

GLN-41 PHYSICAL FITNESS FOR NON-SWORN STAFF

234.1 PURPOSE

(a) The Division of Wildlife Resources (DWR) recognizes its employees as its most important asset and places great importance on encouraging and assisting its employees in attaining peak effectiveness and healthy lifestyles. Physical fitness can enhance a positive employee image, reduce the need and expense of sick leave, improve employee health, decrease disabilities, improve employee morale, and enhance job performance.

(b) To assist DWR employees' efforts to improve or maintain their physical fitness, periodic fitness testing is available to those willing to participate. The goals of the fitness testing are similar to goals found in the Department of Natural Resources (DNR) policy on physical fitness for law enforcement. These goals include:

1. Reduce risk of injury at work.
2. Reduce lost work time from illness and disability.
3. Increase the ability to absorb emotional and physical stress by increasing mental alertness and reducing tension.
4. Recognize the significant need for a total wellness program.
5. Provide mechanisms for periodic physical fitness evaluations.
6. Assist employees to have the physiological readiness to perform their maximum physical effort when required.

234.2 DEFINITIONS

(a) "Physical Fitness" means the ability to perform daily tasks with vigor and alertness, without undue fatigue and with ample energy to meet unforeseen emergencies.

(b) "Cardiovascular Endurance or Aerobic Power" is defined as the maximum amount of oxygen one's body is capable of using in a given time. It is determined by the heart's ability to pump large quantities of oxygen enriched blood and by the ability of the peripheral muscles to extract that oxygen from the blood and use it to produce energy. The current and preferred test is a timed 1.5 mile run. The bike test can be used as an alternative with a doctor's approval.

(c) "Strength" means muscular endurance and the ability to exert muscular effort repeatedly or continuously over a period of time. Upper body muscular endurance is measured by push-ups and trunk strength is measured by sit-ups.

(d) "Leg Strength and Explosive Power" defines the ability to push objects and perform other tasks involving range of motion. This is measured by vertical jump.

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234.3 POLICY

At least twice a year, DWR law enforcement personnel will hold a voluntary physical fitness test for all fulltime benefited DWR employees who would like to participate. Details of the testing are as follows:

(a) DWR employees are encouraged to participate in a voluntary physical fitness testing activity to determine their physical fitness level. The current testing categories are found in the DNR policy on physical fitness for law enforcement and are:

1. Cardiovascular endurance or aerobic power (1.5 mile run) or bike test with a doctor's approval.
2. Muscular strength and endurance (push-ups and sit-ups).
3. Leg strength and explosive power (vertical jump).

(b) DWR employees who participate in a physical fitness test may be reimbursed up to \$99.00 for athletic footwear annually within a fiscal year. The reimbursement should be made from the employee's assigned unit number.

(c) In addition to receiving \$99.00 for athletic footwear for participating in the physical fitness test, employees who perform at the 75th percentile in each testing category of the Cooper Institute of Aerobic Fitness Age and Gender Standards (Attachment 1) will qualify for an incentive award.

1. Employees who achieve a superior fitness (75th percentile or better in each category) may receive a \$99.00 incentive award.
2. No more than two superior fitness incentive awards may be given in 1 calendar year.
3. Cooper Institute of Aerobic Fitness Age and Gender Standards will be updated as needed.

(d) Reasonable accommodations will be made for individuals qualifying under the American's With Disabilities Act ("ADA"). Qualifying employees will work with the officer administering the fitness test to establish alternative testing criteria that accomplish the physical fitness goals of this policy.

(e) Law enforcement officers may be granted up to 3 hours each work week for exercising. All other DWR employees may be granted up to 1.5 hours per week (30 minutes per day for 3 days per week) for exercising in accordance with R477-8-3. Exercising schedules should be discussed and approved by immediate supervisors.

(f) Employees who are injured during the physical fitness program testing will be reported in the same manner as other on-the-job injuries.

(g) Employees are encouraged to participate in the "Healthy Utah Program" to receive counseling, healthy life style programs and wellness training related to cholesterol, blood pressure, weight loss, smoking cessation, stress management, diet, etc.

(h) Individuals may participate twice a year, once in the fall and once in the spring.

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234.4 PROCEDURE

Fitness assessment testing environment.

- (a) All testing should be administered in safe weather. Testing will not be conducted when the actual course temperature is below +30 degrees F, above 90 degrees F, or during excessive wind, rain, or snow conditions.
- (b) Testing will not be attempted at an altitude higher than 6,500 feet above sea level.
- (c) All components of the fitness testing will be completed as outlined; see [Attachment 1: Physical Fitness Testing Procedures and Scoring](#)

Fitness testing criteria.

- (a) Individuals must complete a health questionnaire to participate in the testing assessment; see [Attachment 2: Physical Readiness and Informed Consent for DWR Employees](#)
- (b) Individuals should be deferred from testing when under medical attention which would contraindicate participation.
- (c) Individuals should be well rested and not participate after an arduous workday or emotional trauma.
- (d) Testing should be at least two hours after eating a meal, using tobacco or caffeine; individuals taking prescribed medication should consult their medical professional regarding participation in any testing activity.
- (e) All testing will be done by law enforcement training personnel who are currently certified in CPR or someone certified in CPR will be present during all testing.
- (f) Water for drinking should be made available to all participants.
- (g) Participants may be allowed a warm-up and cool-down period before, during, and after testing.
- (h) Individuals who experience any of the following symptoms should cease participation and seek medical attention:
 - 1. Distressed breathing
 - 2. Staggering or unsteadiness
 - 3. Dizziness or near fainting
 - 4. Chest, arm, or throat pain
 - 5. Intolerable pain in legs
 - 6. Mental confusion
 - 7. Excessive pallor
 - 8. Unusual fatigue
 - 9. Nausea

Attachments

DWR 234 Physical Fitness Attachment 1 10122022.pdf

Attachment 1

PHYSICAL FITNESS TESTING PROCEDURES AND SCORING

TESTING

The following is the procedure and sequencing of physical fitness testing for non-sworn staff with the Division of Wildlife Resources. The sequencing is based on the recommendations from the Utah Peace Officers Standards and Training and the Cooper Institute.

