	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p>		Number: M1217
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			Distribution: All
Title: PHYSICAL FITNESS		Section: Personnel	
Issued: 05/08/2012	Effective: 05/16/2012	Revised: 06/25/2020	
Rescinds: All Previous		Amends:	
CALEA References: LE 22.2.1, 22.2.2, 22.2.3a-e; COM 2.2.7a-d, 3.2.5			
Review: Annual	Authority: Chief Michael A. Keller		

## I. Purpose

The purpose of this General Order is to establish the requirements and guidelines for the Andover Police Department’s physical fitness, for which “Fitness for Duty” is an essential requirement.

## II. Policy

Law enforcement work requires officers to respond to high stress and high-risk situations that are instantaneous and physically taxing. Cardiorespiratory endurance, muscular strength, flexibility, agility, speed and optimal body composition are all essential requirements of an officer’s ability to perform these challenging job related tasks.


It is the policy of the Andover Police Department that all members are expected and required to maintain their health and fitness at a level conducive to the effective performance of their duties. The Andover Police Department offers wellness activities throughout the year and members are encouraged to participate and follow the recommendations of the programs (COMS 2.2.7b).

## III. Definitions

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## IV. Regulations

- A. Sworn members with the rank of Lieutenant and below are required to successfully complete the department’s physical agility course in the allotted time during the department’s annual testing, absent a physician diagnosed disability (A).
- B. Sworn members with the rank of Lieutenant and below who do not successfully complete the department’s physical agility course in the allotted time during annual testing must successfully complete the course in the allotted time within 90 days of failing the annual test, absent a physician diagnosed disability (B).
- C. Sworn members with the rank of Lieutenant and below who do not successfully complete the department’s physical agility course in the allotted time during annual testing or the 90 day extension period, must successfully complete a 90 day work

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performance plan that includes the successful completion of the department’s physical agility course in the allotted time, absent a physician diagnosed disability (E).

Note: Determination of discipline for violation of any of these regulations will be considered for only one of the above regulations and only upon the sworn member meeting the fitness standards following an initial failure of the department’s annual physical agility testing, or failing to meet fitness standards after completing the 90 day work performance plan.

## V. Procedures

### A. Physical Examination

1. Every sworn member with the rank of Lieutenant and below is required to satisfactorily complete the department’s job related physical agility course within specified time limits annually (LE 22.2.2). Sworn members above the rank of Lieutenant are encouraged, but not required, to satisfactorily complete the physical agility course within specified time limits. Any sworn member that is unable to participate in the annual agility course testing due to a medical condition will be required to provide a medical release from a licensed physician exempting them from testing.
2. Any sworn member who is unable to satisfactorily complete the department’s annual agility course testing within the specified time limits, will be required to successfully complete the course re-testing within a 90 day period of test failure, with re-testing occurring every 30 days.
3. Any sworn member that continues to be unable to satisfactorily complete the department’s agility course within 90 days from the original failure of the department’s annual agility course testing, will be placed on a documented 90 day “work performance plan” that includes measures to achieve successful completion of the department’s physical agility course within the allotted time. Continued non-compliance may result in remedial and/or disciplinary action by the Chief of Police.
4. When the Chief of Police has reasonable cause to believe that a member is unable to perform his/her job duties due to physical reasons, or, absent a diagnosed disability period, a sworn member continues to be unable to satisfactorily complete the department’s agility course following the 90 day “work performance plan,” the Chief may order that member submit to a “fitness for duty” physical examination by a department designated physician, at no cost to the employee (LE 22.2.1).

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5. Records of any examination that have been requested by the Chief of Police will be forwarded to the Assistant City Administrator's office and placed in a secured medical file separate and apart from the employee's personnel file.
6. Members are encouraged to get physical examinations annually.
7. The Chief of Police reserves the right to exempt officers from portions of, or all of the physical agility test based upon reasonable and apparent disability. Factors contributing to the Chief's decision to exempt any officer may include, but are not limited to the following:
  - a. Chronic or acute medical conditions which might be exacerbated by performing the physical agility test.
  - b. Injuries which limit an officer's ability to perform the physical agility test.
8. If the Chief of Police exempts officers from specific portions, or all of the physical agility test as a result of injuries, which limit their performance on any component of the test, these officers may be required to complete the entire test upon recovery from the injury.
9. The Chief's exemptions will normally apply only for the year the request is submitted. Officers with chronic disabilities are required to re-submit exemption request prior to each year's testing.
10. Sworn members that have medical releases from a licensed physician exempting them from participating in the department's agility course testing will remain exempted for the duration of the release, unless or until such time that the Chief of Police has reasonable cause to order a "fitness for duty" medical examination. Upon the expiration of a medical release from a license physician, the sworn member will be afforded the opportunity to complete the "annual" physical agility testing, and follow all procedures.
11. Any sworn member with a medical release exempting them from participating in the department's agility course testing may be placed on light-duty status and provided appropriate work assignments, if available.
12. A hearing, vision, or medical examination may be used to determine a Communication Officers fitness for duty. Any examination conducted after employment will only be used to confirm the members continued fitness to perform the tasks of their assignments (COM 3.2.5).

## **B. Physical Agility Course**

1. The physical agility course combines several different job related tasks which are essential to the job and which sworn officers may reasonably be expected to encounter during the course of their duties. Sprints, changes of direction, and other obstacles interspersed throughout the 175 yard course simulate job and duty related tasks such as acceleration, stop and go ability, upper body strength, flexibility, balance, jumping, visual acuity, endurance and coordination. The



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tasks and obstacles simulate those encountered during the apprehension of fleeing suspects and responses to an assortment of emergency and non-emergency situations.

