

CHAPTER 6
ANNUAL FITNESS CHALLENGE
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CHAPTER 6

ANNUAL FITNESS CHALLENGE

1. POLICY.

a. Annual Fitness Challenge. The Annual Fitness Challenge (AFC) is an event involving five physical tasks designed to accomplish increased physical fitness. These tasks have been validated by the Cooper Institute for Aerobic Research, which has been a fundamental component in many other law enforcement physical fitness programs. All uniformed employees are encouraged to participate in the AFC, regardless of rank or assignment. Participation in the AFC is **voluntary**.

b. Employee Participation. Each employee will be evaluated based on age and gender in the following physical tasks: 1.5-mile run; sit and reach for flexibility; 300-meter run; timed sit-ups; and push-ups.

(1) An alternative task for employees unable to participate in the 1.5-mile run is the 1-mile walk (Refer to Chapter 7, Preparing for the Annual Fitness Challenge, Annex A, of this manual). Employees should only participate in the 1-mile walk if they are temporarily injured and are unable to perform the 1.5-mile run. **Not wanting to participate in the 1.5-mile run is not an excuse.**

(2) Participants shall have the option to perform the Vertical Jump test as an alternative to the 300-meter run.

(3) Participants shall have the option to perform the 1-repetition maximum (RM) bench test as an alternative for the push-ups, if and only when the proper equipment to perform the test is available.

2. ANNUAL EVENT CYCLE.

a. Annual Cycle. The AFC will be administered at approximately 12-month intervals within each command. The event date for employees who transfer to different commands will be adjusted to coincide with the new command's cycle.

b. Employee Participation. Every uniformed employee has the opportunity to participate in the AFC only once during a calendar year.

c. Employees Declining to Participate. Employees who decline to participate in the AFC scheduled in their assigned command may lose the opportunity to participate in the event until the following year.

3. ANNUAL FITNESS CHALLENGE RATING PROCEDURE.

a. Standards for Ratings. Employees are rated according to a national standard set forth by the Cooper Institute for Aerobic Research. There is an opportunity to earn departmental recognition in the form of a high-quality pin. The “Fitness Pin” is awarded for a passing score by any employee in the 50th percentile range for their age and gender. The 50th percentile range is referred to as the “recommended minimum” fitness level. Employees must reach the 50th percentile in four out of five events to be considered successful in the AFC and eligible for the Fitness Pin. Although an employee only needs to reach the 50th percentile in four events, they shall still participate in all five events. The AFC “Fitness 10 Pin” is awarded to officers who have successfully participated in the program for a total of ten years. The Fitness Pin may be worn on the uniform consistent with policy outlined in Highway Patrol Manual (HPM) 73.5, Uniform/Grooming and Equipment Standards. Additionally, if available, a recognition T-shirt will be provided to all employees participating in the AFC.

b. Rating Procedure. If an employee demonstrates the minimum fitness level, a total of ten points per task will be awarded. If the employee exceeds the minimum fitness level, they could earn up to 20 points per task. To be eligible for the Fitness Pin, the participant must achieve a passing score in four out of five events **and** must have a total point score of 50 or more. For example, if the participant cannot meet the minimum number of sit-ups in one minute and receives a score of seven, they can make it up by exceeding the minimum level in one or all of the other events. (Refer to Chapter 7, Annex B, Fitness Challenge Points and Percentiles, of this manual). Employees may choose to participate in more than five events. For example, an employee may choose to participate in both the 300-meter run and the vertical jump; however, the employee can only utilize the points from one of the events.

4. MEDICAL PRESCREENING.

a. Prescreening Questionnaire. Employees shall complete a medical prescreening questionnaire which shall be reviewed by Area fitness coordinators prior to participation. (Refer to Chapter 7, Annex C, Prescreening for Annual Fitness Challenge, of this manual).

b. Resting Heart Rate. It is recommended to measure the resting heart rate (RHR) of all participants before the AFC event to identify any irregularities requiring follow-up. The RHR is measured after the employee has been sitting for a minimum of five minutes in a relaxed, comfortable position by monitoring the heartbeat with a stethoscope or taking the pulse from the carotid or radial artery. The heartbeat or pulse should be taken for 30 seconds and multiplied by 2.

c. Elevated Resting Heart Rate. If the RHR cannot be lowered to 90 BPM or less within 30 minutes, the following steps shall be taken:

(1) The employee will not be allowed to participate on that day.

(2) The Division fitness coordinator (DFC) or other authorized person should check the employee's RHR daily for five consecutive days, at the same time of day. In addition, the employee should be encouraged to check their RHR at home. If the RHR falls below 90 BPM, the employee's participation in the AFC should be rescheduled.

