



Ohio Department of Natural Resources
Office of Law Enforcement
Physical Fitness Standards Handbook







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Purpose

- This booklet is designed to provide direction to ODNR Officers and Managers on physical fitness testing. All relevant materials can be found in the ODNR Minimum Fitness Directive found at <http://ohiodnr.com/tabid/9947/Default.aspx>.
- Physical fitness testers and administrators should follow these instructions when administering tests to employees.
- All instructions contained herein should be considered as standing work rules effective January 1, 2011.
- This directive has been designed by a joint committee of ODNR Management and the Fraternal Order of Police.

Testing Formats

- There are two formats for the administration of physical fitness testing of ODNR Law Enforcement Officers:
 - » Financial Incentive Test (FIT)
 - » Wellness & Employment Test (WET)
- Officers will have the initial option to choose one of the two testing formats.
- At the beginning of each calendar year Officers will receive a form (see end of this booklet) to elect their testing options. This form must be returned to the Division Law Enforcement Administrator or their designee no later than February 1 of that year so that proper arrangements can be made.
- Before participating in the annual fitness test, Commissioned Officers shall submit the following completed forms to his/her Certified Instructor:
 - . Informed Consent Form
 - . Health Screening Questionnaire
- If the Commissioned Officer indicates a positive response to any of the questions contained on the Health Screening Questionnaire, the Officer is also required to submit a completed Medical Release Form before permitted to take the fitness test.

Financial Incentive Test

- Officers electing to take the FIT will perform the standard tests as administered prior to the creation of this guidance:
 - » Sit Ups
 - » Push Ups
 - » 1.5 Mile Run
- Commissioned Officers are required to complete the aforementioned fitness components in the listed order.
- The performance standards in effect for these tests prior to January 1, 2011 shall remain in effect.
- An Officer opting to attempt the FIT will have to meet those established performance standards in order to be awarded any pay supplement.
- The pay supplements are governed by applicable contractual language found in the Collective Bargaining Agreement and ODNR Minimum Fitness Directive.
- Officers will have one opportunity to take the FIT per year.
- Those Officers governed by the mandatory physical fitness testing requirement who fail their attempt at the FIT will be evaluated using the Wellness & Employment Test (WET) requirements for passage.
- An Officer who is found to pass the requirements found in the WET, will automatically be considered passed for that year's testing and will not undergo any further testing for the applicable year.
- An Officer governed by the mandatory physical fitness testing requirement who fails the FIT and the WET standards will have two more opportunities to pass the WET in that year's testing cycle. ODNR shall conduct the WET approximately forty-five (45) days after the previous failed WET.
- A Commissioned Officer may request to take any required second or third test sooner than prescribed in the aforementioned time frames.
- No more than three tests total will be given in any year's testing period.

