

ILLINOIS STATE POLICE DIRECTIVE PER-045, WELLNESS PROGRAM

RESCINDS: PER-045, 2015-086, revised 10-29-2015.	REVISED: 02-17-2016 2015-086A
RELATED DOCUMENTS: ADM-137, EQP-002, PER-021, PER-023, PER-024, PER-038, ROC-002, SRV-016, ISP Physical Training Manual, RC-018, RC-164, SRC-120	RELATED CALEA STANDARDS: 22.3.1, 22.3.2, 22.3.3

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 (PFITs) 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 Fitness/Wellness Program, ISP Academy, will provide nutritional and physical fitness support, and the Office of Human Resources will provide mental and emotional support for employees of the Department. (See ISP directive SRV-016, "Human Services.")

II. DEFINITIONS

- II.A. Certified PFIT Monitor – any employee authorized by the Department to administer the PFIT by virtue of certification conducted by the ISP Fitness/Wellness Coordinator or designee.
- II.B. Fitness/Wellness Coordinator – an employee selected as the statewide coordinator of the ISP Fitness/Wellness Program.
 - II.B.1. This person is assigned to the Academy, and is responsible for the PFIT Database, which tracks testing and medical exemptions for all ISP personnel.
 - II.B.2. The Fitness/Wellness Coordinator notifies the Medical Review Board of all PFIT retest failures, medical exemptions from physical fitness testing, and Physical Ability Test (PAT) scheduling and results.
 - II.B.3. The Fitness/Wellness Coordinator schedules and administers the PAT when applicable, trains and coordinates PFIT Monitor activities, and conducts physical fitness training for Cadets/Recruits.
- II.C. Full Duty Status – able to perform all job tasks required of an ISP officer and participate in and successfully complete the PFIT or, when applicable, the PAT, with no restrictions in accordance with this directive.
- II.D. Illinois State Police Superior Wellness Lapel Pin - a pin with blue striping on the ends with a gold star in the center.
- II.E. Illinois State Police Superior Wellness Ribbon - a ribbon with two royal blue stripes on its outer edges, followed by two thin white stripes on both sides. The center of the ribbon is solid gray. The Fitness/Wellness Coordinator maintains a supply of these ribbons.

- II.F. Officer - for the purposes of this directive, includes sworn personnel, Police Officers assigned to the Protective Services Unit, and code Inspectors.
- II.G. PAT - a five-item, job task simulation test designed to determine if an officer possesses the ability to perform the duties of an ISP officer. A single minimum standard, which is not adjusted for age or gender, has been determined for each test item.
- II.H. PFIT – a four-item physical fitness test based on standards developed by the Cooper Institute for Aerobics Research. Minimum standards for each test item are adjusted for age and gender.

III. RESPONSIBILITIES

III.A. Officers will:

- III.A.1. Maintain a level of physical fitness sufficient to perform all duties required of an ISP officer.
- III.A.2. Immediately notify their chain-of-command when a medical condition renders them unable to perform at full duty or participate in physical fitness testing.

III.B. PFIT Monitors will:

- III.B.1. Ensure test protocol is adhered to as outlined in this directive and the PFIT Monitor's Manual, including the proper completion of PFIT and medical documents.
- III.B.2. Forward original documents to the Academy within 15 calendar days, and ensure copies of PFIT and medical documentation are kept in a district or work location file.
- III.B.3. Post to each employee's Learning Management System (LMS) training transcript all records associated with all training they provide.

III.C. Supervisors will:

- III.C.1. Ensure all applicable personnel participate in the PFIT within established testing periods, including officers returning from leave of absence, suspension, or medical exemption.
- III.C.2. Ensure all medical exemptions and other documentation are complete, accurate, and are forwarded within 15 calendar days through the chain-of-command to the work unit commander and Fitness/Wellness Coordinator when applicable.

