



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-31 (Formerly 3-83)

Effective: 09/22/2021

Review: 09/22/2022

Replaces: 11/14/2019

3-31 PHYSICAL FITNESS ASSESSMENT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[3-17 Duty Assignments and Transfers](#)

B. Form(s)

Physical Activity Readiness Questionnaire (PAR-Q)

C. Other Resource(s)

American College of Sports Medicine
Cooper Institute of Aerobic Research

D. Rescinded Special Order(s)

None

3-31-1 Purpose

The purpose of this policy is to establish the guidelines and standards for Albuquerque Police Department (Department) Physical Fitness Assessment.

3-31-2 Policy

It is the policy of the Department to promote health and well-being among all Department personnel. The physical fitness status of sworn personnel is vital to job task performance and the well-being of the public. Because of this, it is also the policy of the Department to recognize the need for minimum physical fitness standards and to maintain a Health and Wellness Improvement Program for all sworn personnel to ensure that they meet these standards.

N/A 3-31-3 Definitions

A. Physical Fitness Assessment

An assessment administered by the Health and Wellness Coordinator and Academy Division personnel that includes completion of a Physical Activity Readiness Questionnaire (PAR-Q), a blood pressure measurement, and participation in the established physical fitness assessment components.

B. Time-Off Bank (TOBANK)



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Incentive hours for the regular exercise program are stored in the employee's time-off bank (TOBANK). TOBANK time is available for all Department personnel. Hours are stored for personnel use and will expire after one (1) year if they are not used. TOBANK hours are not paid out when an employee discontinues their employment with the City of Albuquerque.

N/A 3-31-4 **Physical Fitness Assessment**

A. General Principles

1. Type of Assessment

- a. The type of assessment and the scoring methods to be used shall be made available to all sworn personnel prior to the start of the assessment. In most test periods, the assessment shall cover, but is not limited to:
 - i. Aerobic Power;
 - ii. Anaerobic Power;
 - iii. Dynamic Strength;
 - iv. Absolute Strength; and
 - v. Flexibility.

2. Criteria

- a. Criteria used in the Physical Fitness Assessment are derived from science-based literature and practices recommended by nationally recognized organizations, such as the Cooper Institute of Aerobic Research and the American College of Sports Medicine.
- b. Physical Fitness Assessment criteria are also utilized by the State of New Mexico Department of Public Safety (DPS) and have been adopted by the International Association of Chiefs' of Police. Rewards for each Physical Fitness Assessment category are based upon a minimum score for TOBANK incentive.

3. Components of Physical Fitness Assessment

- a. The currently established Physical Fitness Assessment consists of the following components:
 - i. One (1) minute push-up test (dynamic strength);
 - ii. One-and-a-half (1.5) mile run (aerobic capacity); and
 - iii. Department obstacle course (anaerobic power and agility).

7 B. Procedures

- 1. The Academy Division Commander shall clear assessment changes made by the Health and Wellness Coordinator and notification of assessment changes shall be provided to all officers in advance.
- 2. The Health and Wellness Coordinator shall:



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- a. Maintain the criteria for the Physical Fitness Assessment;
 - b. Coordinate scheduling for the Physical Fitness Assessment;
 - i. Physical Fitness Assessments shall be scheduled in conjunction with yearly, biennium training and shall be made available throughout the year at a frequency determined by the Health and Wellness Coordinator and approved by the Academy Division Commander.
 - c. Conduct all Physical Fitness Assessments and training, with the assistance of the Advanced Training Unit and Academy Division personnel;
 - d. Maintain the confidentiality of all records pertaining to Physical Fitness Assessments in the Health and Wellness Coordinator's office; and
 - e. Consult with sworn personnel about health and wellness issues.
 - i. All documentation relating to the Physical Fitness Assessment shall be kept confidential, including but not limited to the PAR-Q.
3. The Health and Wellness Coordinator may change the type of components assessed or the scoring methods uses for the Physical Fitness Assessment in an effort to maintain up-to-date procedures and standards.
4. Sworn personnel shall:
- a. Remain onsite throughout the duration of the Physical Fitness Assessment period;
 - b. Prior to the Physical Fitness Assessment, complete a PAR-Q;
 - c. Screening procedure, which includes, but is not limited to, blood pressure, resting pulse, and height/weight; and
 - d. Based on the screening results and review by the Health and Wellness Coordinator, be allowed to perform the Physical Fitness Assessment to determine their level of fitness if they pass the criterion.
5. Sworn personnel who do not pass the screening process or fall into a high-risk category may be referred to City of Albuquerque Employee Health Center by contacting the Telephonic Nurse Triage Service.
6. Sworn personnel who do not pass the screening process shall not be allowed to reassess until they are cleared by the Employee Health Center.
- C. Exemptions and Limited Duty Personnel
1. Sworn personnel who believe they should be exempt shall submit a letter for exemption consideration for each Physical Fitness Assessment to the Health and Wellness Coordinator.
 - a. Sworn personnel shall address the letter to the Health and Wellness Coordinator to be forwarded through their chain of command.
 - b. Sworn personnel shall attach physician statements and other pertinent documentation to the letter of request.