One Minute Sit-Ups

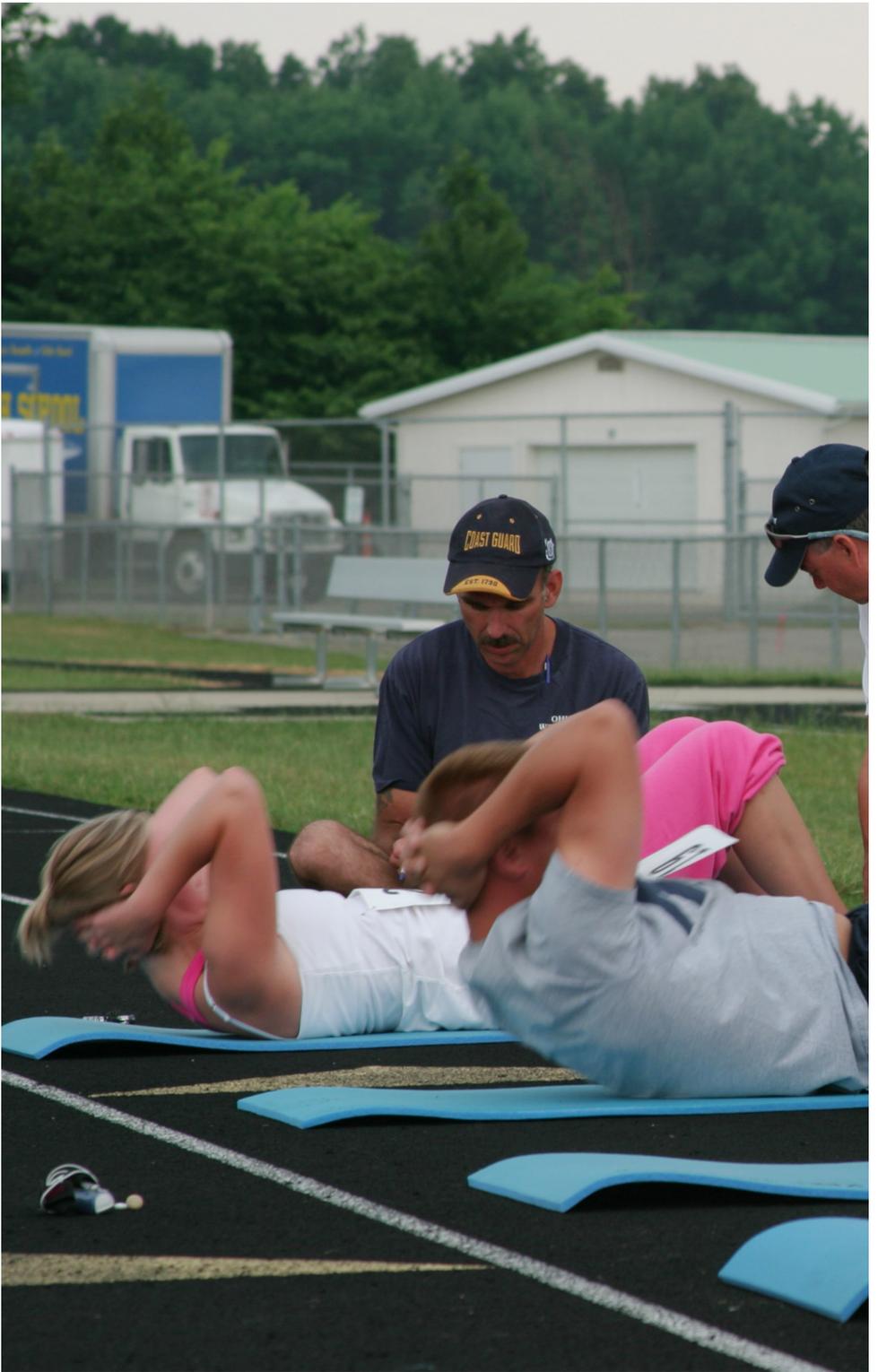
Purpose

- This measures abdominal muscular endurance.

Procedure Throughout the Entire Event:

- Lie flat on your back with your knees bent. Your feet may be together or apart but your heels must remain in contact with the floor (ground or mat). A partner may firmly hold your feet by placing their hands and applying their weight on the top of your feet.
- Your fingers must be interlocked and placed behind your head.
- When the timer says "Go", lift your upper body by bending at the waist. Touch both of your elbows to your knees. This is the "Up" position. Return back to the start position until both your shoulder blades touch the floor (mat or ground).
- This cycle is counted as one repetition. Perform as many repetitions as possible.
- You may rest in the "up" position only.
- During this event: keep your buttocks on the floor (ground or mat); do not thrust your hips; keep your fingers interlocked behind your head; do not pull on your head or neck; keep your neck in a neutral or straight position; touch both of your elbows to your knees; touch both your shoulder blades to the floor (ground or mat); do not hold your breath; and breathe as normally as possible.
- Your score is the number of fully completed repetitions in one minute or until you stop or cannot continue for the full minute. Only a trained instructor will count and determine if each repetition was performed according to the instructions.
- ODNR Officers are required to pass this test at the 40% level for the appropriate age/gender to be considered passing the FIT.
- Officers are strongly advised to seek instruction in the proper training technique prior to attempting this test.

