



# Division of Criminal Justice Police Training Commission

## Directive

Directive Number 4- 2016

Directive Date 8/17/2016

Commission Meeting Number # 312

Commission Meeting Date 08/03/16

**Subject:** Adoption of the physical conditioning testing procedure for all basic law enforcement courses that conduct a physical conditioning component.

At the August 3, 2016 Police Training Commission meeting, the Commissioners approved a motion adding a testing standard and procedures to the physical conditioning functional area with appropriate updates to the curriculum in the Physical Conditioning Manual.

Initial testing will be done during the first physical conditioning assessment of the basic law enforcement courses (to establish a base line all events will be run).

### General Physical Conditioning Testing Procedures

1. Warm up for at least three (3) minutes.
2. Perform Vertical Jump, and then recover for 1-2 minutes.
3. Perform the 1-Minute Sit-up, and then recover for 5 minutes.
4. Perform the 300 Meter Run, and then recover for 10 minutes.
5. Perform the 1-Minute Push-up, and then recover for 5 minutes.
6. Perform the 1.5 Mile Run, and then recover for 5 minutes.

**Important Note:** Trainees should recover through active techniques (walking, stretching, etc.). Trainees may be given more time in between events due to processing delays, but should not be given less time in between activities.

**Physical Conditioning Passing Test Requirements:**

Vertical Jump:	15 inches
1 Minute Sit-up:	28 repetitions
300 Meter Run:	70.1 seconds or less
1 Minute Push-up:	24 repetitions
1.5 Mile Run:	15:55 minutes or less

**\* See attached Addendum for testing protocols which must be followed.**

Trainees who fail to meet the minimum requirement of any one of the events will be given nine (9) physical conditioning sessions to improve. Following the ninth (9<sup>th</sup>) physical conditioning session they will be retested.

The physical conditioning retest to be administered will be the complete test, **not** just the event/s the trainee failed during the initial physical conditioning test.

If the trainee fails to meet these minimum requirements after receiving the additional training, the trainee will be dismissed from the academy for failure to meet the minimum requirements of the physical training standards of the academy.

Effective date: January 1, 2017

Applicable to: All of the following classes that begin after January 1, 2017:

Basic Course for Police Officers (BCPO), the Basic Course for Class Two Special Law Enforcement Officers (SLEO II), the Basic Course for Investigators (BCI), the Basic Course for State Corrections Officers (BCSCO), the Basic Course for County Corrections Officers (BCCCO), and the Basic Course for Juvenile Corrections Officers (BCJCO).

## New Jersey PTC Academy Physical Fitness Testing Standard

Academy \_\_\_\_\_ Date: \_\_\_\_\_

### CANDIDATE INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Class Type: (Circle)      BCPO   SLEO II   BCI   BCSCO   BCCCO   BCJCO

### RESULTS

Vertical Jump (15 Inches, 3 attempts)      Score: \_\_\_\_\_      (Circle)  
Pass   Fail

Score: \_\_\_\_\_

Score: \_\_\_\_\_

Sit-ups (28 repetitions)      Score: \_\_\_\_\_      Pass   Fail

300 Meter Run (70.1 seconds or less)      Score: \_\_\_\_\_      Pass   Fail

Push-up (24 repetitions)      Score: \_\_\_\_\_      Pass   Fail

1.5 Mile Run (15:55 minutes or less)      Score: \_\_\_\_\_      Pass   Fail

## Addendum to PTC Directive 4-2016

### Event Protocols

#### **Procedure for the Vertical Jump**

1. A jump tester instrument (stand) must be used
2. The trainee jumps as high as possible. Prior to jump, both feet must remain stationary on the ground (e.g., no running jumps).
3. The trainee will jump vertically with a full arm extension and strike/hit the highest slat possible.
4. Recover for 1-2 minutes
5. The best of three trials is utilized

#### **Procedure for the 1-Minute Sit Up**

1. The trainee begins lying on his/her back. The knees should be bent with the feet flat on the floor. The hands should be crossed over the chest and hands placed on shoulders.
2. Another trainee should hold the feet to the floor.
3. In the up position, the trainee should touch the elbows to the knees.
4. In the down position, the shoulder blades should briefly touch the floor prior to returning to the up position.
5. The trainee may not thrust hips up to gain momentum moving to the up position.
6. Resting is only permitted in the up position.
7. Recover for 5 minutes.
8. The total number of correct sit-ups completed in 1 minute is recorded as the score.

