



Eric Hawkins
Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



1789

EMPLOYEE FITNESS AND WELLNESS PROGRAM
GENERAL ORDER NO: 2.3.30

Issue Date: July 24, 2019	Effective Date: December 4, 2015
Revision Date: February 7, 2017	NYSLEAP: N/A
Volume 2: Logistics	Chapter 3: Personnel
Distribution: All Personnel	Page: 1 of 8
Issuing Authority: Chief Eric Hawkins	

PURPOSE: The purpose of this policy is to encourage awareness of the employees of the Albany Police Department with regard to their general health and physical fitness. The department encourages employees to voluntarily achieve and maintain practical levels of fitness for reasons of safety, health, and job performance and to maintain a professional appearance.

POLICY: It is the policy of the Albany Police Department to provide a voluntary wellness program to all employees of the department in an effort to encourage them to achieve and maintain reasonable levels of fitness.

DEFINITIONS: **Fitness Advisory Board:** Fitness Advisory Board means a group of department employees who have volunteered to be part of the Fitness Advisory Board based on their interest in the Fitness Testing Program.

I. OVERALL FITNESS

- A.** It is the goal of the department to increase the overall health and wellness of all employees within the department. Benefits include:
 - 1. Strengthened cardiovascular system (heart and blood systems);
 - 2. Improved strength and muscle endurance;
 - 3. Improved posture and self-image;
 - 4. Improved flexibility (reduced lower back problems);
 - 5. Decreased risk of chronic diseases such as heart disease, cancer, stroke, high blood pressure, lung disease, etc.; and
 - 6. Tension and stress relief.
- B.** It will be the goal of the department to offer ongoing support and evaluation for all employees in relation to physical fitness.

II. PARTICIPATION

- A.** Participation in the Employee Fitness and Wellness Program will be strictly on a voluntary basis.

- B. Employees shall have access to workout equipment at the designated Albany Police Department facility.
 - 1. This facility is available twenty-four (24) hours a day and is located at the Albany Police Department Training Center.
- C. Employees shall be allowed to access this facility during their meal period.
 - 1. Personnel are subject to immediate recall in times of dire emergency, as per current directives in [General Order 2.2.00 – Rules of Conduct](#).

III. FITNESS COORDINATOR

- A. The Fitness Coordinator shall be a member of the department that is a State of New York DCJS Municipal Police Training Council Certified Physical Fitness Instructor.
- B. The Fitness Coordinator shall work with the Fitness Advisory Board. Both the Fitness Coordinator and members of the Fitness Advisory Board will be available to advise and assist members of the department who are in need of advice and/or mentoring in overall fitness.
 - 1. A current list of physical fitness instructors shall be maintained by the Fitness Coordinator and placed in the department training facility.
- C. When time permits, the Fitness Coordinator and members of the Fitness Advisory Board will conduct educational classes for department members interested in improving their health through nutrition, workout plans and other lifestyle benefits that could improve their health.
 - 1. At the employee's request, the Fitness Coordinator or members of the Fitness Advisory Board are available to assist employees with individual education and goal setting to improve their overall fitness and quality of life.

IV. FITNESS EVALUATION PROGRAM

- A. The Fitness Evaluation Program will be based on the [Cooper Standards](#). The evaluation will consist of push-ups, one minute sit-ups, and a one and a half (1.5) mile run. The evaluation will be graded on the scale provided by Cooper Standards, ranging from superior to poor.
 - 1. Superior - 100% through 91%
 - 2. Excellent - 90%, 85% and 80%
 - 3. Good - 75%, 70%, 65% and 60%
 - 4. Fair – 55%, 50%, 45% and 40%
 - 5. Poor – 35% and below
- B. The percentage levels are based on a range scale, depending on gender and age. The percentage levels are calculated on an average of all tests and not solely based on performance on one category. A scale of the Cooper

Standards will be available and viewable in the Training Center gym.