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

IV. PROCEDURES

IV.A. Cadet Physical Fitness Testing

- IV.A.1. The Cadet PFIT will consist of the Sit and Reach, 1-Minute Timed Sit Ups, Maximum Bench Press, and 1.5-Mile Run tests. The minimum standard for each item is the 40th percentile for the Cadet's age and gender group (see Addendum 1, "PFIT Standards").
- IV.A.2. Cadets must pass the PFIT upon reporting to the Academy and subsequently throughout training as a condition of employment. Cadets who fail any portion of the PFIT during Academy training will be subject to termination as outlined in the Cadet Guide.
 - IV.A.2.a. If a certified applicant reports to the Academy injured and a licensed physician determines he/she is unable to participate in the PFIT, the Commander of Training will determine if the applicant should be accepted as a Cadet for that class and will make a recommendation to the Director.

- IV.A.2.b. If a Cadet is unable to participate in the PFIT due to a medical condition, the Cadet will be required to pass the next scheduled PFIT. A Cadet's inability to participate in two consecutive PFITs constitutes failure to complete required training, and the Cadet will be recommended for dismissal from the Academy.
- IV.A.2.c. If a Cadet is unable to participate in the last scheduled PFIT due to a medical condition during Academy training, the Cadet may be allowed to graduate, but must pass the Cadet PFIT prior to being released from probationary status.
- IV.A.3. Probationary officers who have met all Cadet PFIT requirements are not required to submit to further physical fitness testing during the remainder of the annual testing period.
- IV.B. Officer Testing
 - IV.B.1. Officers will complete physical fitness testing during the officer's regular work hours, or the officer's shift may be adjusted to accommodate testing. Officers will use status code TR (training) while participating in physical fitness testing.
 - IV.B.2. All officers will participate in the PFIT annually, between April 1 and September 30.
 - IV.B.2.a. All officers must appear at the PFIT site on their scheduled test date unless they have submitted a current Medical Release/Exemption from Participation form, form ISP 2-444 to their immediate supervisor (see paragraph IV.C.). (A copy of this form is available from the Fitness/Wellness Coordinator or the ISP Document Library at <http://maphome/documentlibrary/>.)
 - IV.B.2.b. The officer's immediate supervisor may excuse absences for schedule conflicts due to special assignments, court, previously approved time off requests, or illness. An excused absence does not relieve an officer of his/her requirement to participate within the regular PFIT season.
 - IV.B.2.c. Officers, who do not participate during this time due to suspension or leave of absence, must take the PFIT within 30 days of returning to full duty status. Officers who do not participate during this time due to a medical exemption must take the PFIT within 60 days of returning to full-duty status.
 - IV.B.3. PFIT Monitors will check all participants' blood pressure and heart rate prior to administering the PFIT.
 - IV.B.3.a. If an employee's blood pressure is 150/90 or higher, or his/her heart rate is 90 beats per minute or higher, the employee will be denied participation.
 - IV.B.3.b. Officers who are denied participation should see their personal physician as soon as possible to determine the cause of the risk indicators.
 - IV.B.3.c. Officers who are denied participation must submit a properly completed Medical Release/Exemption from Participation form, indicating their ability or inability to participate in physical fitness testing, within 30 days.
 - IV.B.3.d. If an employee's blood pressure and/or heart rate normally run high and the employee wishes to participate in physical fitness testing, the employee must submit a properly completed Medical Release/Exemption from Participation form indicating the employee is medically safe to participate.
 - IV.B.4. The in-service PFIT will consist of the Sit and Reach, 1-Minute Timed Sit Ups or Curl Ups, Maximum Bench Press, and 1.5-Mile Run or 3-Mile Walk tests. The minimum standard for each test item is the 40th percentile for the officer's age and gender group (see Addendum 1, PFIT Standards).
 - IV.B.5. The Department assumes officers who meet the minimum standards of the PFIT possess a level of physical fitness sufficient to perform all duties required of an ISP officer.

- IV.B.6. Officers who fail any portion of the PFIT will be issued a Fitness/Wellness Program by a Certified PFIT Monitor, and must participate in a retest of the entire PFIT.
 - IV.B.6.a. The PFIT Monitor will immediately notify the officer's chain-of-command and forward the original PFIT form (ISP 2-442) and Fitness Wellness Program (ISP 1-237) to the Academy.
 - IV.B.6.b. The officer will be allowed 90 days to make a reasonable effort to improve his/her physical fitness.
 - IV.B.6.c. The officer will participate in the PFIT retest within 105 days of issuance of the Fitness/Wellness Program.

