



NORTH MIAMI POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES



PHYSICAL FITNESS PROGRAM 200.10

EFFECTIVE DATE: 06-07-23

APPROVED: APR
Chief of Police

SUPERSEDES: 07-24-20

CFA:

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I. PURPOSE

To maintain physically fit personnel. Sworn police employees, who are active and physically fit, may be more productive and have less absenteeism than employees who do not maintain a satisfactory level of physical fitness.

II. POLICY

The North Miami Police Department recognizes the benefits of a Physical Fitness Program. All sworn North Miami Police Department employees will be afforded the opportunity to participate in two parts of the program, **The Workout** and **The Fitness Challenge**. Although these are made available on a voluntary basis, this policy provides incentives, such as paid Administrative Leave, to encourage participation.

III. SCOPE

This policy applies to all members of the Department.

IV. PROCEDURES

Sworn police employees wishing to participate in the Physical Fitness Program will be required to:

- A. Sign forms acknowledging the Gym and Exercise Equipment Rules prior to utilizing the equipment. (Attachment "E").
- B. Provide a signed and completed Physical Fitness Challenge Physician's Approval Form (Attachment "C") from a licensed physician for those participating in the Fitness Challenge. The form must be completed prior to their initial involvement and must be updated annually. Any expenses incurred for the physical examination shall be the employee's responsibility.

V. GOALS

The goals of the North Miami Police Department's Physical Fitness Program include:

- A. Improving employee's life-style and counteracting poor health habits,
- B. Improving the quality and longevity of life,
- C. Improving endurance and physical conditioning,
- D. Reducing stress and anxiety levels,
- E. Improving work efficiency and lowering the rate of absenteeism,
- F. Reducing injuries and disabilities, and
- G. Improving the recovery rate.

VI. INSTRUCTIONS

- A. All Exercise Equipment Rules of the Department's gym must be adhered to during workouts. It shall be open for operation 24 hours a day, 7 days a week.
- B. Those employees who utilize the gym shall strictly adhere to the following rules:
 - 1. No food is permitted in the gym area. Drinks must have a locking lid.
 - 2. Appropriate athletic apparel is mandatory (shirts are required). Good taste and modesty shall be exercised. No gun belts are to be worn.

3. No dangling jewelry.
4. Users are required to bring a towel with them to lay on when using the equipment. It is the responsibility of each person using the gym to wipe down the machines after use and keep the facility clean.
5. Place all weights and/or equipment back in the proper place after use. Do not slam weights.
6. Report any damage, problems or suggestions to The Fitness Coordinator.
7. No loud radios are permitted. Headsets may be worn.
8. The Olympic Bench Press will not be used unless there is a spotter present.

C. Any employee on light or limited duty will not be permitted to participate in the Physical Fitness Program until he/she is medically cleared to return to full duty or he/she receives written medical clearance with limitations indicated.

D. Any employee who violates any of the above provisions or abuses any of the equipment shall have his/her privileges suspended or revoked.

E. Under no circumstances will Administrative Leave be converted to cash payment.

VII. MANAGEMENT RESPONSIBILITIES

A. The Fitness Coordinator shall be selected by the Chief of Police.

B. The Fitness Coordinator shall manage the Physical Fitness Program and is responsible for:

1. Keeping all records relating to the program and equipment,
2. Keeping all records relating to personnel using the gym,
3. Routinely inspecting all the equipment and the gym,

4. Insuring the operability of the equipment and gym, and
5. Conducting training and ensuring that personnel are certified on the use of the equipment.

THE WORKOUT

The Chief of Police may grant sworn personnel the privilege of exercising during their on-duty time.

