



## • Fitness Testing Policy and Procedure

Reference No.	<b>P47:2013</b> (this policy replaces P19:2009 – P20:2009 – P21:2009)	
Implementation date	6 February 2015	
Version Number	1.3	
<b>Linked documents</b>		
Reference No:	Name.	
	Personal Safety Training – Standard Operating Procedures	
	Police Regulations	
<b>P11:2012</b>	Police Officer III Health Management Policy and Procedure	
<b>P03:2011</b>	Police Staff Probation Policy	
<b>P02:2007</b>	Student Officer Training Policy	
<b>Suitable for Publication</b>		
Policy Section	Yes	
Procedure Section	Yes	
<b>Protective Marking</b>		
<b>Not Protectively Marked</b>		

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE FORCE INTRANET POLICIES SITE.**

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# 1 Policy Section

## 1.1 Statement of Intent – Aim and Rationale

To enable our Force to adopt nationally agreed levels of fitness testing.

To ensure the fitness standard of personnel in Dorset Police where required is maintained throughout their service and meets the demands of their role, so enabling them to carry out their duties to the best of their ability. This includes entry or re-joining Dorset Police, officers on secondment, officers returning from maternity or Extended Leave Breaks (ELB) and student officers in their probationary period.

With regard to specialist roles:

- a) Applicants for specialist roles to pass prior to starting a specialist post *to ensure the fitness of specialist role applicants on entry meets the demands of the training and role and*
- b) *Qualified specialist role officers to pass annually whilst in post ensuring they are fit to continue their role, so enabling them to carry out their duties to the best of their ability.*

## 1.2 Our Visions and Values

Dorset Police is committed to the principles of “One Team, One Vision” – A Safer Dorset for You

Our strategic priority is to achieve two clear objectives:

- To Make Dorset Safer
- To Make Dorset Feel Safer

In doing this we will act in accordance with our Values of:

- Integrity
- Professionalism
- Fairness and
- Respect

## 1.3 People, Confidence and Equality

This document seeks to achieve the priority to make Dorset feel safer by securing trust and confidence. Research identifies that this is achieved through delivering services which:

1. Address individual needs and expectations
2. Improve perceptions of order and community cohesion
3. Focus on community priorities
4. Demonstrate professionalism

5. Express Force Values
6. Instil confidence in staff

This document also recognises that some people will be part of many communities defined by different characteristics. It is probable that all people share common needs and expectations whilst at the same time everyone is different.

Comprehensive consultation and surveying has identified a common need and expectation for communities in Dorset to be:-

- Listened to
- Kept informed
- Protected, and
- Supported.

## **2 Standards**

### **2.1 Legal Basis**

Home Office Circular 43/2004. National Recruitment Standards – Revision to the Job Related Fitness Test for Police Recruitment.

Home Office notification of changes to police officer pay and conditions of service. This document includes the acceptance of Recommendation 33 of the Winsor Review, the introduction of an annual fitness test.

### **2.2 People, Confidence and Equality Impact Assessment**

During the creation of this document, this business area is subject to an assessment process entitled “People, Confidence and Equality Impact Assessment (EIA)”. Its aim is to establish the impact of the business area on all people and to also ensure that it complies with the requirements imposed by a range of legislation.

### **2.3 Any Other Standards**

Home Office Circular 43/2004

Home Office letter dated 15<sup>th</sup> January 2013 re: acceptance of Winsor recommendation for annual fitness tests and specialist roles.

College of Policing, Job Related Fitness Tests for the Police Service of England and Wales, Winsor Recommendation 33, Implementation – Guidance, September 2014.

College of Policing, Implementation – Job-related fitness test December 2016 V0.1

General Orders 19122012 Paragraph 423

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Letter from ACC Robin Merrett Sussex Police, chairman of the National Fitness Technical Working Group, dated 8<sup>th</sup> August 2012 re: removal of strength tests from all fitness testing.

### 2.4 Monitoring / Feedback

This policy will be monitored by People Development on a quarterly basis. Any trends or patterns of failure will be investigated to ensure that there is no discriminatory practice taking place. This has been included to ensure that the style of fitness testing does not impact upon any group in an adverse way when compared with other groups or individuals. Personal information will be collected for monitoring purposes. All information recorded will be done so in compliance with the Data Protection Act 1998 and the Freedom of Information Act 2000.

