



**ILLINOIS STATE POLICE DIRECTIVE
PER-045, WELLNESS PROGRAM
P.A.T. STANDARDS**

RESCINDS: PER-045, 2000-52, issued 09-25-2000

REVISED: 07-28-2003, 2003-034

RELATED DOCUMENTS: EQP-002; PER-021; PER-023; PER-024; PER-038; ROC-002;
SRV-016; ISP Physical Training Manual; RC-164

DISTRIBUTION: All employees maintaining an ISP Directives Manual, All holders of the ISP
Field Manual, Office/desk copy

RELATED CALEA STANDARDS: 22.3.1, 22.3.2

I. POLICY

The Illinois State Police (ISP) will:

I.A. encourage all employees to enjoy a healthy lifestyle.

I.B. require all officers to demonstrate they possess the physical abilities necessary to perform the duties of an ISP officer.

I.C. require all cadets and probationary officers to successfully complete at least two mandatory Physical Fitness Inventory Tests (P.F.I.T.) in the first year of employment.

I.D. provide health and wellness orientation and awareness information to participating employees and conduct introductory overview sessions at various work sites.

I.E. maintain a review process of collected data and monitor testing procedures to ensure a viable and responsive wellness program.

I.F. use a holistic approach to wellness where the Human Resource Bureau, Human Services Section, will provide nutritional, physical, mental, and emotional support for employees of the Department. (See directive SRV-016, "Human Services.")

II. DEFINITIONS

II.A. Certified wellness monitor -- any employee authorized by the Department to conduct both the P.F.I.T./physical ability test by virtue of certification granted by the Cooper Institute for Aerobics Research or its equivalent.

II.B. Officer -- for the purposes of this directive, includes sworn personnel and code inspectors.

II.C. Physical Ability Test -- A test designed to determine if an officer possesses the ability to perform the duties of an Illinois State Police officer.

II.D. Physical Fitness Inventory Test

II.D.1. The Department has adopted a 4-item fitness test based on standards developed by the Cooper Institute for Aerobics Research as the P.F.I.T. standard.

II.D.2. The test measures the physical performance abilities of a person.

II.D.3. If the officer meets the minimum in each category of the four standards, the Department can reasonably assume the officer can physically perform the duties of the job. (See Addendum 1.)

III. RESPONSIBILITIES

III.A. Officers shall immediately notify their chain of command when a medical condition renders them unable to perform at full duty. See Addendum 2, P.A.T. Standards, for a description of tasks which an officer at full duty status would be able to perform.

III.B. Upon receipt of notification of an officer's physical inability to perform at full duty, the officer's unit commander will ensure compliance with directive PER-038, "Medical Duty".

III.C. Supervisors will ensure personnel under their supervision comply with this policy, specifically:

III.C.1. Ensuring all applicable personnel participate in P.F.I.T. within established testing periods (including those noted in sections IV.C.2.b.7. and IV.C.5.a. of this policy); and

III.C.2. Ensuring all medical exemptions and other documentation are complete, accurate, and are forwarded in a timely manner.

IV. PROCEDURES

IV.A. Applicability

IV.A.1. All cadets and probationary officers will be required to satisfactorily complete the P.F.I.T. as a condition of employment.

IV.A.2. All tenured officers will be subject to sanctions as outlined in IV.C.4.c. for failure to meet minimum standards.

IV.A.3. All officers and cadets must achieve at least the minimum required standards in each of the four categories based on age and gender in order to successfully complete the P.F.I.T. (See Addendum 1.)

IV.B. Pre-Screening Guidelines

IV.B.1. For the safety and protection of employees being tested, the following pre-screening guidelines will be used to determine who may participate in annual P.F.I.T./physical ability testing.

IV.B.1.a. Resting blood pressure lower than 150/90.

IV.B.1.b. Resting heart rate of less than 90 beats per minute.

IV.B.2. If, during the pre-screening process, an employee exceeds the maximum allowable standards and is not permitted to take the P.F.I.T., the employee will be advised to see their personal physician immediately to determine the cause of the risk indicators.