- A. Supervisors must authorize all on-duty exercise time. Authorization to exercise will be determined by the Department's operational requirements.
- B. Sworn personnel may be permitted to exercise for up to two hours per week while on-duty. Meal breaks may be utilized for exercise. This time will be included in the two-hour limitation.
- C. SWAT members may be permitted to exercise for up to three hours per week while on duty. Meal breaks will be utilized for exercise. This time will be included in the three-hour limitation.
- D. Employees may only utilize the authorized time for exercising, showering and changing clothes.
- E. Employees must monitor their police radios while exercising. During an emergency situation, employees may be called upon to respond immediately.
- F. With the exception of exercise conducted by SWAT Officers, exercise must be limited to the Department's gym. SWAT Officers must exercise within the City limits. SWAT members may utilize any facility for exercise, but the facility must be within the City limits, and the location must be relayed to the Communications Unit.
- G. Employees may work out during their regularly scheduled work shift, not while on overtime.
- H. Employees are required to sign in and out in the workout log, which will be located in the department's gym, when exercising on-duty.
- I. Employees who choose to participate in The Workout may choose to take part in The Fitness Challenge.
- J. Violations or false claims regarding exercise time will result in the suspension of the employee's use of the facility and other disciplinary

action. Any detrimental behavior with regard to The Workout could result in the cancellation of the program at the Chief's discretion. Employees will monitor each other.

FITNESS CHALLENGE

The Chief of Police provides the opportunity for North Miami Police Department employees to participate in the annual Fitness Challenge.

- A. The Challenge must be performed during the employee's off duty hours.
- B. Administrative Leave may be awarded to employees who participate in the Challenge, based on their performance.
 1. Performance will be rated in the following manner:
 - Superior
 - High
 - Good
 - Average
 2. For an employee to receive a full shift of Administrative Leave, he/she must attain at least a Good ranking in each of the five exercises and at least a High ranking in one exercise.
 3. Participation in the event will provide the employee the opportunity to receive half a shift of Administrative Leave.

FITNESS CHALLENGE BATTERY: The following items measure the underlying and predictive fitness components:

- A. Vertical Jump – (Anaerobic Endurance / Explosive Leg Strength)
- B. One Minute Sit Up – Muscular Endurance (Core Body)
- C. 300 Meter Run - Anaerobic Power (Sprinting Ability)
- D. Maximum Push Up - Muscular Endurance (Upper Body)
- E. 1.5 Mile Run - Aerobic Capacity (Cardio-respiratory)

1. **Vertical Jump/Anaerobic Endurance Testing:**

The vertical jump is a test that requires adherence to proper form to be accurate.

Equipment:

- A measuring device
- Suitable jumping area
- Testing standards

Procedure:

- a. If possible, each person should practice jumping prior to the test.
- b. On the day of the testing, the participants should refrain from smoking or eating for two hours preceding the test.
- c. It is advisable to allow adequate time prior to the test for stretching and warm-up exercises.
- d. The participants will stand with their feet at a comfortable width, and then jump upward.
- e. The participants will have three jump attempts and the highest jump will be recorded.
- f. The height (in inches) for vertical jump is compared to the standard tables.

Women	20- 29	30- 39	40-49	50+
Superior	20.5 +	18.5 +	16.5+	15+
High	17.0- 20.0	15.5- 18.0	14.5- 16.0	12.0- 14.5
Good	14.5- 16.5	13.0- 15.0	11.5- 14.0	9.5- 11.5
Average	12.5- 14.0	10.5- 12.5	9.0- 11.0	7.0-9.0

Men	20- 29	30- 39	40- 49	50+
Superior	25	22.5 +	20.5 +	19.0+
High	22.0- 24.5	21.0- 22.0	19.0- 20.0	17.0- 18.5
Good	20.0- 21.5	19.0- 20.5	17.0- 18.5	15.0- 16.5
Average	18.0 19.5	16.5- 18.5	14.5- 16.5	12.5- 14.5

2. One Minute Sit-Up/Muscular Endurance Testing:

The one-minute sit-up is a form of muscular endurance testing that requires rigid adherence to proper form to be accurate.

