Subject: Physical Fitness and Wellness Program		Policy Number: ADM: 16
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1) PURPOSE

a) It is the purpose of this policy to provide employees of the Department of Public Safety (DPS) with guidelines describing the implementation of a department-wide physical fitness and wellness program.

2) POLICY

a) It is the policy of the Department of Public Safety to encourage all department personnel to voluntarily participate in a total fitness program to ensure the overall health, wellness, and safety for the length of their careers. In addition, the Department of Public Safety recognizes the necessity for commissioned officers to maintain a level of physical fitness in order to successfully and safely perform the essential physical job functions of a police officer.

3) APPLICABILITY

a) This policy shall apply to all personnel of the Department of Public Safety.

4) REFERENCES

a) CALEA Chapter 22 – Compensation, Benefits, and Conditions of Work
b) DPS Policy *PRS: 19 Modified/Limited Duty*
c) Institute of Aerobic Research (Cooper Institute)
d) New Mexico Law Enforcement Training Act
e) New Mexico Administrative Code, Chapter 10 part 9
f) New Mexico Law Enforcement Academy Training Center Reference Guide

5) DEFINITIONS

a) **Acceptable Level of Physical Fitness** – An acceptable level of physical fitness for department commissioned personnel will be demonstrated by performing within, or exceeding, the following battery of standard tests;
   i) 1.5 mile run (cardiovascular endurance, running then subduing suspect);

ii) 300 meter run (anaerobic power, struggle during apprehension of suspect);

iii) Sit-ups and Push ups (muscular strength and endurance, dragging, pulling, pushing, carrying, and lifting).

These tests are based on a single standard, non-discriminatory basis of the essential job function for law enforcement.

Single standards are the same for people who hold similar jobs and have the same job requirements. The single standards identified in this policy have been scientifically validated as job related and a law enforcement necessity by The Cooper Institute.

b) **Assessment** – All commissioned participants will be tested yearly during the month of August on their performance on the battery of single standard tests. Screening dates will be determined by the district commanders/directors to ensure coverage. Each test is scored separately and running should be preformed on a flat level surface, preferably a 400 meter track. The standards are listed at the minimum to pass and are based on an essential job-related fitness standard. (Refer to attachment A. Fitness Requirements) The assessment is voluntary for non-commissioned employees.

c) **Essential Job Function** – A particular job function is essential if removing it would fundamentally alter the position. For the position of a commissioned employee, those functions include, but are not limited to, safely affecting a forcible arrest(s), suspect pursuit(s) on foot, and safely controlling combatant(s).

d) **District Fitness Coordinators** – Those officers trained to implement, assist, monitor and prescribe physical fitness and nutritional goals as well as screen personnel within their respective districts/bureaus/divisions.

e) **Program Coordinator** – A person assigned to the New Mexico State Police Training and Recruiting Bureau responsible for planning, organizing, directing and administering the physical fitness program.

f) **Physical Fitness Activities** – The Department of Public Safety encourages employees to engage in physical fitness activities that promote overall wellness and good health, but that have less potential for injury. Acceptable physical fitness activities must improve muscular endurance, flexibility, and cardiovascular conditioning; e.g., running, walking, cycling, aerobics, weightlifting, swimming, grappling and calisthenics or any other activity approved by the departmental physical fitness program coordinator.

Organized league/team events/athletics such as basketball, baseball, softball, volleyball, and football will not be considered physical fitness activities/programs for the purpose of this policy.

g) **Physical Fitness and Wellness Program** – A voluntary fitness program that consists of training the district physical fitness coordinators, health education, individualized exercise and nutritional prescription, physical fitness and wellness time and physical fitness assessment.

h) **Physical Fitness and Wellness** Time – At work time allotted for all personnel that participate in the physical fitness and wellness program.

i) **Standard** – is a score on a test that has been determined to measure the minimal amount of fitness level or essential job function that is required to do the job. The fitness standard is derived from a non-discriminatory one job one standard validation.

j) **Workweek** – Seven (7) consecutive twenty-four (24) hour days commencing at 12:01 AM Saturday and ending at 12:00 AM (midnight) Friday.