IV.B.3. If an employee's blood pressure and heart rate normally run high and the employee wishes to participate in the testing procedures, the employee must submit a properly completed Medical Release form, ISP2-327, (available through the ISP Quartermaster) at the test site indicating the employee is medically safe to participate.

IV.C. P.F.I.T. Testing

IV.C.1. Cadet testing

IV.C.1.a. Cadets are required to meet the minimum standards of the P.F.I.T. prior to graduation from the Academy.

IV.C.1.b. If a certified applicant reports to the Academy injured and is determined by a licensed physician to be unable to participate in the P.F.I.T., the Commander of Training will determine if the applicant should be accepted as a cadet for that class and make a recommendation to the Director.

IV.C.1.c. Cadets who fail the P.F.I.T. during the first week at the Academy will be allowed a retest of the entire P.F.I.T. within 48-72 hours. If the retest is failed in its entirety or any portion thereof, the cadet may be terminated.

IV.C.1.d. If a cadet is injured or becomes ill during the training period at the Academy and requests exemption from the P.F.I.T. due to the injury or illness, he or she must be examined by a physician and submit a Recruit/Cadet Injury/Illness form.

IV.C.1.d.1) Upon obtaining a medical release from a licensed physician, the cadet will participate in the P.F.I.T.

IV.C.1.d.2) If the cadet is unable to complete the final P.F.I.T. at the Academy due to an injury and all other graduation requirements have been successfully completed, with the approval of the Director, the cadet will be allowed to complete the P.F.I.T. during his or her probationary

period within the district of assignment. The results of such probationary officer's P.F.I.T. will be forwarded to the Commander of Training for final evaluation.

IV.C.1.e. If the cadet fails the P.F.I.T. given prior to graduation from the Academy, the cadet will be allowed a retest of the entire P.F.I.T. within 48-72 hours. If the retest is failed in its entirety or any portion thereof, the cadet may be terminated.

IV.C.2. Officer testing

IV.C.2.a. A P.F.I.T. of all officers and participating employees will be conducted annually.

IV.C.2.b. Medical Exemptions

IV.C.2.b.1) Any employee who is unable to participate in the P.F.I.T. or any portion thereof due to medical reasons must submit a completed Exemption From Participation form, ISP2-444 (available through the ISP Quartermaster).

IV.C.2.b.2) It is the individual employee's responsibility to submit the properly completed Exemption From Participation form to the work site coordinator prior to the day the employee is scheduled for the P.F.I.T.

IV.C.2.b.3) The Department may require an officer to obtain a medical examination at the Department's expense to determine general health and detect any medical problem that may be detrimental to the officer. Time spent for a required examination will be compensated unless it is determined the officer filed an unfounded medical exemption request.

IV.C.2.b.4) Any medical exemption granted or any officer denied participation will be referred to the Wellness Coordinator and may be reviewed by the Medical Review Board. (See directive PER-038, "Medical Duty.")

IV.C.2.b.5) Any exemption granted in accordance with this section will be valid only for the time specified on the Exemption From Participation form. When the time specified has elapsed, the officer must either comply with section IV.C.4. or submit a current Exemption From Participation form. All exemptions must be renewed annually.

IV.C.2.b.6) Officers submitting an exemption form in two consecutive years will be identified by the Wellness Coordinator to the Medical Review Board which may require an independent medical exam.

IV.C.2.b.7) Officers will complete the entire P.F.I.T. within 90 days of being released from any medical exemption.

IV.C.3. Probationary Officers

Probationary officers who have successfully completed both P.F.I.T.s during their cadet training will not be required to submit to further testing during their probationary period.

IV.C.4. Tenured Officers

IV.C.4.a. All officers must appear at the testing site on one of the designated testing dates unless they have submitted a current medical exemption form.

IV.C.4.b. Excused absences may be approved by the officer's immediate supervisor for schedule conflicts due to special assignments, e.g., court appearances, vacations, or illnesses.