Procedure:

- a. The participant will lie on the floor in the supine position. A cushioned mat may be used for comfort. The participant's legs will be bent at the knees with both feet flat on the ground.
- b. The participant will cross his/her arms across the chest.
- c. One sit-up is accomplished when the participant's shoulders come all the way off the floor; his/her arms cross the top of his/her knees, and then return to the starting position.
- d. The score for this test is the maximum numbers of sit-ups completed in one minute.

Men	20-29	30-39	40-49	50+
Superior	48-52	40-46	35-41	30-37
High	43-47	35-39	30-34	25-29
Good	37-42	29-34	24-29	19-24
Average	33-36	25-28	20-23	15-18

Women	20-29	30-39	40-49	50+
Superior	44-48	36.39	31-34	26-28
High	39-43	31-35	26-30	21-25
Good	33-38	25-30	19-25	15-20
Average	29-32	21-24	16-18	11-14

3. 300 Meter Run/Anaerobic Power Testing:

This test requires a nearly exhaustive effort. It should also be stressed that individuals should not necessarily run to complete exhaustion when taking this test, but should use some caution in how hard they push themselves.

Equipment:

- A stopwatch
- A suitable running area measured to 300 meters
- Testing standards

Procedure:

- a. If possible, each person should have experienced some practice in sprinting/running prior to the test.
- b. On the day of the testing, the participant should refrain from smoking or eating for two hours preceding the test.
- c. It is advisable to allow adequate time prior to the test for stretching and warm-up exercises.
- d. During the administration of the test, participants can be informed of their times.
- e. An important consideration at the end of the run is the “cool down” period. The participants should be cautioned about standing around immediately after the run to prevent venous pooling in the lower extremities. They should be instructed to walk for an adequate distance to enhance venous return and aid in recovery.
- f. The time for 300 meters is compared to the standard tables.

Men	20-29	30-39	40-49	50+
Superior	48	51	54	59
High	49-53	52-56	55-59	60-64
Good	54-58	57-61	60-63	65-69
Average	59-63	62-67	64-68	70-75

Women	20-29	30-39	40-49	50+
Superior	58	61	64	69
High	59-63	62-66	65-69	70-75
Good	64-69	67-71	70-74	76-81
Average	70-75	72-76	75-79	82-86

4. Maximum Pushup/Muscular Endurance Testing

The pushup test is an accurate way of determining one's upper body muscular endurance. Although no time limit is in place for this test, the participant may not stop his/her motion of the exercise.

Procedure:

- a. The participant will start in the up position, arms shoulder width apart, knees off the floor and back straight. The instructor will be lying adjacent to the participant. The instructor's fist will be positioned directly below the chest of the participant.
- b. The participant must lower his/her body by bending the arms only. The participant's knees must never touch the floor.
- c. On each repetition, the participant's chest must touch the fist of the instructor, or item of equal height, in order to be counted as a repetition.
- d. Once the participant starts the test, he/she must continue the up and down motion with no breaks. Once the participant stops in the down position, the test is over.
- e. The score for this test is the maximum number of pushups accomplished without stopping.

Men	20-29	30-39	40-49	50+	Women	20-29	30-39	40-49	50+
Superior	55+	45+	40+	35+	Superior	33+	30+	28+	26+
High	45-54	35-44	30-39	25-34	High	24-32	22-29	20-27	15-25
Good	35-44	25-34	20-29	15-24	Good	15-23	10-21	08-19	06-14
Average	20-34	15-24	12-19	08-14	Average	06-14	04-09	03-07	02-05

5. 1.5 Mile Run

This test requires a nearly exhaustive effort.

It should also be stressed that individuals should not necessarily run to complete exhaustion when taking this test, but should use some caution in how hard they push themselves.