Feedback relating to this policy can be made in writing or by e-mail to

Address: PeopleDevelopment, Dorset Police Headquarters, Winfrith, Dorchester, DT2 8DZ

E-mail: [parqfitnessstesting@dorset.pnn.police.uk](mailto:parqfitnessstesting@dorset.pnn.police.uk)

Telephone: 01305 223766

## 3 Procedure Section

### 3.1 Introduction

- 3.1.1 This policy is an amalgamation of the Fitness Testing for Police Officers Policy and Procedure P19:2009 (Appendix A), the Fitness Testing Procedure for Special Constables P20:2009 (Appendix E) and the Policy and Procedure Fitness Testing for Police Community Support Officers P21:2009 (Appendix D). It also incorporates the procedures for specialist fitness tests (Appendix C) and the newly introduced Job Related Annual Fitness Tests (JRFT) (Appendix B).
- 3.1.2 The main body of the policy outlines the commonalities between these policies and appendix A-E outline the individual fitness testing procedures.
- 3.1.3 Appropriate levels of physical fitness are an important part of the role of a police officer, a special constable and relevant police staff.
- 3.1.4 The Chief Constable can at any time, withdraw authorisation for an officer to hold their post or specialist role who is considered unsuitable, physically, to continue the role. On that basis there is a requirement for warranted officers and Police Community Support Officers to successfully undertake and pass a fitness test to the criteria laid down in respective procedure documents attached.
- 3.1.5 If the Human Resource Department have been formally advised of a retirement or resignation date by way of documentation, there is no requirement for that member of staff to undertake the Job Related Fitness Test if the date falls prior to their PST qualification expiring. Anything that falls outside the above will be dealt with on a case by case basis taking due consideration of the circumstances.
- 3.1.6 Appropriate support mechanisms are built in to the process to assist those who experience difficulty in maintaining general levels of fitness, or where illness or injury has become a factor
- 3.1.7 Home Office Circular 43/2004 details the testing procedure for the basic Job Related Fitness Test for general police officer recruits. These test standards form the basis from which the national guidelines for fitness testing are set.
- 3.1.8 The strength test will not be conducted in Dorset. Grounds for this decision can be found in the letter from ACC Robin Merrett Sussex Police, chairman of the National Fitness Technical Working Group, dated 8<sup>th</sup> Aug 2012 detailing authority to suspend strength testing from all police fitness testing nationally and that assessment of strength should be made during training instead.
- 3.1.8 Any member of staff who fails or refuses to comply with this policy and procedure, without reasonable cause, could potentially face disciplinary/UPP procedures.

### 3.2 Equality Act 2010 and the Job Related Fitness Test

- 3.2.1 Home Office Guidance – Disability in the police service section 31 states *“The national recruitment standards ensure that physical, eyesight, fitness and health requirements are evaluated against discrimination legislation for sex, race, disability*

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*and age. The standards are set out in Police Regulations 2003 and in Home Office circulars.”*

- 3.2.2 Home Office Guidance – Disability in the police service section 32 states “*Fitness is a requirement of the role/office of constable. The fitness test assesses whether a candidate has the necessary level of fitness needed to undertake police officer safety training. These standards cannot be altered; all officers need to meet the minimum requirements, as these determine whether or not individuals will be able to do their jobs safely, protecting themselves, their colleagues and the public from danger and harm.*”
- 3.2.3 Police Community Support Officers: The fitness test as outlined by the Home Office was designed prior to the existence of Police Community Support Officers. The directive that the standards cannot be altered is believed to have been made without considering the position of Police Community Support Officers. Therefore if a Police Community Support Officer has a disability that they believe would prevent them from undertaking or passing the fitness test, best endeavours will be made to find reasonable adjustments in the form of an alternative, but comparable, testing method to establish their fitness. Consultation with the Force Training Officer, Force Health and Fitness Officer, Occupational Health and other relevant parties will take place.
- 3.2.4 Paragraph 3.1 of the Equality Impact Assessment in the report to the Police Advisory Board of England & Wales entitled ‘Job Related Fitness Tests for Police Officer Specialist Posts’ dated 22<sup>nd</sup> January 2010 acknowledges that *‘the standards have been set using scientific and objective methods. That any officer failing the recommended standards is likely to be at an increased safety risk, and may fail to fulfil the identified physical demands of the training and therefore, the role. It considers that the test standards are an objective assessment of the training/role requirements and likely to constitute a proportionate means of achieving the aim of assessing suitability for the role, under the requirements of the indirect discrimination legislation.’*
- 3.2.5 Notwithstanding paragraph 3.2.4 above if at any stage a police officer has a disability that they believe would prevent them from undertaking or passing the fitness test, reasonable adjustments in the form of an alternative, but comparable, testing method can be considered to establish their fitness. Consultation with the Force Training Officer, Force Health and Fitness Officer, Occupational Health and other relevant parties will take place.
- 3.2.6 Reasonable adjustments in relation to this alternative test will be considered on an individual case by case basis to identify if there are further alternatives, however, this must be proportionate and deemed reasonable.

## 3.3 Pre Test Forms

### 3.3.1 A479 Physical Activity Readiness Questionnaire (PARQ):

As part of the fitness test process and procedure it is necessary to complete a PARQ. This PARQ is a mandated medical questionnaire. Any PARQ returns highlighting health concerns (positive) will go directly to the Occupational Health Department on completion. Completed PARQs are valid for 12 months.