Participants will rest for a minimum of two minutes prior to proceeding with further testing.



One Minute Push-Ups

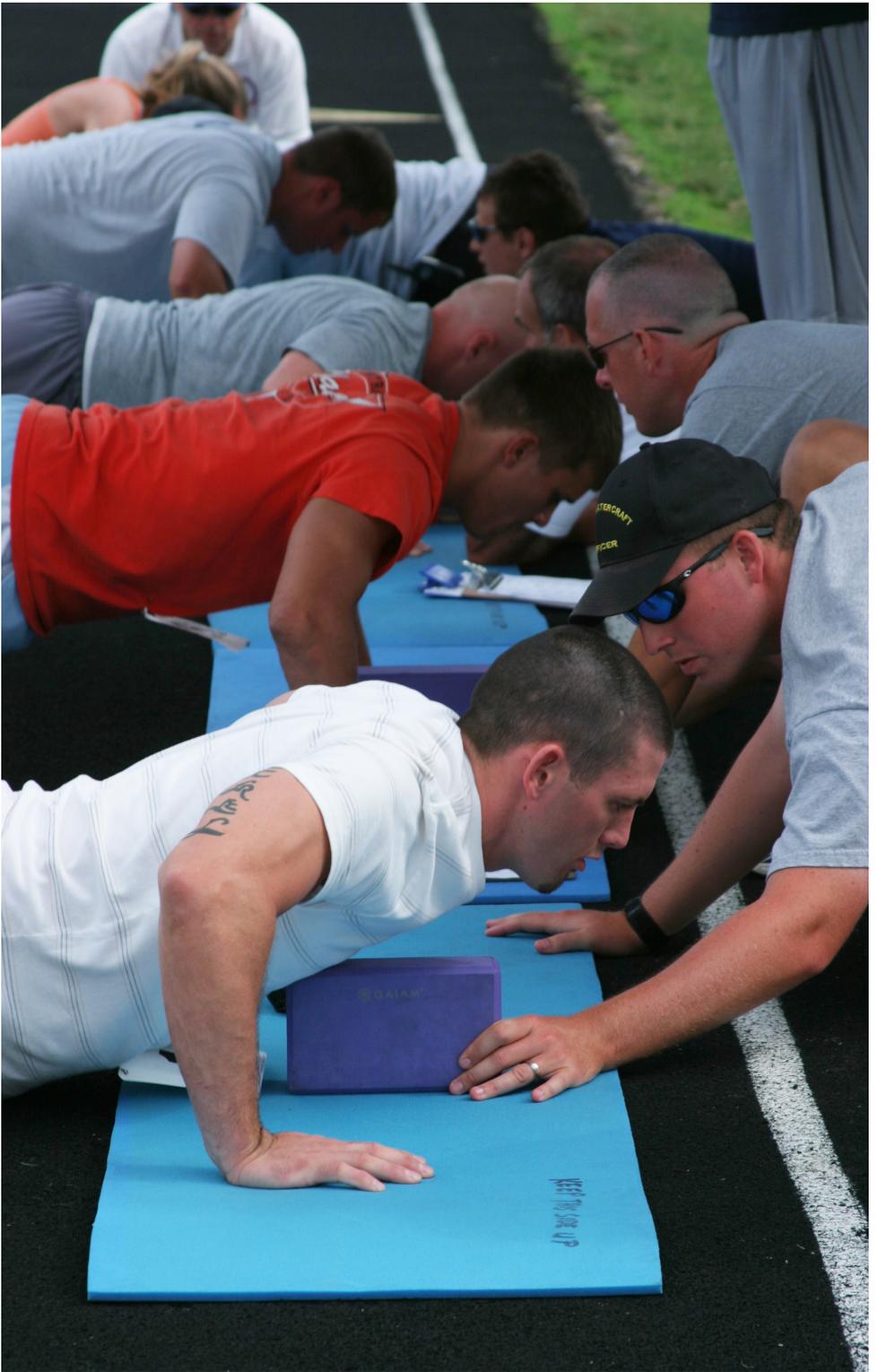
Purpose

- This measures muscular endurance of the upper body (chest, shoulders, and triceps).