NOTE: Officers may elect to retest prior to 90 days; however, they will forfeit any further retest of the PFIT.

- IV.B.7. Officers who fail any portion of the PFIT retest will be required to participate in the PAT (see Addendum 2, PAT Standards).
 - IV.B.7.a. The PFIT Monitor will immediately notify the officer's chain-of-command and forward the PFIT retest form to the Academy.
 - IV.B.7.b. Upon notice of a PFIT retest failure, the Fitness/Wellness Coordinator will notify the officer to schedule the PAT.
- IV.B.8. The Fitness/Wellness Coordinator, or certified designee, will administer the PAT at the Academy.
- IV.B.9. Officers who pass the PAT will be considered able to perform at full-duty status.
- IV.B.10. Officers who fail any portion of the PAT will participate in a retest of the entire PAT within 48 hours. The Fitness/Wellness Coordinator will immediately notify the officer's chain-of-command to schedule the PAT retest.
- IV.B.11. Officers who fail any portion of the PAT retest will **NOT** be allowed to perform at full-duty status, and will be subject to restrictions/reassignment/termination as outlined in ISP directive PER-038.
 - IV.B.11.a. The Fitness/Wellness Coordinator will immediately notify the officer's chain-of-command and the Medical Review Board of the PAT retest failure.
 - IV.B.11.b. The Medical Review Board will forward a recommendation to the Director regarding the officer's duty status as soon as possible.
 - IV.B.11.c. The officer will be restricted from full-duty status assignments until a decision is received from the Director.

IV.C. Medical Exemptions

- IV.C.1. Officers who are unable to participate in any portion of the PFIT due to a medical condition must submit a properly completed Medical Release/Exemption from Participation form to their immediate supervisor prior to the scheduled physical fitness test date.
- IV.C.2. Officers who are unable to participate in any portion of the PAT due to a medical condition must submit a properly completed Medical Release/Exemption from Participation form **AND** a Medical Evaluation Report (ISP 2-379) to their supervisor prior to the scheduled physical fitness test date (these forms are available through the ISP Document Library).
- IV.C.3. Officers who are medically exempt from performing any portion of the PAT will be considered **NOT** able to perform at full-duty status, and will be subject to restrictions/reassignment/termination as outlined in ISP directive PER-038.
- IV.C.4. Officers who are medically exempt from participation in the PFIT, but are not exempt from taking the PAT, will be scheduled to take the PAT by the Fitness/Wellness Coordinator.

- IV.C.5. Medical exemptions are valid only if complete and legible, and only during the dates indicated on the form. Upon expiration of a medical exemption, the officer must either participate in physical fitness testing as outlined in section IV.B.2.c, or submit an updated Medical Release/Exemption from Participation form.
- IV.C.6. The Fitness/Wellness Coordinator will notify the Medical Review Board upon receipt of any medical exemption.
 - IV.C.6.a. 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.6.b. The Medical Review Board will forward a recommendation to the Director regarding the duty status of any officer exempt from physical fitness testing for two consecutive years.

