

## **DEPARTMENT GENERAL ORDER 14-05**

OFFICE of the CHIEF OF POLICE

DATE: May 19, 2014

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### **PHYSICAL STANDARDS AND PERFORMANCE ASSESSMENT**

#### **I. PURPOSE.**

The purpose of this policy is to establish minimum job related physical performance standards for police officers to (1) ensure the safe and effective performance of the essential job functions of police officers; and (2) to provide the expected protection of the citizens of the community.

#### **II. POLICY**

Physical ability standards have been established for applicants and incumbent members that are statistically validated and based on the essential functions of a law enforcement officer. Incumbent police officers will have three (3) years to successfully pass the annual physical performance test.

#### **III. DEFINITION**

Particular job functions are considered “essential” if:

- A. Removing the function(s) would fundamentally alter the position;
- B. The position exists to perform those function(s);
- C. There is a limited number of employees available among whom performance of the function(s) can be distributed; or,
- D. The function(s) are of a highly specialized nature.

For the position of police officer, such functions include, but are not limited to, safely affecting a forcible arrest, suspect pursuit on foot, and safely controlling combatants.

#### IV. VALIDATED ASSESSMENT (TEST) STANDARDS

Assessment standards have been scientifically validated as job related by Stanard & Associates through a study conducted for participating agencies in the St. Louis metropolitan area.

The assessment was developed by Stanard & Associates using validation strategies, including content based ones, that are consistent with the Uniform Guidelines on Employee Selection Procedures which have been adopted by the Equal Employment Opportunity Commission, the Civil Service Commission, the Department of Labor, and the Department of Justice as a uniform set of principles regarding the use of tests and other selection procedures.

Stanard further certifies that the assessment measures the basic physical skills necessary for successful performance on the job, and that it features job related tasks. It is equally valid for assessing those who have public safety experience and those who do not.

Criteria for passing:

Completion of the test is considered acceptable when the entire assessment is completed in the correct sequence and within the allotted time limit.

#### V. PROCEDURE

##### A. Program Components

1. Screening for safe participation. This department will require screening of officers before they are allowed to participate. The purpose of this screening is to identify those officers who should seek medical clearance before being tested or beginning an exercise program.

If officers decline to participate in the screening offered by the Police Department or would like a second opinion, a medical clearance may be sought from their personal physician prior to being tested.

2. Any officer who is medically exempt from undergoing the physical performance assessment must have certification from a medical doctor, satisfactory to the department, that the condition(s) forming the basis for the medical exemption are temporary. Within 90 days of the doctor's certification, the officer must be cleared to undergo the physical performance assessment. The failure to be able to take the

assessment may result in appropriate administrative action in accordance with appropriate Agency policies.

3. Assessment. This agency will administer the validated assessment once each calendar year.

#### B. TRANSITIONAL ASSESSMENT PROGRAM FOR INCUMBENT OFFICERS

1. All incumbent police officers will participate in the physical performance assessment in the years of 2014, 2015, and 2016.
2. If a test failure was the result of a medical condition as advised by the participating officer, the agency will refer the officer to the agency's physician or a private physician for further medical fitness for duty assessment.

#### C. COMPLIANCE REQUIREMENTS

1. Beginning in 2017, and annually thereafter, all incumbent police officers will participate in the annual physical performance assessment, and are required to complete the test in the correct sequence and within the allotted time limit.
2. Beginning in 2017, for those incumbent police officers who fail to pass the physical performance assessment, the following procedures will be taken.
  - a. The officer will have a maximum of ninety (90) calendar days, and will be afforded three (3) attempts, to pass the physical performance test to ensure that they can meet the essential job functions of a police officer.
  - b. Re-testing of an incumbent officer who fails the first or second physical performance test attempt will be scheduled for re-testing based on evaluation by the Chief of Police.
  - c. Incumbent officers who fail the first or second physical performance test will be placed on unpaid leave, unless they choose to use any accumulated annual/vacation leave. If an officer exhausts all annual leave, they may continue on unpaid leave if they have not exhausted the ninety (90) calendar day limit, or the three (3) attempts to pass the physical performance test. Note that during unpaid leave, no employment benefits will accrue.

- d. Failure to pass the physical performance assessment after the three (3) attempts or the ninety (90) calendar days shall be subject to immediate separation from employment.
- e. If the failure was the result of a medical condition as advised by the participating officer, the agency will refer the officer to the agency's physician or a private physician for an opinion on whether the employee is capable of performing the test, and/or for a fitness for duty assessment.
- f. Any officer who fails to appear for and participate in any scheduled retesting shall be subject to immediate separation from employment without being offered further testing opportunities.

## VI. PHYSICAL FITNESS.

The Chief of Police and departmental command staff are aware of the benefits regular physical exercise affords employees, and how same may positively impact an officer's response to the demands of duty. To encourage department employees to exercise on a regular basis and maintain a healthy fitness regimen, the department has established an exercise room in the lower level of the headquarters building. This facility is open for all employees to use in accordance with the following guidelines:

Officers assigned to work twelve hour shifts will be permitted to utilize the exercise room for one hour during their shift of duty. This may occur at any time of day or night with three notable exceptions:

1. Officers may not schedule an exercise session to run consecutively with a meal period.
2. Officers may not schedule their exercise period during the last hour of their tour of duty.
3. Officers may not leave the police building during their exercise session.

Officers shall be required to obtain supervisory permission prior to engaging in an exercise period. Once permission has been granted, the officer shall notify communications and the dispatcher handling the call will record the officer's change of status via the CAD system.

Supervisors assigned to twelve-hour shifts will schedule subordinate exercise periods at their own discretion and will take into account available manpower, work load, and such other variables as may be necessary. The preceding restrictions also apply to their own use of the facility and equipment.

Employees assigned to work eight-hour shifts are precluded from on-duty exercise periods, but may freely use the facility and equipment during their off-duty time (e.g. on weekends, holidays, before or after a work shift).

BY ORDER OF:

KEVIN R. MURPHY  
Chief of Police