2. Members must complete the physical agility course in 85 seconds or less. The course is scored strictly on a pass/fail basis; however completion times may be recorded for use in determining applicant selection criteria.
3. The components of the physical agility course include:
  - a. 4.5 Foot Wall Climb: Officers jump, grab the top of the 4.5 foot wall and utilize upper body strength to maneuver over the top of the wall. This obstacle is designed to simulate the pursuit of a fleeing suspect through residential and business areas where similar obstacles are located. The obstacle confirms essential balance, coordination, jumping ability, upper body strength and agility.
  - b. Stair Climb: The obstacle simulates an officer's activity during a variety of emergency and non-emergency responses and will include five steps up to the top of a landing and five steps back down to ground level. Officers frequently enter apartment complexes, residences and businesses that include stairways. As such it is vital that officers possess the ability to negotiate such obstacles.
  - c. Simulated Window Entry: This obstacle consists of climbing through a standard sized window opening located 4 feet above ground level. During the course of their duties officers encounter circumstances wherein citizens require assistance while locked either inside or outside their residences. On those occasions officers are frequently required to enter a residence through unlocked windows. The obstacle confirms essential upper body strength, flexibility, balance and coordination.
  - d. 15 yard drag of a 150 lb. Dummy: During responses to emergency medical situations and traffic accidents, officers frequently encounter situations where they are required to either move or assist in the moving of non-ambulatory individuals. As a result, officers must have the ability to move such individuals a distance sufficient to remove them from harm's way. This obstacle confirms essential upper body strength, coordination and endurance.
  - e. Tunnel Run: This obstacle consists of running through two 4.5 foot tunnels that are interspersed throughout the course. During the course of their duties, officers are required to run or walk under things such as clothes lines, low hanging branches, drainage tunnels, etc. This obstacle confirms essential flexibility and agility.

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**C. Exercise Room**

1. The Andover Police Department furnishes an exercise room consisting of a variety of exercise equipment designed to improve the overall body strength and cardiovascular fitness of members.
2. Members are encouraged to utilize the exercise room as much as possible.

**D. Wellness Program**

1. The Andover Police Department strongly encourages members to participate in the City of Andover’s Wellness Program (LE 22.2.3a; COM 2.2.7a).
2. The City of Andover partners with the YMCA of Andover to establish and coordinate activities throughout the year for members in which to participate. The YMCA representative will be a trained program coordinator (LE 22.2.3b).
3. Annually, the City of Andover along with the YMCA will provide individual health screenings and fitness assessments. Members are encouraged to participate to obtain a better understanding of their health and well being (LE 22.2.3c).
4. Members are encouraged to keep informed on health issues and maintain goals regarding physical fitness and health. The City of Andover will provide regularly scheduled learning activities to help employees with information on health and fitness issues. Members should work with the program coordinator to establish and document health and fitness goals (LE 22.2.3d; COM 2.2.7d).
5. The program coordinator will provide ongoing support and evaluation, and to encourage participation, the City of Andover will provide financial incentives (LE 22.2.3e; COM 2.2.7c).
6. Members have the opportunity to obtain membership with the YMCA, with membership fees supplemented by the City, and are encouraged to take advantage of the opportunity.

**E. On Duty Exercise**

1. In order to encourage officers to successfully maintain an adequate level of physical fitness, sworn personnel will be authorized, on a voluntary basis, to exercise or work out on duty under the following conditions:
  - a. Exercising on duty shall be contingent on the supervisor’s discretion as to manpower and workload needs, as well as, the individual officer is not behind with caseload and other assigned responsibilities. On duty exercise for patrol staff will not be permitted if minimum staffing cannot be maintained during an officer’s exercise time.
  - b. The time allowed to exercise on duty shall be limited to three (3) hours per week, including the time necessary to return to regular duty in a manner that is consistent with department hygiene standards.



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- c. Exercising for uniformed officers on duty will be based out of the police department's physical fitness facility. If uniformed officers exercise activities take them away from the police facility, they must be able to return within 10 minutes.
  - d. Exercising for non-uniformed officers on duty may be based out of the department's physical fitness facility, the YMCA, or other fitness facilities within the City of Andover.
  - e. Officers exercising on duty must monitor radio traffic, or provide another means (i.e. cell phone) to be contacted by Communications, and be prepared to return to regular duty if needed.
  - f. Exercising on duty will not be permitted during the first and last hours of a member's assigned duty shift.
  - g. Officers shall always follow safety procedures (i.e. lifting, bending, stooping, etc.) during on duty exercise.
  - h. If injured while exercising on duty, members will report the injury in accordance with General Order M1117 Workplace Safety.
  - i. Officers requiring physical fitness instruction may request assistance from the City's YMCA representative who can aid the officer on proper and safe techniques and with preparation of an exercise regimen to ensure the officer is conducting each movement safely and correctly.
2. In order to encourage non-sworn personnel to successfully maintain an adequate level of physical fitness, non-sworn personnel are authorized to use the police department's physical fitness facility on their own personal time. Additionally, non-sworn personnel requiring physical fitness instruction or assistance may request assistance from the City's YMCA representative who can aid the individual on proper and safe techniques and with preparation of an exercise regimen to ensure the individual is conducting each movement safely and correctly (COM 2.2.7b).

Rev. 06252020

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