

	SAN MARCOS POLICE DEPARTMENT	
	Policy 4.9 Officer Fitness	
	Effective Date: March 28, 2017	Replaces:
	Updated: September 1, 2019	
	Approved:	
 _____ Chief of Police		
Reference:		

I. POLICY

The San Marcos Police Department Officer Physical Fitness Policy is designed to provide the physical readiness and safety of San Marcos Police Department sworn officers, and promote and maintain healthy lifestyles. Law enforcement duties require a high level of physical fitness to meet the demands of the job. The performance of the most critical essential job functions may be infrequent, but the consequence of inability to perform, or the lack of proper performance, can be severe. Physical readiness is important because it determines an individual’s ability to respond to any situation.

II. PURPOSE

The objective of the program is to support and assist officers in the development and maintenance of fitness by providing an annual evaluation and assessment of each officer’s physical fitness.

The key to good fitness lies in lifestyle. There is not a great deal that others can do to improve an officer’s level of fitness. Each officer has an individual responsibility to maintain a level of fitness that supports him/her in carrying out job responsibilities and handling any situation that may arise.

The acceptance of this responsibility involves a commitment from each officer. Good fitness does not “just happen”; therefore, personal goals must be established and effort must be put forth to achieve them.

This policy is designed to assist and support officers in establishing and carrying out a fitness plan. The positive results will benefit the Department and citizens by ensuring a physically fit force that is ready to respond to any situation. Each officer will benefit from the additional officer-safety factor that is present when one is physically fit. In addition, officers will be better able to perform day-to-day duties with a reduction of stress.

The Chief will identify appropriate personnel to a Physical Fitness Coordinating Team. Team members will receive training from the Texas Department of Public Safety Physical Fitness and Readiness Testing Assessment and Development Institute. This team will conduct the annual testing. The Human Resources Department will coordinate the physical health screening.

For the purposes of this policy, PRT is the Physical Readiness Testing.

III. SCOPE

All commissioned officers shall be subject to an annual evaluation and assessment of their general physical condition.

IV. PROCEDURES

Employee PRT- Fitness Testing During Employment for Sworn Personnel.

All sworn officers will be subject to annual fitness testing as follows:

- A. Testing Period - SMPD will conduct a physical fitness testing between September 1st and November 30th, all sworn employees must pass the PRT. All attempts at the PRT must be completed by November 30th. The testing schedule will be determined by the Physical Fitness Coordinating Team. The testing date will be published at least 45 days in advance.
- B. Pre-Testing General Health Screening
 1. All sworn employees are required to have a physical health screening conducted by a physician prior to participation in the Physical Readiness Test (PRT). The screening will be provided by the Department.
 2. If the physician does not recommend participation in the PRT, the employee will not be allowed to test during the testing period. If an employee is unable to test they are considered to have failed the PRT, unless they have obtained a medical waiver.
 3. If the General Health Physical Screen Form completed by the physician does not authorize participation in the PRT, the employee may be required to have a City of San Marcos "Work Capabilities Form" completed and given to Human Resources/Risk Management to determine if there are physical limitations that prevent the performance of the employee's duties. The chain of command, in connection with HR, will initiate this process and determine the appropriate course of action.
- C. Physical Readiness Testing (PRT) Process and Standards
 1. The PRT standard for each employee is based on their age and gender. Using the percentage results for the test battery found on the 2000 Meter row calculator, the 500 meter row scoring chart, or the 4-minute row test calculator, all sworn employees must meet a minimum of 60% score for their age and gender.
 2. Employees will be allowed three attempts per testing period to pass the PRT. All attempts must be completed within the testing period.
 3. An AED and certified AED operator must be present at all physical readiness tests and organized fitness training events.
 4. Documentation. The Department certified fitness tester conducting the PRT will be required to document the results on a form approved by the Physical Fitness Coordinating Team, Chief and Civil Service Director. A copy of the completed form will be given to each employee.
 5. At the end of each testing period, sworn officer testing results will be compiled and submitted to the Administration Division Commander. The minimum percentage

passing score may be adjusted with approval of the Chief and Civil Service Director to address potentially disparate impact of the presumptive passing score on any class of individuals. Aggregate departmental performance data will be compiled by the Administrative Commander or his designee. That data will be shared with the Physical Fitness Coordination Team for evaluative purposes. No later than December 10th of each year, the Administrative Division Commander will share only pass/fail information with Human Resources for purposes of stipend fulfillment.