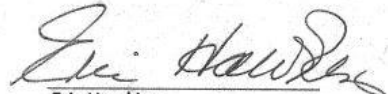
1. In addition to overall fitness improvement, voluntary participants in the Fitness and Wellness Program shall be provided the following incentives.
 - a. Participants that earn an average fitness level of “Superior” during the fitness test will be awarded twenty (20) hours of compensatory time.
 - b. Participants that earn an average fitness level of “Excellent” during the fitness test will be awarded sixteen (16) hours of compensatory time.
 - c. Participants that earn an average fitness level of “Good” during the fitness test will be awarded twelve (12) hours of compensatory time.
 - d. Participants that earn an average fitness level of “Fair” during the fitness test will be awarded eight (8) hours of compensatory time.
 - e. Participants that earn an average fitness level of “Poor” or “Very Poor” will not receive compensatory time, but shall receive further advisement and assistance from the Fitness Coordinator, if so desired. Participants that qualify in these categories will not have any negative consequences taken against them.
- C. Physical fitness evaluations will be conducted on the 1st Tuesday of the month, from March through November. Personnel who are approved to attend will assemble at 10:00 am at the Albany Police Training Center, dressed in seasonal-appropriate PT attire and running sneakers. Individuals and Evaluators should be prepared for inclement weather. On-duty personnel shall be afforded the opportunity to attend during work hours, manpower permitting.
- D. Any personnel interested in participating in the Fitness and Wellness Program may do so by signing up via PowerDMS course [GEN 90 – Employee Fitness and Wellness Program](#). Testing will be limited to thirty (30) participants per month, on a first come first serve basis. The sign up period will close on the Friday before the evaluation.
- E. Testing can be repeated every month until the individual passes. Once an employee has passed (any rating from “superior” through “fair”), that employee may not re-test until the next calendar year.
- F. The performance evaluations for the Fitness Evaluation Program will be peer-led and conducted by a certified Physical Training (PT) Instructor. The PT Instructor will complete an [Albany Police Department Fitness and Wellness Evaluation Form](#), APD form # 181 located on pages 7 and 8 of this order, and will submit the completed performance evaluation results to the Fitness Coordinator, for review.
- G. The Fitness Coordinator will review the evaluation results for completeness and correctness, and forward the original evaluation form to the Office of Professional Standards, via intra-departmental mail, for placement into the employee’s medical file.

H. A supervisor assigned to the Training Unit will be responsible for entering the correct comp time incentive awarded to participating employees following each fitness test.

1. The Fitness Coordinator will provide the training unit supervisor with a copy of the fitness test results.
2. A copy will also be provided to the employee and the CFO for their records.
 - a. Comp time incentives will be awarded using type 8 in Kronos, Non Reimbursable Comp Straight.
 - b. The OT Reason will be entered under N-308
 - c. The start and end time should total the number of hours to be awarded.
 - d. The incident number will be provided by the Fitness Coordinator prior to the fitness test.

V. TRAINING CENTER GYM

- A. Use of the Albany Police Department Training Center Gym is limited to active and retired members of the department only.
- B. Personnel that choose to participate in physical fitness activities at the Training Center Gym shall adhere to all posted rules located on the gym entrance door. A list these rules are contained on page 5 of this policy.
- C. Any equipment repairs shall be reported immediately by completing an [Albany Police Department Gym Repair Request Form](#), APD Form # 408 shown on page 6 of this order.
 1. This form can be located in PowerDMS, the department homepage and inside the gym.
 2. The department shall be responsible for all equipment repairs.


Eric Hawkins
Chief of Police



APD Training Center Gym Rules



- Use of gym equipment is for current and retired employees of the Albany Police Department only.
- If an emergency arises personnel shall notify Communications via telephone or use of police radio
(Verbal or emergency button)
- If an equipment repair is required, it will be reported immediately using the Gym Equipment Repair Form., APD form #408.
- Wipe down equipment after use.
- Gym attire must be worn at all times.
- Keep the gym area neat and clean.