The suggested test battery is as follows:

- Vertical Jump
- One Minute Sit-up
- Push-up
- 1.5 Mile Run or Bike Test with a Doctor's Approval

PROCEDURE

The procedure and order for testing is recommended as follows:

1. Warm up for 3 minutes, perform the Vertical Jump test and rest for 2 minutes.
2. Perform the One Minute Sit-up test and rest for 5 to 10 minutes.
3. Perform the Maximum Push-up test, then rest for 5 to 15 minutes.
4. Do cardio-warm up for 2 to 3 minutes, then perform the 1.5 Mile Run and cardio-cool down for 5 minutes.

Vertical jump test (inches)

The subject stands under the vertical jump measuring device. The person places their hands together with fingers together and extends their arms upward as high as they can reach. The bottom slat on the measuring device touches the fingertips. One foot is placed directly under the device and the other foot may be moved as the person jumps as high as possible to touch the measuring device slats. The score is the highest slat touched on the measuring device. Measurement is in inches.

Vertical Jump	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Percentile SCORE%
Male	23	21	18	16.5	75%
Female	17	15	12.7	NA	75%

Muscular endurance: bent-knee sit-ups/men and women

The subject lies on the back with the knees flexed at a right angle. A partner kneels at the subject's feet and presses down on the subject's insteps to keep the heels in contact with the floor. The hands must remain in contact with the head and the fingers cupped behind the ears. When ready, the signal "go" is given and the subject sits up to touch the knees with the elbows breaking the vertical plane. Without pause, the subject returns to the starting position just long enough for the shoulders to touch the mat and immediately sits up again. The score is the number of sit-ups that can be completed in the allotted time period. Norms have been computed for a one minute period for men and women.

Sit-up 1 minute	Age <20	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+	Percentile SCORE%
Male	50	46	42	37	33	28	75%
Female	40	42	33	28	22	15	75%

Strength test: push-ups

The subject assumes a front-leaning position with the hands placed where they are most comfortable. The back, buttocks, and legs must be straight from head to heels. Begin the push-up by bending the elbows and lowering the entire body until the tops of the upper arms, shoulders and lower back are aligned and parallel to the floor. A fist may be placed under the subject's sternum and should not be touched. Return to the starting position by locking the elbows. During the test the subject cannot rest the body on the ground. It is possible to rest, but one cannot relieve pressure from the upper body while in the resting position. If the subject does not keep the body straight or lock the elbows completely, that repetition does not count. The score is the number of push-ups completed in one minute.

Push-up 1 Minute	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+	Percentile SCORE%
Male	44	36	29	24	22	75%
Female	34	29	21	20	15	75%

Cardiovascular endurance: 1.5 mile run or bike test

The test involves measuring the time spent in running 1.5 miles. The distance covered in a specific amount of time is then used to determine the fitness category of the individual. This test requires a nearly exhaustive effort. It is assumed that the individual has had the proper medical examination and has been cleared for an exercise program.

On the day of the testing, it is recommended that the participant should abstain from smoking or eating for a minimum of two hours preceding the test. It is advisable to allow adequate time prior to the test for stretching and warm-up exercises. 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 pooling of the blood in the lower extremities, which reduces the return of the blood to the heart. An additional walk for at least five minutes after the test should be sufficient for the cool down period.

1.5 Mile Run	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60-69	Age 70-79	Percentile SCORE%
Male	10:45	11:06	11:41	12:36	13:53	15:13	75%
Female	12:25	12:53	13:32	15:11	16:46	18:14	75%

A bike test may be administered in place of the 1.5 mile run with a doctor's approval. This aerobic power test is based on Coopers Standard using the airdyne intermediate fitness test and is based on a person's weight, age, and heart rate. A person rides a stationary bike with a set "workload" and has their heart rate recorded after four minutes. The person then rides for

another four minute interval, and again has their heart rate recorded. This information is entered into a formula which provides a percentile ranking of aerobic health. An airdyne intermediate fitness test chart and the formula details will be provided by the law enforcement officer administering the physical fitness test.

DWR 234 Physical Fitness Attachment 2.pdf

Attachment 2

Physical Readiness and Informed Consent for DWR Employees

Physical Readiness

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Do you feel pain in your chest when you do physical activity? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. In the past month, have you had chest pain when you were not doing physical activity? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Do you lose your balance because of dizziness or do you ever lose consciousness? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Do you have a bone or joint problem (i.e. back, knee or hip that could be made worse by a change in your physical activity)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Is your doctor currently prescribing drugs (i.e. water pills) for your blood pressure or heart condition? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Do you know of any other reason why you should not do physical activity? |

Informed Consent

1. I have read the policy on Physical Fitness for Employees and understand the nature, purpose and risks of these tests.
2. I have read the questions regarding physical readiness to participate in strenuous physical activity.
3. I believe I have the ability to voluntarily participate in these testing criteria.

Signature: _____

Name: _____

Date: _____