(3) If the RHR remains above 90 BPM, it should be suggested the employee contact their physician for a diagnostic evaluation. This evaluation will be at the employee's own expense.

d. Resting Blood Pressure. It is recommended that the resting blood pressure is measured before participation in the AFC event to identify any irregularities requiring follow-up. A resting blood pressure is obtained after the employee has been sitting for minimum of five minutes in a relaxed, comfortable position.

e. Medical Clearance. Any employee whose prescreening questionnaire indicates potential problems may participate by providing a medical clearance from their personal physician or designee (at the employee's own expense) prior to taking part in the AFC.

5. ROLES AND RESPONSIBILITIES.

a. Academy Physical Training Unit. The Academy Physical Training Unit has overall responsibility for the AFC.

b. Academy.

(1) Office of Primary Interest for the AFC.

(2) Responsible for the annual training of DFCs and provides requested and periodic training to:

- (a) Division fitness coordinators and their supervisors.
- (b) Area fitness coordinators.
- (c) Sergeants and supervisors.
- (d) Middle management.
- (e) Commanders.

(3) Responsible for the compilation of statistics regarding the number of employees participating in the program, the number of employees who were injured while participating in the program, and individual and overall fitness levels.

NOTE: This information will be reported to the Administrative Services Division Chief on an annual basis.

(4) Responsible for the distribution of the AFC achievement awards, pins, and incentives.

NOTE: Upon request, the Academy will supply Divisions with achievement awards, pins, and incentives.

(5) Serves as the headquarters DFC unless a Division Chief designates a uniformed employee for their Division.

(6) Provides technical support to executive management, Division Chiefs, and DFCs.

(7) Assists in equipment evaluation and procurement. Assesses the need for changes in equipment specifications and evaluates prototypes. Establishes justification for equipment specification changes.

(8) Develops and monitors the AFC budget and prepares budget change proposals.

c. Division Chief.

(1) Assures all employees are given the opportunity to participate in the AFC.

(2) Assures the AFC is conducted at facilities which meet departmental requirements.

(3) Approves the purchase of equipment and budgets for replacement equipment.

(4) Selects an officer (someone certified as a Public Safety First Aid [PSFA] is preferred) as the DFC. The DFC should have a strong interest in physical conditioning and possess outstanding interpersonal and motivational skills. In addition, the DFC should possess the ability to complete staff work with minimal supervision.

(5) Provides the Academy with injury and participation data.

d. Division Fitness Coordinator.

(1) Assures the AFC is scheduled within each Area/section.

(2) Maintains equipment and notifies the Division Chief of replacement needs.

(3) Assures equipment is readily available for use by the AFCs.

(4) Assists Area/section commanders in locating suitable sites for the event.

(5) Assures Areas/sections receive achievement awards, pins, and incentives.

(6) Assists Area/section coordinators in proctoring the AFC event.

(7) Assures the integrity of data obtained at the AFC event.

e. Area/Section Commander.

(1) Supports the Area fitness coordinator and is instrumental in motivating employees to participate.

(2) Assures all employees desiring participation are available and scheduled to do so.

(3) Establishes procedures for the timely distribution of prechallenge instructions to participating employees. (Refer to Chapter 7, Annex D, Annual Fitness Challenge Prechallenge Instructions, of this manual).

(4) Meets with the Area fitness coordinator prior to the administration of the AFC to discuss:

(a) Scheduling participating employees.

(b) Procedures for notifying a supervisor in the event of an injury sustained during the AFC.

(5) Approves the site for the AFC event.

(6) Assures the Area fitness coordinator has all the necessary equipment/incentives prior to administering the AFC.

(7) Assures fitness information is provided by the Area fitness coordinator if requested by an employee.

(8) Provides incentives/recognition.

(9) Maintains confidential files of injuries sustained during the actual event.

(10) Provides participation and injury data to Division.

(11) Selects an officer or sergeant to serve as the Area fitness coordinator. The Area fitness coordinator should have a strong interest in physical conditioning and should possess outstanding interpersonal and motivational skills.

(12) Provides the DFC with injury/participation data.

f. Area/Section Fitness Coordinator.

(1) Establishes a suitable AFC site with approval from the Area/section commander.

(2) Establishes emergency procedures and provides information to participants.

(3) Conducts prechallenge screening to identify employees who have physical injuries or illnesses which would preclude participation. The Area fitness coordinator will notify the commander of those employees desiring participation but who are unable to do so due to injury or illness.

(4) Provides fitness information for those employees requesting assistance.

(5) Provides motivation to participating employees.

(6) Requests equipment and incentives, through Division, prior to the administration of the AFC.

(7) Reviews AFC related injuries and provides information to the responsible supervisor preparing injury reports.

- (8) Provides the commander with participation and injury data.
- (9) Assists the Area/section commander with distribution of achievement awards/pins.
- (10) Assures the integrity of data obtained by overseeing the event.
- (11) Proctors AFC events with assistance from DFCs.

g. Supervisor.