6) OPERATIONAL PROCEDURES

a) **Program Components**

i) **District Fitness Coordinators** – The Department will designate and train fitness coordinators to assist employees participating in the program. Fitness coordinators will be trained on the principals of fitness to include, but not limited to: cardiovascular conditioning, muscular strength and endurance, flexibility and nutrition. The Department will strive to maintain a ratio of one physical fitness coordinator per fifteen employees.

ii) **Goal Setting** – District fitness coordinators will assist participants in establishing realistic, challenging goals to enable them to achieve and maintain a level of physical fitness. (Refer to attachment C Fitness Preparation Guide)

iii) **Wellness Program Physical** – All participants shall consult their primary care physician annually and have the Medical Waiver signed prior to participating in this program and using fitness time. (Refer to Attachment D Medical Waiver). The medical waiver shall be submitted as directed below:

(1) If at the district/bureau/division level, to the employees respective District Fitness Coordinator.

(2) If at the headquarters level, to the Program Coordinator.

(3) Civilians to their immediate supervisor or employee monitoring their fitness time.

iv) **Assessment Procedures** - Physical fitness assessment will be conducted annually (August). The district fitness coordinators are responsible for the assessment. Assessments will consist of these standard tests: 1.5 mile run, 300 meter sprint, maximum reps one minute push-up, and maximum reps one minute sit-up.

(1) Assessment will be voluntary to all non-commissioned employees.

(2) Commissioned employees who volunteer for this fitness and wellness program and take fitness time must participate in the annual assessment. The standard score on the assessment will be followed per attachment A. Fitness Requirements. Employees must show consistent improvement to remain in the program.

v) **Exercise/Nutrition Prescription** – District fitness coordinators will prescribe exercise and nutrition based on an individual's current level of fitness, individual's preferences, and availability of facilities and equipment.

b) **Physical Fitness Time –**

i) **ONLY** those commissioned personnel who participate in all **standard tests** of the physical fitness program will be allotted on-duty time for authorized physical fitness activities under the following circumstances:

(1) Commissioned personnel will be allowed one hour of on-duty time, three times per work week, for authorized physical fitness activities.

(2) Commissioned employees must obtain prior approval from an on duty supervisor prior to taking physical fitness time. The district commander will ensure that authorized physical fitness time does not adversely affect operations.

(3) Physical fitness time is not cumulative from workweek to workweek. A physical fitness hour will not be used in conjunction with another physical fitness hour. Additionally, physical fitness time shall not be used in conjunction with any other leave. Furthermore, participants must be on full-duty status to participate in the program.

(4) Only one hour of physical fitness time may be taken in any 24-hour period.

(5) District fitness coordinators should challenge their respective districts to maintain long-term physical fitness goals.

(6) Commissioned employees that continually fail the assessment or fail to show improvement from previous scores may lose their privilege of on-duty fitness time.

ii) Non-Commissioned employees who participate in the fitness and wellness program will be allotted work time for authorized physical fitness activities under the following circumstances:

(1) Non-commissioned employees who participate in the fitness and wellness program will be allotted **thirty-minutes** of work time, to coincide with their one hour lunch break, **three times per work week**, for authorized physical fitness activities.

(2) Prior approval must be obtained from immediate supervisor, or next available supervisor within bureau, prior to taking fitness time.

(3) Fitness time shall be documented on the employee's timesheet and entered into SHARE as regular hours worked. Abuse of this leave can result in dismissal from participation in program.

(4) Non-commissioned employees may choose not to participate in the assessment program; this does not change the use of the leave. **Assessment is strictly voluntary to earn leave incentive**.

(5) Communications staff may use the thirty-minutes, as approved by their District Commander, during their assigned shift as long as it does not adversely affect operations within the communications center.

c) **Incentive Program –**

i) Commissioned and non-commissioned employees who achieve scores above the minimal standard will earn points to be awarded in administrative time. (Refer to attachment A Fitness Requirements) The screening tests include the 1.5 Mile Run, Push-up Test, Sit-Up Test, and 300 Meter Run.

ii) The aforementioned Administrative Leave will only be granted as follows:

(1) The district fitness coordinator will submit an IDC to the Training & Recruiting Bureau Commander, thru their District/Bureau/Division Commander, no later than September 7th, identifying which employees are entitled to administrative leave, the amount of leave and a copy of the screening test documentation.

(2) The Training & Recruiting Bureau Commander will provide an IDC, thru the Chiefs Office, to the Human Resource Bureau with the

documentation to ensure the leave is awarded to the entitled employee(s).

iii) Employees who exceed the fitness level above 380 or more points will be recognized with a certificate of Superior Physical Fitness by the Chief. Recognition will also be given to the fittest district/bureau/division in the state.

7) ATTACHMENTS

a) **Fitness Requirements**
b) **Fitness Results Sheet**
c) **Fitness Assessment Preparation Guide**
d) **Medical Waiver**

8) APPROVAL

APPROVED BY: _____ **DATE:** 11/17/25

DPS Cabinet Secretary