Equipment

- A stopwatch
- A suitable running area measured to 1.5 miles
- Testing standards

Men	20-29	30-39	40-49	50+
Superior	11:37	12:25	12:52	14:24
High	11:38 13:20	12:26 13:50	12:53 14:24	14:25 16:22
Good	13:21 14:00	13:51 14:45	14:25 15:35	16:23 17:00
Average	14:01 16:00	14:46 16:30	15:36 17:30	17:01 19:00

Women	20-29	30-39	40-49	50+
Superior	14:24	15:00	15:39	17:09
High	14:25 15:39	15:01 17:09	15:40 18:00	17:10 18:57
Good	15:40 18:30	17:10 19:00	18:01 19:30	18:58 20:00
Average	18:31 19:00	19:01 19:30	19:31 20:00	20:01 20:30

Procedure:

- If possible, each person should have experienced some practice in pacing prior to the test. Often, individuals will attempt to run too fast a pace early in the run and become fatigued too soon.
- On the day of the testing, the participant should refrain from smoking or eating for two hours preceding the test.
- It is advisable to allow adequate time prior to the test for stretching and warm-up exercises.
- During the administration of the test, participants can be informed of their lap times.
- An important consideration at the end of the run is the “cool down” period. The participants should be cautioned about standing immediately after the run

to prevent venous pooling in the lower extremities. They should be instructed to walk for an additional five minutes to enhance venous return and aid in recovery.

- f. The time for 1.5 miles is compared to the standard tables.

NORTH MIAMI POLICE DEPARTMENT
FITNESS CHALLENGE

NAME: _____
LAST _____ FIRST _____ AGE _____

TEST DATE: _____

Vertical Leap (_____)

Push-up (_____)

Sit-Up (_____)

300 Meter Run (_____)

1.5-Mile Run (_____)

Eligible for Administrative Leave Time?

YES _____ NO _____

Attachment "C"

**NORTH MIAMI POLICE DEPARTMENT
PHYSICAL FITNESS CHALLENGE**

PHYSICIAN'S APPROVAL FORM

REQUESTOR'S NAME: _____ ID# _____

ASSIGNMENT: _____

The above named officer wishes to voluntarily participate in the North Miami Police Department's Physical Fitness Program. He/she plans to engage in various activities including those that focus on aerobic capacity, anaerobic endurance and power, and muscular endurance. The officer may be engaging in a battery of tests during the Fitness Challenge that include the following:

Vertical jump
One minute sit up
300 meter run
Maximum push up
1.5 mile run

I, _____, have examined _____

and approve the planned physical fitness activities as listed above.

Physician's signature

Date

Employee's signature

Date

Attachment "D"

NORTH MIAMI POLICE DEPARTMENT

UNDERSTANDING REGARDING USE OF EXERCISE EQUIPMENT

I, _____, an employee of the **City of North Miami**, am interested in utilizing the exercise equipment located on the second floor of the Police Station. I understand that I may utilize the equipment in my on-duty and off-duty hours, and that the City of North Miami has not in any way required my use of the equipment.

I acknowledge that, in the event that I am injured while using the equipment in an off-duty capacity, I will not be covered by Workman's Compensation.

By signing this agreement, I acknowledge that the direct benefit from the use of this equipment is my personal fitness and not the betterment of the City. I further acknowledge that I am not obligated nor required to use this exercise equipment and my use is strictly on a voluntary basis.

Signature

Date

Attachment "E"

NORTH MIAMI POLICE DEPARTMENT

GYM AND EXERCISE EQUIPMENT RULES

1. No food is permitted in the gym area. Drinks must have a locking lid.
2. Appropriate athletic apparel is mandatory (shirts are required). Good taste and modesty shall be exercised. No gun belts are to be worn.
3. No dangling jewelry.
4. Users are required to bring a towel with them to lay on when using the equipment. It is the responsibility of each person using the gym to wipe down the machines after use and keep the facility clean.
5. Place all weights and/or equipment back in the proper place after use. Do not slam weights.
6. Report any damage, problems or suggestions to The Fitness Coordinator.
7. No loud radios are permitted. Headsets may be worn.
8. The Olympic Bench Press will not be used unless there is a spotter present.

I have read, understand and agree to abide by these rules.

Signature

Date

Attachment "F"

NORTH MIAMI POLICE DEPARTMENT PHYSICAL FITNESS PROGRAM

OFFICERS' ACTIVITY LOG