Procedure Throughout the Entire Event:

- Laying on your stomach or while on your knees place your hands flat on the floor (ground or mat). Place your hands slightly wider than shoulder width apart with your fingers pointing forward.
- Your feet may be together or up to 12 inches apart.
- Start in the “Up” position with your elbows fully extended. When the timer says “Go”, lower your body toward the floor until your upper arms are parallel with your back and you are touching the instructor’s target (fist, sponge or aerobic block). Return to the “Up” position with your elbows fully extended.
- This cycle is counted as one repetition. Perform as many repetitions as possible.
- You may rest in the “Up” position only.
- During this event: your back must be straight and your body should form a relatively straight line from your shoulders to your ankles at all times; you may not rest on the floor (ground or mat) or on the target and doing so will end the event; and in the “Up” position your elbows must be fully extended.
- Your score is the number of fully completed repetitions in one minute or when you stop or cannot continue for the full minute. Only a trained instructor will count and determine if each repetition was performed according to protocol.
- ODNR Officers are required to pass this test at the 40% level for the appropriate age/gender to be considered passing the FIT.
- Officers are strongly advised to seek instruction in the proper training technique prior to attempting this test.

Participants will rest for a minimum of ten minutes then warm-up and stretch for a minimum of two minutes prior to proceeding with further testing.



1.5 Mile Run

Purpose

- The 1.5 mile run is a measure of cardiovascular endurance or aerobic power.

Procedure Throughout the Entire Event:

- You will start behind the designated starting line.
- When the timer says “Go”, the clock will start. You must run on the measured course from the identified start and finish lines to complete the 1.5 miles. Your goal is to complete the 1.5 miles as fast as you can.
- During this event you may run alongside another runner; you may not physically assist or be assisted by another runner; and you may walk but it will be difficult to meet the standard.
- The instructor may call out the number of laps completed and/or your lap times. Your finish time for 1.5 miles will be called out and recorded as your score. Only a trained instructor will time your run. An assistant instructor may count your laps.
- ODNR Officers are required to pass this test at the 40% level for the appropriate age/gender to be considered passing the FIT.
- Participants will cool down immediately after the run by walking slowly for a minimum of 5 minutes. This will prevent venous pooling (pooling of the blood in the lower extremities which reduces the return of blood to the heart and may cause cardiac arrhythmias).
- Officers are strongly advised to seek instruction in the proper training technique prior to attempting this test.



Wellness & Employment Test

- Officers electing to pursue the WET shall have an expanded field of measurable aerobic testing available to them:
 - » 300 Meter Run
 - » 300 Yard Swim
 - » 1.5 Mile Run
- Officers will still perform the sit-ups and push-ups found in the FIT, with a modified requirement of performance.
- The administration and performance requirements for these tests are included in this booklet (see testing form).



300 Meter Run

Purpose

- The 300 meter run is a measure of anaerobic power (cardiovascular endurance). The objective in the 300 meter run is to cover the distance as fast as possible.

Procedure

- Participants should stretch and warm-up thoroughly prior to running.
- The participant runs 300 meters as fast as possible. Once the test begins, the participant may not stop or leave the course of run.
- Participants should not physically touch one another during the run, unless it is to render first aid.
- Finish times should be called out and recorded.
- ODNR Officers are required to successfully pass this test at the 20% level for the appropriate age/gender to be considered passing the WET.
- Upon completion of the run, participants should cool down by walking for about 5 minutes to prevent venous pooling (i.e., pooling of the blood in the lower extremities which reduces the return of blood to the heart).
- Officers are strongly advised to seek instruction in the proper training technique prior to attempting this test.