IV.D. Records Retention

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

IV.E. Incentives

- IV.E.1. Sworn officers who pass all four items of the PFIT and achieve an overall score:
 - IV.E.1.a. Between 70 and 79 percent (inclusive) will receive an ISP Superior Wellness Ribbon.
 - IV.E.1.b. Between 80 and 89 percent (inclusive) will receive an ISP Superior Wellness Ribbon with a silver star.
 - IV.E.1.c. Between 90 and 99 percent (inclusive) will receive an ISP Superior Wellness Ribbon with a gold star.
- IV.E.2. Initial issue of the appropriate ISP Superior Wellness Ribbon/star will take place prior to graduation from the Academy, based on each Cadet's performance on the last scheduled Academy PFIT.
- IV.E.3. Sworn officers may obtain a replacement ribbon/star by contacting the Fitness/Wellness Coordinator. The Fitness/Wellness Coordinator will issue the appropriate ribbon/star based on the officer's current PFIT status.
- IV.E.4. Inspectors and code personnel who pass all four items of the PFIT will receive a Superior Wellness Lapel Pin.
- IV.E.5. Use of Department Vehicle
 - IV.E.5.a. To encourage and promote wellness of employees, all employees assigned a department vehicle may use the vehicle to travel to and from authorized wellness programs or activities (see ISP directive EQP-002, "Department Vehicle Usage").
 - IV.E.5.b. Limitations
 - IV.E.5.b.1) 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 travel to an approved wellness program or activity. The request must include the facility's location and hours of operation.
 - IV.E.5.b.2) 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.5.b.3) Employees will not use department vehicles to travel to any wellness program or activity located more than 30 miles from their permanent place of residence. The District/Zone Commander/Bureau Chief/Lab Director upon written request of the employee may approve exceptions to the 30-mile limitation.
- IV.E.5.b.4) Sworn employees using department vehicles in authorized wellness programs or activities will report by using code FO (fitness off-duty), and will furnish location and other information as required (see ISP directive PER-024, "Status Codes"). Time spent in authorized wellness activities is not counted as hours worked.
- IV.E.5.b.5) The written request will be maintained in the employees work unit file, and will be reviewed at a minimum annually by the employee's supervisor.

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

IV.E.5.c. Types of authorized programs/activities

- IV.E.5.c.1) Activities that improve or maintain fitness through vigorous physical activity: aerobic/anaerobic conditioning, strength and flexibility training, etc. Examples include running/jogging, aerobics, swimming, bicycling, basketball, racquetball, weightlifting, and martial arts training.
- IV.E.5.c.2) Programs designed to improve health and wellness, such as weight control, smoking cessation, and stress management.

IV.E.5.d. Types of programs/activities **not** authorized

- IV.E.5.d.1) Recreational sports such as golf, bowling, or softball
- IV.E.5.d.2) Although they may be located at an authorized fitness facility, use of a whirlpool, hot tub, or sauna does not constitute a physical fitness activity

NOTE: The above examples of programs/activities authorized and not authorized are not intended to be exclusive lists.

| Indicates new or revised items.

-End of Directive-

**ILLINOIS STATE POLICE DIRECTIVE
PER-045, WELLNESS PROGRAM
ADDENDUM 1, PFIT STANDARDS**

RESCINDS: PER-045, Addendum 1, 2012-060, revised 08-22-2012.	REVISED: 10-29-2015 2015-086
RELATED DOCUMENTS: ADM-137, EQP-002, PER-021, PER-023, PER-024, PER-038, ROC-002, SRV-016, ISP Physical Training Manual, RC-018, RC-164, SRC-120	RELATED CALEA STANDARDS: 22.3.1, 22.3.2

The PFIT will be scored on the ISP Physical Fitness Inventory Test, form ISP 2-442 (a copy of this form is available in the ISP Document Library at <http://maphome/documentlibrary> or from the Fitness/Wellness Coordinator, ISP Academy).

NOTE: The scores for each event are presented at the 40, 80, and 90 percent level. Refer to the PFIT Monitor's Manual for a complete listing of standards. The 40th percentile represents the minimum score allowed to pass the event.

1. SIT AND REACH TEST

This is a measure of the flexibility of the lower back and upper leg area. The score is measured in inches reached on a specially constructed measuring device. The score is recorded to the last ¼ inch achieved.

**SIT AND REACH TEST
(Minimum inches reached)**

		FEMALE		
Age	40%	80%	90%	
20-29	19.25	22.5	23.75	
30-39	18.25	21.5	22.5	
40-49	17.25	20.5	21.5	
50-59	16.25	20.25	21.5	
60+	15.5	19.0	21.75	
		MALE		
Age	40%	80%	90%	
20-29	16.5	20.5	21.75	
30-39	15.5	19.5	21.0	
40-49	14.25	18.5	20.0	
50-59	13.25	17.5	19.0	
60+	12.5	17.25	19.0	

2a. 1-MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. The score is the number of sit ups completed in 60 seconds.