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Without the PARQ completion officers cannot attend the fitness test. Without the fitness test officers cannot carry out personal safety training/specialist training. Without personal safety training officers cannot continue on full/specialist duties.

The Police Standards of Professional Behaviour place a requirement on police officers to be 'fit for duty'. The Code Of Ethics supports this requirement. Any failure to submit the PARQ and the subsequent process of attendance may constitute a breach of those standards and place an officer liable to misconduct proceedings.

The process outlined above is how the Force intends to ensure that officers are fit for duty and therefore the completion of the PARQ is mandated to achieve this. (Appendix F)

3.3.2 A479A Diabetic Support Form: where a participant is a diabetic, a diabetic support form should be completed to assist in the management of that person during test procedures. (Appendix H)

3.3.3 A479B Pregnancy Support Form: where a participant is pregnant, a pregnancy support form should be completed. (Appendix I)

### 3.4 Fitness Standards

3.4.1 Home Office Circular 43/2004 details that the endurance element of the test should be run to the following standard:

- Endurance fitness (bleep test) Level 5.4. (Unless specialist role, see respective procedure).

3.4.2 Prior to the commencement of the test participants will complete a warm up (mobilisation, utilisation of the 15m course to the start of Level 3 and appropriate stretching of relevant muscles). The warm up is a mandatory part of the test. It must be undertaken to the correct standards and be completed. Any refusal or uncompleted warm up renders the person unable to take the test. The endurance test then follows. The CD is reset to the start of Level 1 and participants must attain the pass mark level. The test is of a progressive nature (bleep test) formatted at 15 metres per shuttle.

3.4.3 The standards apply to all persons irrespective of gender, age or other diversity strand.

### 3.5 Fitness Test (General)

3.5.1 Support is provided in advance of these assessments in an attempt to assist recruits, officers or staff to demonstrate an appropriate level of fitness. All recruits are sent clear instructions regarding what the test involves, advice on how to prepare for the test and a link to the 'Fit to Pass' support document on the Force website. This document details test formats, training advice and where to go for help. All employees likewise have access to this support document.

[Health and Fitness Home Page](#)

- 3.5.2 The 'Fit to Pass' document can be found at the above intranet site.
- 3.5.3 The standards apply to all warranted officers whose role requires them to undertake annual personal safety training.
- 3.5.4 The term 'Non-operational' when applied to this policy means 'office based, having no contact with the public.'

### **3.6 Officers with Medical Considerations**

- 3.6.1 If it can be demonstrated with medical certification, that the person has suffered illness or injury, then additional time will be allowed to take the relevant fitness test. If necessary Occupational Health will be consulted with regard to the period deemed necessary to allow the officer to fully recover from their illness or injury. A referral must be made to the Business Support Team (BST) if the illness or injury is likely to affect their role.
- 3.6.2 Where an officer who has suffered injury/illness has been signed back as fit to attempt the test and the timeframe of injury/illness has rendered them in a de-conditioned state, consideration should be given to allow the officer a reasonable amount of time prior to attempting the test in order that the officer may regain condition. 'Reasonable amount of time' will have to be considered on a case by case basis.
- 3.6.3 Officers who have had major surgery or other significant medical intervention within the previous six months will be given the option as to whether they wish to take the fitness test or not at this time. If the officer wishes to take the fitness test, OH will assess their medical fitness to undertake the test.
- 3.6.4 If an officer is deemed not fit to take the fitness test by Occupational Health due to medical reasons that may affect their role they will be referred to BST for case management. The case will be reviewed to determine the most appropriate course of action which may include consideration of UPP.
- 3.6.5 If an injury or health issue is brought to the attention of the instructor on the day of the test then that instructor will have discretion as to whether or not the officer takes the test. If the instructor decides to prevent the officer taking part, a referral will be made to BST (copying their line manager into communication) and the officer advised to attend their GP if appropriate.

### **3.7 Pregnancy**

- 3.7.1 A pregnant woman will not be made to undertake the JRFT if they do not wish to do so. The test will be postponed until after the birth. If a woman has been pregnant or has given birth within the last six months then they will be given the option as to whether they want to take the fitness test or not, at that time.
- 3.7.2 If the female wishes to take the fitness test, the BST will be informed and a referral will be made to Occupational Health to assess their medical fitness to undertake the

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test. Occupational Health must specify a cut-off date before which a pregnant woman must take the test. If the test is not conducted before the cut-off date expires, automatic referral back to Occupational Health shall occur for a revised assessment.