#### **Procedure for 300-Meter Run**

1. The trainee should run the 300 meters on a track or flat even surface. If a track is not available, a flat surface may be measured and coned off for the participants to simulate a 300-meter run.
2. Trainees should properly warm up and may perform dynamic stretches prior to the test.
3. Trainees should be required to complete a 10 minute walk/cool down and hydrate after completing the run.

## Procedure for the 1-Minute Push-up

1. The hands are placed slightly wider apart than the shoulder blades, with the fingers pointing forward.
2. The administrator should place a three inch sponge under the candidate's sternum. In lieu of the three inch sponge a mechanical instrument/counter may be used,
3. Starting from the up/high plank position (elbows-extend), the trainee must keep the back straight at all times, and lower the body to the floor until the chest touches the sponge. The trainee then returns to the up or high plank position. This is one repetition.
4. Resting is only permitted in the up/high plank position. Both hands should remain in contact with the floor at all times.
5. Recover for 5 minutes
6. The total number of correct push-ups completed in 1 minute is recorded as the score.

## Procedure for 1.5 Mile Run

1. Trainees should not eat a heavy meal or smoke for at least 2-3 hours prior to the test. Trainees should warm up and stretch thoroughly prior to the test.
2. Trainees should run at their own pace. Trainees should be notified prior to the run they may have a tendency to run too fast early in the run and become fatigued.
3. The trainees should run the 1.5 miles on a (440 yard) track. If a track is not available, then a flat surface must be measured and coned off.
4. If using a 440 yard track trainees should be informed of lap times as they pass the start finish line.
5. Trainees should be mandated to complete a 5 minute walk/cool down after completing the run.

**NOTE: As a reference the video produced by the Police Academy Directors Association (PADA)**

<https://www.youtube.com/watch?v=QajrRGIBIPk> **may be used.**

## Notice of Physical Conditioning Grading System

### Designation of a Failure to Fully Participate (Commonly referred to as a "Zero"):

The Police Training Commission (PTC) requires that a trainee successfully complete a physical training component to graduate the following Basic Police Courses: BCPO, SLEO2, BSCO, BCCCO, and BCI. Specifically the PTC requires that a trainee fully participate in 80% of the scheduled PT sessions. At this time the \_\_\_\_\_ (the Academy) \_\_\_\_\_ (class) has \_\_\_ physical training sessions scheduled. A trainee will be required to fully participate in \_\_\_\_\_ sessions in order to successfully complete the Physical Training Program. This number may change if PT sessions are cancelled due to unforeseen circumstance like inclement weather. If a trainee is unable to successfully complete a physical training session, the trainee will receive a designation of "failure to fully participate" or a "Zero". For the \_\_\_\_\_ (class) a trainee will only be permitted to receive a failure to fully participate \_\_\_ times (number rounded up to the next whole number for the benefit of the trainee). Upon the \_\_\_ failure to fully participate, the PTC requires that the trainee be dismissed from the Academy by the Academy Director for cause.

All full-time and adjunct PT instructors used by the Academy have received the requisite training and are certified PT instructors. All exercises used by the Academy have been either duly approved by the PTC in the PTC Physical Conditioning Training Manual or the Academy has received permission to use an exercise through an approved variation. PT Instructors will only use an exercise that has been approved by the PTC in the Physical Conditioning Training Manual or duly approved variations.

Pursuant to the requirements established by the PTC, the individual physical training sessions of the \_\_\_\_\_ (class) are broken down into two separate components: aerobic (to include speed and agility exercises) and calisthenics/strength exercises.

During the aerobic portion of a PT session, if a trainee does not finish a run or is removed from a run by a certified PT instructor and/or EMT for medical reasons, they will receive a failure to fully participate. If a trainee does not finish any other aerobic exercise or is removed from an aerobic exercise by a certified PT instructor and/or EMT for medical reasons they will also receive a failure to fully participate. During a run or any other aerobic exercise, a trainee may receive a failure to fully participate if a certified PT instructor observes: a trainee stop, or stay in a resting position, or show evidence of distress requiring potential medical treatment.

At the discretion of a certified PT instructor, a trainee will receive a failure to fully participate if the instructor observes a trainee walking or proceeding at a walking pace.