300 Yard Swim

Purpose

- The 300 yard swim is a measure of aerobic power (cardiovascular endurance). The objective in the 300 yard swim is to cover the distance as fast as possible.

Procedure

- Participants should stretch and warm-up thoroughly prior to swimming.

- The participant swims 300 yards as fast as possible in their choice of stroke or any combination of strokes. Once the test begins, the participant may not leave the testing lane and may only utilize the end walls of the pool for making turns. Touching the sides or the bottom of the pool at any time is prohibited.
- Participants should not physically touch one another during the swim, unless it is to render first aid.
- Finish times should be called out and recorded.
- Officers are required to successfully complete this test in 10 minutes or less to be considered passing the WET.
- Officers are strongly advised to seek instruction in the proper technique for a swimming stroke prior to attempting this test.

1.5 Mile Run

Purpose

- The 1.5 mile run is a measure of cardiovascular endurance or aerobic power.

Procedure Throughout the Entire Event:

- You will start behind the designated starting line.
- When the timer says "Go", the clock will start. You must run on the measured course from the identified start and finish lines to complete the 1.5 miles. Your goal is to complete the 1.5 miles as fast as you can.
- During this event you may run alongside another runner; you may not physically assist or be assisted by another runner; and you may walk but it will be difficult to meet the standard.
- The instructor may call out the number of laps completed and/or your lap times. Your finish time for 1.5 miles will be called out and recorded as your score. Only a trained instructor will time your run. An assistant instructor may count your laps.
- ODNR Officers are required to successfully pass this test at the 20% level for the appropriate age/gender to be considered passing the WET.

- Participants will cool down immediately after the run by walking slowly for a minimum of 5 minutes. This will prevent venous pooling (pooling of the blood in the lower extremities which reduces the return of blood to the heart and may cause cardiac arrhythmias).
- Officers are strongly advised to seek instruction in the proper training technique prior to attempting this test.

One Minute Sit-Ups

Purpose

- This measures abdominal muscular endurance.

Procedure Throughout the Entire Event:

- Lie flat on your back with your knees bent. Your feet may be together or apart but your heels must remain in contact with the floor (ground or mat). A partner may firmly hold your feet by placing their hands and applying their weight on the top of your feet.
- Your fingers must be interlocked and placed behind your head.
- When the timer says “Go”, lift your upper body by bending at the waist. Touch both of your elbows to your knees. This is the “Up” position. Return back to the start position until both your shoulder blades touch the floor (mat or ground).
- This cycle is counted as one repetition. Perform as many repetitions as possible.
- You may rest in the “up” position only.
- During this event: keep your buttocks on the floor (ground or mat); do not thrust your hips; keep your fingers interlocked behind your head; do not pull on your head or neck; keep your neck in a neutral or straight position; touch both of your elbows to your knees; touch both your shoulder blades to the floor (ground or mat); do not hold your breath; and breathe as normally as possible.
- Your score is the number of fully completed repetitions in one minute or until you stop or cannot continue for the full minute. Only a trained instructor will count and determine if each

repetition was performed according to the instructions.

- ODNR Officers are required to successfully pass this test at the 20% level for the appropriate age/gender to be considered passing the WET.
- Officers are strongly advised to seek instruction in the proper training technique prior to attempting this test.

Participants will rest for a minimum of two minutes prior to proceeding with further testing.

One Minute Push-Ups

Purpose

- This measures muscular endurance of the upper body (chest, shoulders, and triceps).