ALBANY, NEW YORK
POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



GYM EQUIPMENT REPAIR/REQUEST FORM (Work Order)

Name: _____ Date/Time: _____

Gym Equipment: _____

Problem with Unit/Reason for Request:

Supervisor Signature/Date: _____

Forwarded To Whom/Date: _____

Work Order Completed By/Date: _____



ALBANY, NEW YORK
POLICE DEPARTMENT
 165 HENRY JOHNSON BOULEVARD
 ALBANY, NEW YORK 12210



1789

EMPLOYEE FITNESS AND WELLNESS EVALUATION FORM

Date of Evaluation: _____

Employee Name: _____ Employee Age: _____

Certified PT Instructor/PIN#: _____

Push-Ups Sit-Ups 1.5 Mile Run

Number Completed _____ _____ Time: _____

Completed Percentile (Chart on reverse side)
 _____ + _____ + _____ / 3 = Total % _____

Total %	Rating	Comptime
100%-91%	Superior	20 Hours
90%-80%	Excellent	16 Hours
75%-60%	Good	12 Hours
55%-40%	Fair	8 Hours
35%-below	Poor	-----

 Employee Signature/PIN# Date

 Fitness Coordinator/PIN# Date

APD Form # 181 (2/17)

**MALE
PUSH-UPS**

%	20-29	30-39	40-49	50-59	60+
100	100	86	64	51	39
95	62	52	40	39	28
90	57	46	36	30	26
85	51	41	34	28	24
80	47	39	30	25	23
75	44	36	29	24	22
70	41	34	26	21	21
65	39	31	25	20	20
60	37	30	24	19	18
55	35	29	22	17	16
50	33	27	21	15	15
45	31	25	19	14	12
40	29	24	18	13	10

FEMALE

20-29	30-39	40-49	50-59	60+
53	48	23	17	12
42	39	20	15	10
37	33	19	14	9
33	26	18	13	8
28	23	17	11	7
27	19	16	10	6
24	18	15	9	5
23	17	14	8	
21	16	13	7	4
19	15	12	6	
18	14	11	5	3
17	13	10	4	
15	11	9	3	2

SIT-UPS

%	20-29	30-39	40-49	50-59	60+
100	55	51	47	43	39
95	54	50	46	41	37
90	52	48	43	39	35
85	49	46	40	36	31
80	47	43	39	35	30
75	46	42	37	33	28
70	45	41	36	31	26
65	44	40	35	30	24
60	42	39	34	28	22
55	41	38	32	27	21
50	40	37	31	26	20
45	39	36	30	25	19
40	38	35	29	24	18

20-29	30-39	40-49	50-59	60+
51	42	38	31	28
50	41	36	30	27
49	40	34	29	26
46	38	32	25	20
44	35	29	24	17
42	33	28	23	15
41	32	27	22	13
39	30	25	21	12
38	29	24	20	11
37	28	23	19	10
35	27	22	17	8
34	26	21	16	7
32	25	20	14	6

1.5 MILE RUN

%	20-29	30-39	40-49	50-59	60+
100	8:29	8:49	9:10	9:34	
95	9:17	9:33	9:51	10:37	
90	9:34	10:01	10:28	11:10	
85	10:00	10:24	10:48	11:46	
80	10:09	10:46	11:15	12:08	
75	10:43	11:06	11:40	12:36	
70	10:59	11:22	11:58	12:53	
65	11:10	11:33	12:11	13:20	
60	11:29	11:54	12:24	13:35	
55	11:41	11:58	12:53	13:58	
50	11:58	12:24	13:12	14:23	
45	12:20	12:50	13:24	14:34	
40	12:38	12:58	13:50	15:06	

20-29	30-39	40-49	50-59	60+
9:30	9:58	10:09	11:20	
10:28	11:00	11:33	12:53	
11:10	11:33	12:11	13:40	
11:33	11:58	12:53	14:24	
11:58	12:24	13:23	14:34	
12:24	12:53	13:46	15:13	
12:51	13:24	13:58	15:43	
12:53	13:47	14:34	16:13	
13:24	14:08	14:53	16:35	
13:48	14:28	15:13	16:46	
14:04	14:34	15:34	17:19	
14:34	15:14	15:58	17:38	
14:50	15:43	16:31	18:18	

APD # 181 (9/15)