




Clayton County Police Department

PROCEDURES

Subject PHYSICAL AGILITY & FITNESS PROGRAM		Procedure # C8	
Authorizing Signature 	Effective 03-08-2019	<input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Rescinds (see below)	Total Pages 6

I. PURPOSE

The purpose of this policy is to inform sworn personnel of the expectations and standards of the Department regarding physical agility and fitness. The functions of law enforcement require a level of physical agility and fitness not demanded by many other professions.

II. POLICY

- A. It is the policy of this Department that sworn personnel maintain physical agility and fitness to keep their persons in a state of operational readiness. This Department will assist, encourage and support sworn personnel in maintaining physical agility and fitness for duty. All full-time sworn personnel are mandated to participate in the departmental physical agility and fitness program.
- B. Each applicant seeking employment with this Department as a police officer must successfully complete the Physical Agility portion of the Physical Ability Assessment (PAA). All incumbent full-time sworn personnel are required to complete the annual PAA. The PAA will incorporate essential functions of the law enforcement profession as well as general physical fitness standards.

III. PHYSICAL FITNESS COORDINATOR

- A. A departmental Physical Fitness Coordinator shall be appointed by the Chief of Police and be a member of the Training Unit. It is not a requirement that the Physical Fitness Coordinator be a sworn officer.
- B. The Physical Fitness Coordinator is responsible for the following:
 - 1. Coordinating and/or scheduling all departmental PAA sessions and PAA practice sessions. This includes the annual PAA conducted each quarter, and any recurring PAA sessions as a result of any sworn officer not meeting the minimum requirements;
 - 2. Acting as the PAA Administrator for the annual PAA, when designated or scheduled in advance, when the designated PAA Administrator will be unavailable;
 - 3. Developing and providing employee-specific exercise requirements for those employees who do not meet minimum PAA requirements;
 - 4. Receiving and maintaining all PAA records pertaining to all applicants who are hired as police officers and all incumbent full-time sworn officers including, but not limited to, results, progress, exercise requirements, etc.;
 - 5. Incorporating the results of PAA's into the departmental records of sworn officers.

IV. PHYSICAL AGILITY & FITNESS PROGRAM

- A. PAA Administrators
 - 1. It is impossible for the Physical Fitness Coordinator to administer and/or be present during the PAA for each and every applicant or incumbent officer. For the purpose of administering the PAA or any portion thereof, components and subcomponents of the Department shall designate a PAA Administrator.
 - 2. PAA Administrators will administer the PAA, or any portion thereof, during scheduled practice or annual PAA sessions.
 - 3. PAA Administrators shall report all PAA results, or any portion thereof, regardless of achievement, to the Physical Fitness Coordinator in writing.

B. Departmental Physical Agility & Fitness Program

Participation in the Physical Agility & Fitness Program is mandatory and the PAA shall be administered to all full-time sworn officers of this Department. PAA scoring results and individual achievement will only be used to assist each officer with his/her physical development and overall health improvement.

C. Mandatory Participation

1. Sworn officers are expected to maintain a level of physical agility and fitness that will allow them to satisfactorily perform and complete their duties and function as police officers.
2. All full-time sworn officers are required to participate in the program.
3. Exemption: An officer who claims he/she is unable to physically perform or complete the PAA, due to illness or injury, is required to obtain and submit supporting documentation from a medical doctor each time an officer is scheduled to complete the PAA. Personnel who are seeking a medical exemption are responsible for communicating the PAA requirements to the medical doctor or medical facility from whom they are requesting an exemption waiver. A medical doctor may specify the portion(s) or activity(ies) in which an officer may not participate.

D. PAA for Applicants and/or New Hires

1. All applicants seeking employment as police officers must successfully complete the Physical Agility portion of the departmental PAA as part of the hiring process. The Physical Fitness portion of the PAA will not be included as part of the hiring process for police officer applicants.
2. Additionally, all newly-hired, POST-certified police officers shall complete the entire PAA, both Physical Agility and Physical Fitness portions, within six (6) months of employment.

The probationary period referenced in this procedure only applies to new hires; it does not apply to the probationary period of newly-promoted, sworn officers.

E. Annual PAA for Sworn Officers

The annual PAA for full-time sworn officers of this Department is the same PAA administered to newly-hired police officers.