- (1) Coordinates the scheduling of employees participating with the Area fitness coordinator.
- (2) Supports the efforts of the Area fitness coordinator and provides motivational support to employees when appropriate.
- (3) Documents and evaluates injuries that are a direct result of participation in the AFC. The Area fitness coordinator shall be consulted for appropriate comments and recommendations.
- (4) Enters comments documenting employee participation on the CHP 100, Officer's Evaluation/Activity Summary; and CHP 118, Performance Appraisal - Officer, when appropriate.

6. TRAINING. Annual training will be conducted by the Academy for DFCs to ensure the AFC procedures are being administered consistently. In addition, any new developments in the field of physical fitness will be introduced and discussed.

7. STATUS REPORTS. Statistics regarding the number of employees participating and results of individual and overall fitness levels will be forwarded to the Academy at the conclusion of the AFC. Division fitness coordinators will provide participation data within 30 days of each Area's AFC. All specific data obtained at the AFC site will remain confidential. The purpose of maintaining the statistics is to improve participation and develop plans on enhancing the AFC program.

8. ANNUAL FITNESS CHALLENGE SITE REQUIREMENTS.

- a. Site Requirements. The AFC will be administered at a location that has the necessary facilities to administer all phases of the event. In those Divisions/commands where it can be accomplished, joint command participation will

be facilitated to minimize expenses. For example, The North Sacramento Area, South Sacramento Area, Placerville Area, and Sacramento Communications Center could have a joint AFC at a local high school in the City of Folsom. Division fitness coordinators/Area fitness coordinators are required to use facilities with no rental fee.

b. Site Accommodation. The site must possess a running area suitable to accommodate the 300-meter run and 1.5-mile run. While ideally the site should be a school or athletic venue complete with a running track, this may not be available in all commands. In this case, the command office may be used to complete the non-running events and an area which has a level roadway with adequate shoulders or a sidewalk could be utilized for the running events.

c. Equipment. Equipment needed at each command's site consists of the following:

- (1) Stethoscope.
- (2) Blood pressure kit.
- (3) Scale.
- (4) Skinfold calipers.
- (5) Stopwatches.
- (6) Calculator.
- (7) Exercise floor mats.
- (8) Sit and reach apparatus.
- (9) PSFA bag and a supply of disposable masks.
- (10) Measuring tape or yard stick (optional for the vertical jump).
- (11) Chalk (optional for the vertical jump).
- (12) A Universal Gym Dynamic Variable Resistance Bench Press or a Free Weight Press equipped with safety arms (optional for 1 RM).

9. EMERGENCY SERVICES. Each AFC event shall be staffed by a PSFA officer with a fully equipped PSFA bag.

10. NOTIFICATION PROCEDURE. Notification of the scheduled AFC will be given one month prior to the event in writing and will include the date, time, location, appropriate apparel, and pretest recommendations.

11. COMMAND SCHEDULES.

a. Scheduling. Division fitness coordinators will be responsible for scheduling AFC dates, times, and locations in their respective Divisions. This will be accomplished at an annual Division DFC/Area fitness coordinator meeting. The number of AFCs in each Division will be based on the number of uniformed employees participating and the geographical make-up of the Division. The AFC will require a total of up to four hours for participation. This includes time for travel, warm-up, performing tasks, cooldown, and return travel to the employee's command. Scheduling will be done so as to minimize any disruption to command deployment needs.

b. Compensating Time Off. No paid overtime will be granted to participate in these events. Commanders may authorize compensating time off when employees would otherwise be unable to participate due to scheduling, deployment needs, or other exceptional circumstances. Normally, a maximum of four hours will be granted; however, this may be exceeded based on factors such as extended travel time or location of events. Compensating time off will be authorized only when the AFC events are scheduled outside of the employee's normal working hours.

12. EMPLOYEES ON LIMITED-DUTY STATUS. Employees on limited-duty status will not be allowed to participate in the AFC. If an employee's status changes to full duty, the employee may request to have the opportunity to participate in the AFC elsewhere within the respective Division. Every effort, to the extent possible, will be made by the Area fitness coordinator and DFC to accommodate individual requests.

13. INJURIES.

a. Preparation for Annual Fitness Challenge. The employee shall acknowledge that the **preparation** for this challenge involves physical exertion at the risk of injury, illness, damage, expense or loss. The employee agrees that the State of California, the California Highway Patrol, its members, and other employees shall not be held liable or responsible under any circumstances for any injury, illness, damage, expense, or loss to the employee incurred, indirectly or directly, as a result of their own **preparation** for the challenge. The AFC will be conducted on state time. Any injury or injuries sustained during **actual participation** in the AFC will be

documented and handled in accordance with HPM 10.7, Injury and Illness Case Management Manual.

b. Sustained Injuries During Participation. Any injury or injuries sustained while participating in the AFC shall be reported to the DFC or Area fitness coordinator immediately. Any late-reported injury will be considered questionable.

14. EMPLOYEES PENDING ADVERSE ACTION. Commanders shall ensure an employee will not participate in the AFC while an adverse action is pending in which the recommendation is for the termination of employment with the Department.