IV.C.4.c. Tenured officers who fail the P.F.I.T. or any portion of it, will be provided a fitness/wellness program by a certified wellness monitor. This program will include appropriate nutritional and fitness guidance for improving the officer's overall condition and will afford an opportunity to pass a retest of the entire P.F.I.T. no sooner than 90 days from receipt of the fitness/wellness program.

NOTE: Officers, at their option, may elect to retest the entire P.F.I.T. prior to 90 days. Officers who choose to retest prior to 90 days forfeit any further P.F.I.T. attempts.

IV.C.4.d. Make-up testing dates and locations will be assigned.

IV.C.5. Leave of Absence/Suspensions

Officers returning from any leave of absence (other than a Medical Leave of Absence, see IV.C.2.b.7), or suspension will complete the entire P.F.I.T. within 30 days.

IV.D. Physical Ability Test (P.A.T.)

IV.D.1. Officers who fail the retest of the P.F.I.T. will be required to take the next scheduled P.A.T. Officers who are medically exempt from the P.F.I.T. may be required to take the P.A.T. in accordance with section IV.D.

IV.D.2. Officers failing the P.A.T. will be retested within 48 hours, testing conditions permitting.

IV.D.3. Each officer who is medically exempt from or fails the P.A.T. retest will have his or her case reviewed by the Wellness Coordinator who will notify the officer's Deputy Director. The Deputy Director may limit the full duty status of the employee up to and including medical leave and will bring the matter before the Department Medical Review Board. The Medical Review Board may consult with the Wellness Coordinator and will submit recommendations to the Director as outlined in directive PER-038.

IV.D.4. The standards for the P.A.T. are contained in Addendum 2.

IV.E. Use of Department Vehicle

IV.E.1. Guidelines

To encourage and promote wellness of employees, use of the Department vehicle is authorized for traveling to and from a workout facility, smoking cessation program, weight loss program, stress management program, etc., for the purpose of wellness training. (See directive EQP-002, "Department Vehicle Usage.")

IV.E.2. Limitations

NOTE: These limitations do not apply to ISP managers permitted full use of their state vehicle.

IV.E.2.a. All employees who are assigned a Department vehicle may use that vehicle to travel to and from authorized wellness programs or activities.

IV.E.2.b. Employees must submit a written request, through the chain of command, to their District/Zone Commander/Bureau Chief/Lab Director to use their assigned Department vehicle to participate in an approved wellness program or activity. The request must include the facility's location and hours of operation.

IV.E.2.c. Employees may use Department vehicles only for travel directly to and from the location of the authorized wellness program or activity and their permanent place of residence and/or place of duty assignment.

IV.E.2.d. Employees will not use Department vehicles to travel to any wellness program or activity which is located more than 30 miles from their permanent place of residence.

IV.E.2.e. Exception to the 30-mile limitation may be approved by the District/Zone Commander/Bureau Chief/Lab Director upon the written request of the employee.

IV.E.3. Types of Activities Authorized

Those activities which improve or maintain fitness by decreasing the risk of coronary heart disease through the lowering of blood pressure, decreasing pulse rate and cholesterol levels, improving diet and weight control, reducing stress and tension, improving emotional and physical well-being and thereby increasing energy, alertness, and productivity are authorized.

Examples are: jogging, weight lifting, aerobic exercises, bicycling, walking, tennis, racquet ball, and swimming. This does not include recreational sports such as bowling, volleyball, softball, or golf. Use of a whirlpool, hot tub, or sauna does not constitute a workout.

IV.E.4. Sworn employees using department vehicles in authorized wellness activities will report by using code BU (busy -- unavailable) for testing or FO (fitness off duty), and will furnish location and other information as required. (See directive PER-024, "Activity Codes.") Time spent in authorized wellness activities is not counted as hours worked (except for time spent in mandatory testing).

IV.F. Incentives

IV.F.1. Sworn officers who pass all events in the P.F.I.T. and achieve an overall score between 40 percent and 79 percent (inclusive) will receive an Illinois State Police Superior Wellness Ribbon.