During the calisthenics/strength portion the certified PT Instructors will provide all trainees instructions and demonstrate how to properly perform 50% of a combination of all of the calisthenics/strength exercises during the designated PT session for the day. Trainees will be required to perform the exercises during the time period when all other trainees are performing the exercises and to keep up with the cadence of the class. Trainees will not be allotted more time to do exercises if they do not keep up with the cadence because of fatigue or if they take breaks. Trainees will be instructed as to how to perform four-count exercises and how four-count exercises will be graded. For example, assume that during a PT session a class does the following exercises and repetitions:

10 mountain climbers

10 pushups

10 windshield wipers

10 lunges

Overall, the class in this hypothetical will have completed 40 repetitions or four different exercises. The trainee will be required to correctly complete 20 repetitions of any combination of the exercises in order to successfully complete the physical training session on the date in question.

As a result, full-time and/or adjunct Academy PT staff will monitor and review PT calisthenics/strength session. If a certified PT instructor observes that a trainee is failing to correctly perform the requisite 50% of a combination of exercises, they will report it to the lead PT instructor who, in consultation with other PT instructors, will determine if the trainee will receive a failure to fully participate or a zero for that session. Observed performance by a PT instructor that could lead to not successfully completing 50% of the overall exercises may include but are not limited to the following: 1. Not keeping up with the cadence of the platoon while exercises are being performed; 2. taking breaks because of fatigue and missing 50% of all repetitions; 3. after being shown the proper way to do the exercises, not performing over 50% of the correctly; 4. being lapped by other trainees when conducting wind sprints because of stopping or fatigue; 5. Missing multiple repetitions or complete sets of repetitions during designated time period because of stopping or resting.

If a trainee receives a failure to fully participate, the trainee and their agency will receive the Failure to Fully Participate Notice Form, by the Lead Physical Training Instructor within two business days of the failure to fully participate designation. The form will provide the trainee notice that they received a failure to participate with a brief explanation. The trainee will be required to sign the document, which only signifies that they received notice of the failure to fully participate or a zero. Failure of the trainee to sign the notice form will result in immediate dismissal for the academy.

If a trainee fails to fully participate in more than five PT sessions, the trainee will be required to attend a counseling session with a member of the full-time PT staff and the Academy Director to discuss the results. The sending agency of the trainee will also be notified and at their discretion may schedule additional counseling sessions with the trainee at the Academy. Once again if a trainee fails to fully participate in more than 80% of the schedule PT sessions the Academy Director is required by the PTC to dismiss the trainee for the Academy.

**Notice of Physical Conditioning Grading System**

**Trainee Acknowledgement Form**

I, \_\_\_\_\_ acknowledge receipt of and understand the policies in the Basic Course Failure to Fully Participate Physical Conditioning Grading system. I further understand that I will be required to participate in \_\_\_\_% of all scheduled PT training sessions. I further understand that if I receive more than \_\_\_\_ failures to fully participate in PT training Sessions, I will be dismissed from the Academy for cause. Failure to sign the acknowledgement will result in my immediate dismissal from the Academy.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

Notice of Failure to Fully Participate

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Trainee Name: \_\_\_\_\_

Agency: \_\_\_\_\_

PT Instructor: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

As provided to you, you were placed on notice that if you failed to fully participate in 80% of the PT sessions, you would be dismissed from the Academy for cause. For a more detailed explanation of the evaluation process, please refer to the notice that was provided to you.

On, \_\_\_\_\_, you received a Failure to fully participate for the required PT session. You have received this failure to fully participate because you were observed by Certified PT Academy Staff:

\_\_\_\_\_  
\_\_\_\_\_

As of this date, this is your \_\_\_\_\_ failure to fully participate. Consistent with the procedure described, the Academy will providing notice to your agency of this failure to fully participate.

I acknowledge that I have been provided notice that I have received a Failure to Fully Participate by the Academy Staff for this PT session. I understand the reason for receiving the failure to fully participate. I understand that by signing this form, I am only acknowledging that I have been provided notice of a failure to fully participate for this PT session. Failure to sign this acknowledgement will result in my immediate dismissal from The Academy. I recognize that my sending agency will be provided this notice.

Trainee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: : \_\_\_\_\_

Failure to Fully Participate Report

Date: \_\_\_\_\_

PT Instructor: \_\_\_\_\_

PT Session Date: \_\_\_\_\_

Lead PT Instructor: \_\_\_\_\_

Location of PT Session: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Trainee Name: \_\_\_\_\_

Employing Agency: \_\_\_\_\_

Exercises and Repetitions Required To Be Completed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Basis For Failure to Fully Participate: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Report Submitted: \_\_\_\_\_

Signature of PT Instructor \_\_\_\_\_

Date of Review/Lead PT Instructor \_\_\_\_\_

Signature of Lead PT Instructor \_\_\_\_\_

Date of Review/Academy Director \_\_\_\_\_

Signature of Director \_\_\_\_\_