1-MINUTE SIT UP TEST (Minimum sit ups completed)				
FEMALE				
Age	40%		80%	90%
20-29	32		44	49
30-39	25		35	40
40-49	20		29	36
50-59	14		24	29
60+	6		17	26
MALE				
Age	40%		80%	90%
20-29	38		47	52
30-39	35		43	48
40-49	29		39	43
50-59	24		35	39
60+	19		30	35

2b. 1-MINUTE CURL UP TEST

This elective event may be completed in lieu of the 1-Minute Sit Up Test. The score is the number of curl ups completed in 60 seconds.

1-MINUTE CURL UP TEST (Minimum curl ups completed)				
FEMALE				
Age	40%		80%	90%
20-29	25		35	46
30-39	20		30	41
40-49	18		25	36
50-59	12		20	31
MALE				
Age	40%		80%	90%
20-29	30		40	51
30-39	22		35	46
40-49	21		30	41
50-59	18		25	36

3. 1 REPETITION MAXIMUM BENCH PRESS

This test measures absolute strength of the chest, shoulders, and triceps. The bench press may be performed on a Universal DVR machine or using free weights. The score is recorded as a body weight ratio (weight lifted ÷ body weight).

**1 REPETITION MAXIMUM BENCH PRESS
(Body weight ratio)**

		FEMALE		
Age	40%	80%	90%	
20-29	.59	.80	.90	
30-39	.53	.70	.76	
40-49	.50	.62	.71	
50-59	.44	.55	.61	
60+	.43	.54	.64	
		MALE		
Age	40%	80%	90%	
20-29	.99	1.32	1.48	
30-39	.88	1.12	1.24	
40-49	.80	1.00	1.10	
50-59	.71	.90	.97	
60+	.66	.82	.89	

4a. 1.5-MILE RUN

This is a timed run to measure the cardiovascular system's ability to transport oxygen (aerobic power). The score is measured in minutes and seconds.

**1.5-MILE RUN
(Minutes:seconds)**

		FEMALE		
Age	40%	80%	90%	
20-29	15:26	12:51	11:43	
30-39	15:57	13:43	12:51	
40-49	16:58	14:31	13:22	
50-59	17:55	15:57	14:55	
60+	18:44	16:20	14:55	
		MALE		
Age	40%	80%	90%	
20-29	12:51	10:16	9:09	
30-39	13:36	10:47	9:30	
40-49	14:29	11:44	10:16	
50-59	15:26	12:51	11:18	
60+	16:43	13:53	12:20	

4b. 3-MILE WALK

The 3-mile walk is an elective event that the participant may complete in lieu of the 1.5-mile run. The score is measured in minutes and seconds.

3-MILE WALK (Minutes:seconds)				
FEMALE				
Age	40%		80%	90%
20-29	48:00		40:30	36:00
30-39	51:00		42:00	37:30
40-49	54:00		44:00	39:00
50-59	57:00		47:00	42:00
60+	63:00		51:00	45:00
MALE				
Age	40%		80%	90%
20-29	46:00		38:30	34:00
30-39	49:00		40:00	35:00
40-49	52:00		42:00	36:30
50-59	55:00		45:00	39:00
60+	60:00		48:00	41:00

| Indicates new or revised items.

-End of Addendum

**ILLINOIS STATE POLICE DIRECTIVE
PER-045, WELLNESS PROGRAM
ADDENDUM 2, PHYSICAL ABILITY TEST (PAT) STANDARDS**

RESCINDS: PER-045, Addendum 2, 2012-060, revised 08-22-2012.	REVISED: 10-29-2015 2015-086
RELATED DOCUMENTS: EQP-002, PER-021, PER-023, PER-024, PER-038, ROC-002, SRV-016, ISP Physical Training Manual, RC-164	RELATED CALEA STANDARDS: 22.3.1, 22.3.2, 22.3.3

The PAT consists of a series of five timed events. It will be scored on the Physical Ability Test form, ISP 2-443 (a copy of this form is available in the ISP Document Library at <http://maphome/documentlibrary/> or from the Wellness/Fitness Coordinator). 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 duffel bag by the handles, and pushing the duffel 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
 - III.A. This event simulates the firing of a handgun with each hand.
 - III.B. 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.
 - III.C. 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.

-End of Addendum-