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- 2. Sworn personnel who are on non-full duty status shall comply with SOP Duty Assignments and Transfers.

N/A 3-31-5 Health and Wellness Improvement Plan

A. If an officer's overall fitness score for the Physical Fitness Assessment is below the minimum fitness standard, the Health and Wellness Coordinator shall advise the officer of the score. The officer shall have the option, with supervisor approval, to participate in a Health and Wellness Improvement Plan developed by the Health and Wellness Coordinator. If the officer elects to participate in a Health and Wellness Improvement Plan:

- 1. The officer's immediate supervisor shall be notified, with a copy of the officer's Physical Fitness Assessment results and the Health and Wellness Improvement Plan that the Health and Wellness Coordinator recommends;
- 2. The officer's supervisor should arrange on-duty time for sworn personnel who participate in the Health and Wellness Improvement Plan program;
- 3. The Health and Wellness Coordinator shall provide monthly updates to the officer's commander; and
- 4. On a monthly basis, the Health and Wellness Coordinator shall evaluate the officer's performance in the Health and Wellness Improvement Plan in order to determine continued participation.

N/A 3-31-6 Incentives

A. TOBANK Incentives

- 1. The following chart details the performance levels for each TOBANK incentive category:

TOBANK Incentive Categories for Physical Fitness Assessment (24 Hours Possible)						
Fitness Level	Cardiovascular Assessment Options			O-course	Push-ups	TOBANK Hours
	1.5 Mile Run	2,000-Meter Row Alternative to 1.5 Mile Run	5 Mile Air Bike Test Alternative to 1.5 Mile Run			
Superior	≤ 9 minutes 45 sec.	≤ 6 minutes 52 seconds	≤ 11 minutes 24 seconds	≤ 2 minutes 15 sec.	55	24
Excellent	≤ 10 minutes 30 sec.	≤ 7 minutes 30 seconds	≤ 11 minutes 56 seconds	≤ 2 minutes 30 sec.	50	20
Good	≤ 11 minutes 15 sec.	≤ 8 minutes 5 seconds	≤ 12 minutes 21 seconds	≤ 2 minutes 45 sec.	45	16



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	≤ 11 minutes 50 sec.	≤ 8 minutes 34 seconds	≤ 12 minutes 44 seconds	≤ 3 minutes	40	12
Fair	≤ 13 minutes	≤ 9 minutes 48 seconds	≤ 13 minutes 25 seconds	≤ 3 minutes 15 sec.	35	8
Passing	≤ 15 minutes 54 seconds	≤ 11 minutes 37 seconds	≤ 14 minutes 54 seconds	≤ 5 minutes	15	4

B. Physical Fitness Incentives

1. At the directive of the Chief of Police, and based on criteria provided by the Health and Wellness Coordinator, an officer may receive incentives for obtaining certain performance levels. The incentives are subject to change and may be modified at the discretion of the Chief of Police.
2. Physical fitness incentives shall be determined prior to the start of any Physical Fitness Assessment. For information on the incentives, sworn personnel should contact the Health and Wellness Coordinator.
3. Most Physically Fit uniform ribbons and Most Physically Fit by Rank awards shall be based on the following criteria:
 - a. A Most Physically Fit Ribbon with a “Superior” designation shall be awarded to sworn personnel who achieve a superior score, as outlined in this Standard Operating Procedure (SOP);
 - b. A Most Physically Fit Ribbon with an “Excellence” designation shall be awarded to sworn personnel who achieve an excellent score, as outlined in this SOP; and
 - c. Recognition honors shall be awarded to the highest scoring officer in the following categories: Lieutenant and above; Sergeant; and Uniformed Officer and Non-Uniformed Officer.
4. In order to be eligible for any incentive or Most Physically Fit award, an officer shall complete the Physical Fitness Assessment within the testing timeframe specified in this SOP. All portions of the Physical Fitness Assessment shall be completed on the same day during the assessment process.