1. Annually, full-time sworn officers who have completed probation shall complete the PAA. The annual PAA shall be administered on a quarterly schedule during the calendar year. It is the responsibility of each sworn officer, in cooperation with his/her immediate supervisor(s), to schedule his/her annual PAA with the Physical Fitness Coordinator, during one of the quarterly dates and times. There will be no make-up dates, unless specifically approved by the Chief of Police.
2. Officers will be paid consistent with Fair Labor Standards Act (FLSA) for completing their annual PAA during off-duty hours.

F. Physical Ability Assessment (PAA)

The PAA will include both Physical Agility and Physical Fitness portions.

See *Appendix A* of this procedure for the complete *Physical Ability Assessment (PAA)*, which includes both the Physical Agility and Physical Fitness portions.

1. Physical Agility

The Physical Agility portion shall be a departmentally-approved agility course.

2. Physical Fitness

The Physical Fitness portion shall be a set of departmentally-approved physical activities. Participation in the fitness portion is also mandatory. The achievement and results shall be used by officers as an indication of their level of physical fitness in areas that could impact their daily law enforcement duties and activities.

G. Preparation for PAA and Use of Departmental Agility Course

1. Sworn officers are authorized to practice the Physical Agility portion of the PAA using the departmental agility course, but only during supervised practice sessions scheduled by or through the Physical Fitness Coordinator. No personnel are permitted to utilize the departmental Physical Agility Course without authorized supervision and/or during any time not scheduled or designated by the Physical Fitness Coordinator as a practice session.

Signage stating, "No Trespassing – Violators Will Be Prosecuted," and, "Clayton County Sworn Police Personnel Permitted on Course during Authorized Sessions Only," is posted around the departmental Physical Agility Course. This will be enforced by departmental personnel.

2. Non-sworn employees and non-employees are prohibited from utilizing the departmental Physical Agility Course. There are no exceptions.

H. Administration of PAA

1. Successful Completion of PAA

See *Appendix B* of this procedure for the *PAA Achievement Standards*.

- a. Applicants who successfully complete the Physical Agility portion of the PAA will continue in the application process for employment with this Department as police officers.
- b. When a sworn officer has submitted to both portions of the annual PAA and successfully completed the Physical Agility portion, he/she will not be required to re-assess for another twelve (12) months and/or until the next calendar year.

2. Failure to Successfully Complete PAA

- a. Applicants

Applicants who fail to meet the minimum standards for the Physical Agility portion of the PAA will no longer be considered in the application process for employment as police officers. All applicants who fail the Physical Agility for employment will be notified by Background and Recruiting of their application status and informed of the departmental policy and processes for reapplying, if applicable.

- b. Sworn Officers

- 1) When a sworn officer of this Department has submitted to both portions of the annual PAA as his/her first attempt of the calendar year, but fails to meet the minimum standard for the Physical Agility portion, he/she will be required to have a second PAA within sixty (60) days of the first attempt.
- 2) When an officer has submitted to both portions of the PAA as his/her second attempt of the calendar year, which was conducted within the required time period, but fails to meet the minimum standard for the Physical Agility portion, the Physical Fitness Coordinator will provide him/her with exercise requirements based on the officer's current fitness levels. The officer will then be required to submit to a third PAA within another sixty (60) days.

- 3) The process of repeating the entire PAA every sixty (60) days may continue, at the discretion of the Chief of Police, until the affected officer successfully completes the PAA.

V. ACHIEVEMENT, AWARDS & INCENTIVES

A. Achievement Standards

To encourage maximum effort by sworn officers, this Department has established the *PAA Achievement Standards* to define scoring and individual achievement for both Physical Agility and Physical Fitness portions of the annual PAA.

See *Appendix B* of this procedure for the *PAA Achievement Standards*.

B. Awards

1. Awards may include, but are not limited to, Fitness Ribbon Bars. The achievement level of an officer for his/her entire annual PAA may authorize the officer to wear the corresponding Fitness Ribbon Bar.
2. Achievement levels and corresponding Fitness Ribbon Bars are designated below:
 - a. 'Superior' score in all PAA categories = Superior Fitness Ribbon Bar
 - b. 'Excellent' score in all PAA categories = Excellent Fitness Ribbon Bar

C. Incentives

Incentives may be given at the discretion of the Chief of Police.

VI. CANCELLATION

This procedure rescinds and supersedes the following standard operating procedure:

C8: Physical Agility & Fitness Program, dated August 12, 2016.