Procedure Throughout the Entire Event:

- Laying on your stomach or while on your knees place your hands flat on the floor (ground or mat). Place your hands slightly wider than shoulder width apart with your fingers pointing forward.
- Your feet may be together or up to 12 inches apart.
- Start in the “Up” position with your elbows fully extended. When the timer says “Go”, lower your body toward the floor until your upper arms are parallel with your back and you are touching the instructor’s target (fist, sponge or aerobic block). Return to the “Up” position with your elbows fully extended.
- This cycle is counted as one repetition. Perform as many repetitions as possible.
- You may rest in the “Up” position only.
- During this event: your back must be straight and your body should form a relatively straight line from your shoulders to your ankles at all times; you may not rest on the floor (ground or mat) or on the target and doing so will end the event; and in the “Up” position your elbows must be fully extended.
- Your score is the number of fully completed repetitions in

one minute or when you stop or cannot continue for the full minute. Only a trained instructor will count and determine if each repetition was performed according to protocol.

- ODNR Officers are required to successfully pass this test at the 20% level for the appropriate age/gender to be considered passing the WET.
- Officers are strongly advised to seek instruction in the proper training technique prior to attempting this test.

Participants will rest for a minimum of ten minutes then warm-up and stretch for a minimum of two minutes prior to proceeding with further testing.

General Guidelines

- Officers are strongly urged to prepare for each year's testing well in advance of their testing date, review the exercise technique, and establish a training routine.
- It would be a serious mistake to consider the WET option as a lesser demand on an Officer's training or preparation needs.
- At the beginning of each calendar year Officers will receive a form to elect their testing options. This form must be returned to the Division Law Enforcement Administrator or their designee no later than February 1 of that year so that proper arrangements can be made.
- Officers who fail to return their election form by February 1 of the testing year will automatically be assigned to the FIT.

Example forms can be found on the following pages.



(Revised 12/10)

OHIO DEPARTMENT OF NATURAL RESOURCES Officer Selection of Physical Fitness Testing Track

This form must be returned by ALL Officers who will be testing no later than February first of the testing year.

Please Print or Type

Officer Name: _____

Division/Office: _____

Supervisor Name: _____

Testing Track:
(Please Select One)

Financial Incentive Test (FIT)

Wellness & Employment Test (WET)

___ 300 meter run

___ 300 yard swim

___ 1.5 mile run

X Sit-Ups

X Push-Ups

Employees selecting WET mark an "X" for the aerobic option in which you will test.

Employee's Signature: _____ **Date:** _____

For Departmental Use Only

Law Enforcement Administrators or designee- Please sign acknowledgement of receipt below. This form **MUST** be retained in your employee records.

LEA or designee: _____ **Date:** _____



PHYSICAL FITNESS STANDARDS ASSESSMENT

ID CHECKED SCRIPT READ BY _____

Name _____ (Last) _____ (First) _____ (MI)

Division _____ Work Location _____ (Office, Park, or District)

Gender M F DOB _____ Age _____

Testing Location _____ Date of Test _____

Mandatory Assessment Voluntary Assessment Pre-Employment
 Test # 1 2 3 50% Mandatory

FINANCIAL INCENTIVE TEST (FIT)

Split Time Counter (optional)			
Lap	Time	Lap	Time
1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	
Track Length		M. yd. ft.	
Laps Required		for 1 1/2 miles	