- D. Waivers - All waivers must be requested on a form approved by the Physical Fitness Coordinating Team, and the request approved by the Chief or his designee working with Human Resources/Risk Management. When the need for the waiver is foreseeable, the employee must submit the request 30 to 45 days prior to the beginning of the testing period so that the process is completed during the testing period.
 - 1. Medical Waivers
 - a. An employee must report to his/her immediate supervisor any medical condition that could affect the employee's ability to perform all assigned tasks and responsibilities, including participating in PRT. All medical waiver requests must be completed on the SMPD Physician PRT Waiver form by officer's treating physician, and the documentation will need to be given directly to Human Resources/Risk Management. SMPD Physician PRT Waivers from officer's physician for temporary waivers must be dated no more than three months in advance of the testing period. Each SMPD Physician PRT Waivers completed by the employee's treating physician must be accompanied by the SMPD PRT Waiver Request form completed by the employee and given to Human Resources/ Risk Management.
 - b. Employees unable to perform the physical condition testing may apply for one of the following waivers:
 - i. Temporary Waiver. An employee with a temporary physical condition that prohibits them from participating in the PRT may request a temporary waiver. A temporary waiver is granted per testing period.
 - ii. Employees who are unable to participate in PRT due to a physical condition may be required to have their physician complete a City of San Marcos "Work Capabilities Form" to determine if there are physical limitations that prevent the performance of the employee's duties. The chain of command, in connection with Human Resources/Risk Management, will initiate this process and determine the appropriate course of action.
 - 2. Military Waivers - An employee who is absent during an entire testing period due to active military duty may apply for a waiver for the testing period. The employee or supervisor, if the employee is unavailable, should submit the required PRT waiver request form and a memorandum explaining the circumstances to the Chief.

3. The completed waiver request form must be submitted to Human Resources/Risk Management no later than one week prior to the beginning of the testing period.
 4. An employee who has been granted a waiver is considered to be compliant with this policy.
- E. Failure to Comply with PRT Requirements
1. Any sworn officer who scores less than 60% during the regularly scheduled assessment (first failed attempt) will remain on full duty and will be assigned a fitness partner to be coached on the “Tabata Sprint Protocol”.
 2. If the sworn officer fails to pass the next regularly scheduled assessment (second failed attempt), the officer will not be permitted to participate in extra duty assignments requiring the use of the officer’s commission or wearing of the department uniform. They may maintain their current fitness partner, or may be assigned a new fitness partner at discretion of the Physical Fitness Coordinating Team; the request for a new fitness partner may come from either the involved officer or the current fitness partner.
 3. If the officer fails the third consecutive regularly scheduled assessment, the fitness program coordinator will direct a memo to the Chief of Police summarizing the officer’s attempts at attaining the minimum passing level of performance on the physical assessment. The Chief will decide upon a course of action aimed at verifying the officer’s fitness for duty in accordance with section 143.081 of the Texas Local Government Code.
- F. Awards & Incentives of Complying with PRT Requirements
1. Fitness Incentive Program Pay
 - a. Officers achieving standards of fitness outlined below will be eligible for Fitness Incentive Stipend as outlined below. Each year the amount of the stipend is subject to change based on available funding, the continuation of the program and the employee’s PRT score.
 - b. Employees achieving a score as identified below will be eligible for a one-time Fitness Incentive Stipend. The stipend is to be paid based on score as follows:
 - i. Score of 70-89% is eligible for a \$500 incentive
 - ii. Score of 90% or higher is eligible for a \$1,000 incentive
 2. Fitness Excellence Coin
 - a. Officers with a score of 90% or higher will receive a Fitness Excellence Coin. The department will also publicize the names of officers awarded with Fitness Excellence.
 - b. The Fitness Excellence Coin will be awarded in progression. The first time the officer scores 90% or higher, they will receive a bronze coin; the second consecutive time they will receive a silver coin; the third consecutive time they will receive a gold coin.