IV.F.2. Sworn officers who pass all events in the P.F.I.T. and achieve an overall score between 80 percent and 89 percent (inclusive) will receive an Illinois State Police Superior Wellness Ribbon with a silver achievement star.

IV.F.3. Officers who pass all events in the P.F.I.T. and achieve an overall score of 90 percent or above will receive an Illinois State Police Superior Wellness Ribbon with a gold achievement star.

IV.F.4. Inspectors and code personnel who pass all events in the P.F.I.T. and achieve an overall score between 40 percent and 79 percent (inclusive) will receive an Illinois State Police Superior Wellness Lapel Pin.

IV.F.5. Inspectors and code personnel who pass all events in the P.F.I.T. and achieve an overall score between 80 percent and 89 percent (inclusive) will receive an Illinois State Police Superior Wellness Lapel Pin with a silver star.

IV.F.6. Inspectors and code personnel who pass all events in the P.F.I.T. and achieve an overall score of 90 percent or above will receive an Illinois State Police Superior Wellness Lapel Pin with a gold star.

IV.G. Records Retention

Records pertaining to the Wellness Program will not be destroyed or disposed of except in compliance with record retention/destruction schedules developed in compliance with directive, ADM-137, "Records Retention/Destruction Schedules", and approved by the Illinois State Records Commission.

ILLINOIS STATE POLICE DIRECTIVE PER-045, WELLNESS PROGRAM ADDENDUM 2, P.A.T. STANDARDS

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The Physical Ability Test consists of a series of five timed events. It will be scored on the Physical Ability Test form, ISP2-443. (A copy of this form is available from the Wellness Coordinator, Human Resource Bureau.) At the location of the test, the test monitor will explain each event in detail.

I. Platform Climb -- This event simulates "climbing into the back of a truck tractor semi-trailer." The actual event requires climbing onto a four-foot apparatus (the average height of a tractor-trailer), standing up, and climbing back down in 8.7 seconds or less in accordance with instructions received.

II. The Pursuit/Control/Handcuff -- This event simulates "getting to the problem." It is a 400-meter obstacle course marked by cones and painted arrows. This event begins with the officer seated in the driver's seat of a car. The officer must then:

II.A. Get out of the car and run the course, following the marked path.

II.B. Weave through the obstacles established for this purpose.

II.C. Go over a five-foot wall.

II.D. Go through the window/opening in the next wall.

II.E. Climb the steps, cross the platform and descend the steps on the opposite side, touching each step on the way up and on the way down, alternating the feet.

II.F. Crawl under a 20-inch bar.

II.G. Following the prescribed route, proceed to the power station.

II.H. At the power station, come to a complete stop, grasp the duffle bag by the handles, and pushing the duffle bag, touch it to the ground beyond the marked line.

II.I. Proceed to the simulated handcuffing machine and follow the instructions for this portion of the event.

All portions of the Pursuit/Control/Handcuff event must be completed in 2 minutes and 59.4 seconds or less.

III. The Trigger Pull -- This event simulates the firing of a handgun with each hand. Hold the handgun at the side, raise it, point it at the target and keeping your arm fully extended and parallel to the ground, squeeze the trigger eight times with each hand. The officer must complete eight "shots" with each hand in a total of 9.5 seconds or less.

IV. The Pull Event

IV.A. This event simulates the task of separating one party from another and controlling individuals, or other tasks that require pulling.

IV.B. You will be required to pull a weighted duffel bag past a line marked on the ground, touch the duffel bag to the ground and return the duffel bag to its original position three times in 14.1 seconds or less.

V. The Dummy Drag/Carry

V.A. The Dummy Drag/Carry event is a drag/carry of a 150-pound dummy over a 20-meter course in no more than 29.5 seconds.

V.B. Run along the course, around the cone and toward the opened car door.

V.C. Grasp the dummy and take it out of the car.

V.D. While dragging or carrying the dummy, walk/run to the finish line.

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