Sit Ups				
#	P	<input type="checkbox"/>	F	<input type="checkbox"/>

Push Ups				
#	P	<input type="checkbox"/>	F	<input type="checkbox"/>

1.5 Mile Run				
Time	P	<input type="checkbox"/>	F	<input type="checkbox"/>

Sit Ups (1min)
 Push Ups (1min)
 1.5 Mile Run

Sit Ups (1min)
 Push Ups (1min)
 1.5 Mile Run

Sit Ups (1min)
 Push Ups (1min)
 1.5 Mile Run

Sit Ups (1min)
 Push Ups (1min)
 1.5 Mile Run

Sit Ups (1min)
 Push Ups (1min)
 1.5 Mile Run

Age and Gender Scores					
Males (20-29)			Females (20-29)		
40%	50%	60%	40%	50%	60%
38	40	42	32	35	38
29			15		
33			18		
37			21		
12:29	11:58	11:27	15:05	14:15	13:25
Males (30-39)			Females (30-39)		
40%	50%	60%	40%	50%	60%
35	36	39	25	27	29
24			11		
27			14		
30			15		
12:53	12:25	11:49	15:56	15:14	14:33
Males (40-49)			Females (40-49)		
40%	50%	60%	40%	50%	60%
29	31	34	20	22	24
18			9		
21			11		
24			13		
13:50	13:05	12:25	17:11	16:13	15:17
Males (50-59)			Females (50-59)		
40%	50%	60%	40%	50%	60%
24	26	28	14	17	20
13			12*		
15			13*		
19			17*		
15:14	14:33	13:53	19:10	18:05	17:19
Males (60+)			Females (60+)		
40%	50%	60%	40%	50%	60%
19	20	22	6	8	11
10			5*		
15			8*		
18			12*		
17:19	16:19	15:20	20:55	20:08	18:52

* Modified Push-ups

FINANCIAL INCENTIVE TEST					
P	<input type="checkbox"/>	40%	50%	60%	F

Fitness Specialist _____ Signature _____ Print Name _____

Officer/Candidate _____ Signature _____ Print Name _____



Wellness & Employment Test (WET)

Split Time Counter (optional)			
Lap	Time	Lap	Time
1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	
Track Length		M. yd. ft.	
Laps Required		for 1 ½ miles	

Sit Ups					
#		P	<input type="checkbox"/>	F	<input type="checkbox"/>

Push Ups					
#		P	<input type="checkbox"/>	F	<input type="checkbox"/>

1.5 Mile Run					
Time		P	<input type="checkbox"/>	F	<input type="checkbox"/>

300 M Run					
Time		P	<input type="checkbox"/>	F	<input type="checkbox"/>

Swim Test	Time	Laps completed
300 yards- 10 min max		

Swim Test					
Time		P	<input type="checkbox"/>	F	<input type="checkbox"/>

Sit Ups (1min)
Push Ups (1min)
1.5 Mile Run
300m run

Sit Ups (1min)
Push Ups (1min)
1.5 Mile Run
300m run

Sit Ups (1min)
Push Ups (1min)
1.5 Mile Run
300m run

Sit Ups (1min)
Push Ups (1min)
1.5 Mile Run
300m run

Sit Ups (1min)
Push Ups (1min)
1.5 Mile Run
300m run

Age and Gender Scores	
Males (20-29) 20% Sit Ups (1min) 33 Push Ups (1min) 22 1.5 Mile Run 13:58 300m run 66 sec	Females (20-29) 20% 24 10 17:11 78 sec
Males (30-39) 20% Sit Ups (1min) 30 Push Ups (1min) 17 1.5 Mile Run 14:33 300m run 68 sec	Females (30-39) 20% 20 8 18:18 86 sec
Males (40-49) 20% Sit Ups (1min) 24 Push Ups (1min) 11 1.5 Mile Run 15:32 300m run 83 sec	Females (40-49) 20% 14 6 19:43 110 sec
Males (50-59) 20% Sit Ups (1min) 19 Push Ups (1min) 9 1.5 Mile Run 17:30 300m run 95 sec	Females (50-59) 20% 10 6 modified 21:57 N/A
Males (60+) 20% Sit Ups (1min) 15 Push Ups (1min) 6 1.5 Mile Run 20:13 300m run N/A	Females (60+) 20% 3 2 modified 23:55 N/A

WELLNESS & EMPLOYMENT TEST						
P	<input type="checkbox"/>		20%		F	<input type="checkbox"/>

Fitness Specialist _____ Signature _____ Print Name _____

Officer/Candidate _____ Signature _____ Print Name _____