Michigan Sheriffs’ Coordinating and Training Council
Physical Fitness Testing Procedures
Revised and Adopted 5/16/13

OBJECTIVE:

To establish a minimum standard pre-employment physical testing procedure for local corrections officers.

FORMS USED:

PHYSICAL FITNESS TEST EVALUATION FORM (MSCTC PF-1)

INFORMATION:

A. Requirements

The physical fitness test must be completed in a continuum. The test consists of three separate activities – push-ups, sit-ups, and the step test. No more than a five minute rest may be granted between activities. No rest period is allowed during the three stages of the step test.

1. Pre-hire (entry level)
   Sit-Ups – 18 in 30 seconds
   Push-Ups – 24 in 30 seconds
   Step Test:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Cadence</th>
<th>Step Height</th>
<th>Time</th>
<th>Repetitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>120</td>
<td>3.75”</td>
<td>3 min.</td>
<td>60</td>
</tr>
<tr>
<td>II</td>
<td>120</td>
<td>7.50”</td>
<td>3 min.</td>
<td>60</td>
</tr>
<tr>
<td>III</td>
<td>120</td>
<td>11.75”</td>
<td>3 min.</td>
<td>60</td>
</tr>
</tbody>
</table>

Option B: Step-test (total of 9 minutes)

<table>
<thead>
<tr>
<th>Stage</th>
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</tr>
<tr>
<td>III</td>
<td>120</td>
<td>7.50”</td>
<td>3 min.</td>
<td>78</td>
</tr>
</tbody>
</table>

B. Description of Tests

1. Sit-Ups
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Begin lying on back, knees bent and arms folded across chest, shoulders on the floor. With arms folded across the chest, sit up to a position where the back forms a 90 degree angle to the floor. Return to the original position. The head does not have to touch the floor/mat, but shoulder blades do. Hands must touch the chest at all times. Feet may be restrained during the exercise. The test is completed when the required number of proper sit-ups have been performed, or time expires. Proper sit-ups, shall be counted in the “UP” position. Any resting must be done in the “UP” position.

2. Push-Ups

Push-ups must be done with knees on the floor (with feet off the floor), or from the toes. Begin in the “UP” position, the body must be in a straight line, either neck to heels or neck to knees, arms fully extended and elbows locked. Proceed to the “DOWN” position in which the body is lowered toward the floor. The elbows must bend at least 90 degrees as measured on the inside of the elbow. The body must move as a unit. The back must be kept straight with no bending at the hips. Any stopping or resting must be done in the “UP” position. The body may touch the floor, but at no time is the weight of the body to rest on the floor. If the body rests on the floor, the test will be stopped and recorded as a failure. A short sleeved shirt must be worn so elbows can be seen. The test is completed when the required number of proper push-ups are performed or time expires. Proper push-ups shall be counted on return to the “UP” position.

3. Step-Test

The performance method during all stages of the step-test is as follows:

Begin facing the steps with both feet on the floor, in step with the required cadence, ascend the steps, one at a time, reaching the top step with both feet and then descend the steps until both feet are on the floor. Completion of this sequence constitutes one trip. A trip will be counted when both feet return to the floor. Both feet may not be on the first step at any time. Continue this procedure for three minutes or until the tester tells you to stop.

NOTE: Staying in cadence will be determined by visual observation by the appropriate Department employee for Stages I and II. Staying in cadence is not necessary for Stage III.

C. P.T. Test Schedule

1. Pre-Hire

Applicant testing must be successfully completed preceding date of hire. If an applicant is not hired within (1) one year after successful completion of the test, the applicant must
successfully complete the physical fitness test again in order to be hired. A pre-hire will not
be permitted to take the physical fitness test more than three times in any twelve (12)
month period.

1st Attempt: At time of interview
2nd Attempt: At least 30 days after 1st failure
3rd Attempt: At least 30 days after 2nd failure

D. Passing Score

If all parts of the test are completed properly and within the time limits, a passing score shall be
issued. Failure of any portion of the test shall result in a failing score. The entire test must be
repeated if any portion is failed.

E. Health and Safety Precautions

Any individual taking a physical fitness test is assumed to have no physical/medical condition
which would affect testing. If at any time during the test the employee conducting the test
(examiner) observes symptoms which may indicate an unsafe health condition, the test will be
stopped. If the test is stopped by the examiner because of an unsafe health condition, an
incomplete will be issued. When medically cleared to take the test, the employee will be
allowed to retake the test without having the attempt count against them.

All physical fitness tests must be conducted by two employees, one of whom must be an
institutional training officer. In lieu of a second staff person, tests may be videotaped. All
physical fitness testing videotapes will be kept on file for one (1) year.

At least one person administering the test must be trained in CPR. Physical fitness tests will be
conducted in an area which allows for quick access to a telephone.

PROCEDURE:

<table>
<thead>
<tr>
<th>WHO</th>
<th>DOES WHAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinee</td>
<td>1. Reports for physical fitness test at scheduled time and location.</td>
</tr>
<tr>
<td>Examiner</td>
<td>2. Ensures the examinee has completed form MSCTC PF-1.</td>
</tr>
<tr>
<td></td>
<td>3. Tells examinee to prepare to do push-ups.</td>
</tr>
</tbody>
</table>
4. Tells examinee to start. Monitors time.

Examinee 5. Performs push-ups.

Examiner 6. Counts number of proper push-ups. Tells examinee to stop after performing required number of proper push-ups or time expires.

7. Records results on form MSCTC PF-1.

8. Tells examinee to prepare to do sit-ups.

9. Tells examinee to start. Monitors time.


Examiner 11. Counts number of proper sit-ups.

12. Tells examinee to stop after performing required number of proper sit-ups or time expires.

13. Records results on form MSCTC PF-1.

14. Tells examinee to prepare for step-test. Starts metronome or recorded cadence tape.

15. Tells examinee to start Stage I. Monitors time.


Examiner 17. Monitors examinee for proper and symptoms of physical/medical problems, and stops tests if present,

or

Tells examiner to stop at conclusion of time period.

18. Tells examinee to prepare for Stage II. Starts metronome or recorded cadence tape. Tells examinee to start Stage II. Monitors time.

20. Monitors examinee for proper performance and symptoms of physical/medical problem(s) and stops tests if present.

or

Tells examinee to stop at conclusion of time period.


Examinee 22. Performs Stage III of step-test. May go faster or slower than cadence as long as the required number of trips are completed in the time allowed.

Examiner 23. Counts number of complete trips on mechanical counting device. Periodically informs examinee of time and trips.

24. Monitors examinee for proper performance and signs of physical/medical problem(s) such as dizziness, nausea, vomiting or faintness and stops test if present. If an examinee shows symptoms of a serious nature. Provides first aid, notifies EMS and the facility Personnel Officer.

or

26. Records number of trips completed and test results on form MSCTC PF-1.

NOTE: If there is doubt as to whether an examinee has successfully completed any part of the physical fitness test, the other employee or videotape will be consulted before a score is issued.

27. Records symptoms of a serious nature on form MSCTC PF-1 and recommends examinee be seen by his/her personal physician.

28. Provides examinee with a copy of MSCTC PF-1 noting symptoms, if physical testing is stopped because examinee shows symptoms of a serious nature

29. Completes form MSCTC PF-1 and sends to appropriate personnel or training officer.