment B)
- a. If an employee asks to defer testing due to physical incapacitation said request must be accompanied by a physician's statement, which specifically maintains that participation in the testing is incompatible with the employee's physical status. The statement must also indicate an estimated date whereupon testing may occur.
  - b. Where testing has been deferred due to medical incapacitation, said testing shall proceed within thirty (30) days after medical clearance is received from the employee's personal physician or the City Physician. This can be congruent with the employee returning to full-duty status. The employee shall then resume his or her normal testing cycle as if the deferral had not occurred. If the employee was injured and unable to test that year, the employee may be tested, on a case-by-case basis, at a later date in the same year.
- 2.3 A Fitness Data Form (Attachment C) will be completed for each employee by a Fitness Trainer before the employee participates in the program. This data will assist the trainer with placing the participant in the appropriate training module.
- a. This form contains the participant's name, date of testing, age, beginning weight and measurements, and fitness level testing information.
  - b. When the participant completes his/her duration of training, this same form will be used to record Post-program results.
- 2.4 Fitness proficiency
- a. Employees who fail to achieve the 'Meets Standards' category shall be paired with a fitness trainer and the program shall be overseen by the Fitness Coordinator.
    1. The prescribed program shall be no longer than sixteen (16) weeks in duration, at which time the employee will be retested.
  - b. Any employee who declines to participate in their annual fitness test within their allotted time shall be prohibited from participating in the Fitness Program, its benefits and any future use of the program for a period of one year. The employee will then need to submit a memorandum to the Chief requesting reinstatement. The Chief will have final approval.
  - c. Testing shall be conducted in February and March, and then again in October and November. The employee and supervisor will make every effort for the testing to be completed on- duty. Any testing done outside of normal working hours will be not be compensated for the employee.
- 3.0 Participation benefits
- 3.1 Employees who participate in the physical fitness program are eligible to earn both Fitness Leave time and On-Duty Fitness time.

- a. Leave time is contingent upon the employee successfully completing the Cooper Test and shall be scored on a point system.
  1. Cooper Module (Attachments D and E)
    - a) Employee will be required to complete a 300-meter run, a 1.5-mile run, 1-minute sit-ups, and 1-minute push-ups.
    - b) Employees who earn a "Meets Standards" score in the Cooper Test gain one point. Employees must achieve an average score between 4-6 points to obtain 8 hours of Fitness Leave.
    - c) Employees who earn an "Exceeds Standards" score in the Cooper Test gain two points. Employees must achieve an average score between 9-6 points to obtain 10 hours of Fitness Leave.
    - d) Employees who earn a "Superior Standards" score in the Cooper Test gain three points. Employees must achieve an average score of more than 10 points to obtain 12 hours of Fitness Leave.
    - e) The points for the Cooper Testing shall be added up and the average will be the final test result.
  2. Cooper/Walking Module (Attachments F and G)
    - a) Employees will be required to complete 1-minute sit-ups and 1-minute push-ups.
    - b) This will be paired with using a PRE-APPROVED app that tracks the number of steps a day. At the end of the year the steps must equal 3,650,000 steps. Employees will submit a report from their approved tracking device to a trainer every quarter from the time they sign-up. Employees who sign up for this module will still test for the Cooper muscular strength test during the year.
    - c) Employees who earn a "Meets Standards" score in the muscular strength of the Cooper Test gains one point. Employees must achieve an average score between 1-2 points and complete the assigned number of walking steps for the year to obtain four (4) hours of Fitness Leave.
    - d) Employees who earn an "Exceeds Standards" score in the muscular strength portion of the Cooper Test gains two points. Employees must achieve an average of 3-4 points and complete the 3,650,000 steps for the year to obtain six (6) hours of Fitness Leave time.
    - e) Employees who earn a "Superior Standards" score in the muscular strength portion of the Cooper Test gains three points. Employees must achieve an average score between 5-6 points and complete the 3,650,000 steps for the year to obtain eight (8) hours of Fitness time.

### 3. Walking Module

- a) Employees who participate in this module will have to achieve 3,650,000 steps once they have signed up and had their app approved and will gain four (4) hours of Fitness Leave time.
- b) At the end of the year the steps must equal 3,650,000 steps. Employees will submit a report from their approved tracking device to a trainer every quarter from the time they sign-up.
- c. The Fitness Leave Time Form will be completed and signed by the Fitness Coordinator (Attachment H). This will document how much time the employee has earned. The time will be documented in TeleStaff with the appropriate code.
- d. On-duty Fitness Time will be limited to a maximum of four hours in a 14-day period, and contingent upon supervisor approval and/or manpower constraints. The employee's direct supervisor will monitor the On-Duty Fitness Time being used.
- e. Participants will be allowed to work out (i.e. weights; stretching; running) in any fitness facility within the City of Delray Beach contingent upon supervisor approval and/or manpower constraints. Sworn personnel are subject to being called back into service; therefore, they must carry their official identification, an operational radio, handcuffs, intermediate weapon and their issued or approved firearm.

3.2 Leave time will be tracked as "Fitness Time" and the banked time **must be used within one year of accrual.**

### 4.0 Discipline

4.1 Any violations of Fitness Time, not following the rules of the program, or any other violations will result in immediate removal from the program.



*Jeffrey S. Goldman*  
**Chief of Police**

**Replaces:** G.O. 650 dated 02/02/2017

**Attachments:** A, B, C, D, E, F, G, H