- 3.7.3 If having elected to take the test the officer fails, it will result in the person meeting with the Force Health and Fitness Officer. The BST will be informed and an automatic referral back to Occupational Health for guidance on the feasibility of adhering to the retake time frames as laid out in the failure sections of each of the annexes will occur. A retake will not take place unless Occupational Health signs them off as fit to do so.

### **3.8 Officers on Secondment**

- 3.8.1 PeopleDevelopment (PD) will arrange for all officers on secondment to take the JRFT annually. This can be arranged locally to the secondment or may involve the officer returning to the Force.

### **3.9 Officers Returning from Maternity/Extended Leave Break (ELB)**

- 3.9.1 Officers returning from maternity or ELB will have a training needs analysis conducted by PD. Part of this assessment will include personal safety training and the JRFT. Where a fitness test is required, it will need to meet the standards of the Police Officer Annual Test (Annex B) and where applicable the Specialist Role test (Annex C).

### **3.10 Attire**

- 3.10.1 The fitness test will be run in physical training clothing and footwear, not operational police uniform and/or equipment. All candidates are to wear footwear that provides good lateral and linear support.

### **3.11 Staffing**

- 3.11.1 All staff delivering the test will be qualified by way of:

- Trained and assessed as competent in test delivery
- Basic First Aid (Emergency First Aid at Work)
- Defibrillator use
- Assessor or equivalent

Lack of Basic First Aid, Defibrillator use and/or an Assessor qualification will not preclude them from the list of trainers but it must be ensured that those areas are covered by the team delivering that day.

### **3.12 Private Changing Facilities**

- 3.12.1 The standard changing facilities are in single sex communal changing rooms. If any candidate requires a reasonable adjustment to be made in respect for changing facilities for example because of disability, disfigurement or if they are transgendered or transitioning, they are fully supported in making use of single cubicle changing rooms at their discretion.

### **3.13 Appeals**

- 3.13.1 Any appeals against any part of this policy will normally be considered in writing only unless the reviewing manager considers a face to face meeting is necessary.

A successful appeal is likely to require evidence that:-

- A procedural error or abuse of process has occurred,
- A perverse decision has been made,
- New evidence has come to light which could not reasonably have been available at the time of an earlier decision.

The appeal should be made in writing stating the grounds on which it is based (as above) and should be submitted to the Head of Organisational Development no later than 10 working days after the date the decision being appealed was relayed to the individual.

Appeals should be considered without reasonable delay as any decision made will stand, and any actions to be taken will continue unaffected, until the appeal has been concluded. Appeals will consider whether the decision taken by the relevant party was reasonable in light of the evidence and circumstances. There is no further right of appeal.

- 3.13.2 An exception to this will be police staff appeals against dismissal which should be made to the Appeals Sub-Committee of the OPCC.

### **3.14 Failures**

- 3.14.1 Please refer to the individual appendices for failure procedures

### **3.15 Reasonable adjustment**

- 3.15.1 Reasonable adjustments are considered for tests and the specific reasonable adjustments can be found in the appropriate appendices.

## 4 Consultation

### 4.1 Consultation

Version No: 1.0	Name	Signature	Date
<b>Police &amp; Crime Commissioner</b>	Martyn Underhill		29/4/2014
<b>Police Federation</b>	Tony Eggleston		29/4/2014
<b>Superintendents Association</b>	Ch. Supt. Mark Cooper		29/4/2014
<b>UNISON</b>	Debi Potter		29/4/2014
<b>Other Relevant Partners (if applicable)</b>			
<b>Second consultation period</b>	All previous consultees consulted again		28/1/15

### 4.2 Authorisation of this Version

Version No: 1.3	Name	Signature	Date
<b>Prepared:</b>	PC 30 Fen Luckham (Force Health & Fitness Officer).	F. Luckham	01/02/2017
<b>Quality assured:</b>			
<b>Authorised:</b>			
<b>Approved:</b>			

## 5 Version Control

### 5.1 Review

<b>Date of next scheduled review</b>	1 year after sign off.
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## 5.2 Version History

<b>Version</b>	<b>Date</b>	<b>Reason for Change</b>	<b>Created / Amended by</b>
1.0	20/4/2014	Initial Document. Amalgamation of existing fitness policies and procedures and additional annual fitness testing procedure and specialist roles fitness testing procedure (P19:2009, P21:2009, P20:2009)	PC 30 Fen Luckham, Insp 1266 Heather Dixey and Insp. 1810 Power.
1.1	Mar 2016	<ul style="list-style-type: none"> <li>• Clarification of UPP procedures namely to mirror Police Reg time frames.</li> <li>• Addition that non-attendance at retakes without authority counts as an attempt.</li> <li>• Clarification, including no requirement to repeat test if passed prior to PST day in testing year &amp; need for PAR-Q sign off prior to being booked onto PST day.</li> <li>• Clarification that Special Constables will become non-operational if PST out of date.</li> <li>• Clarification re procedure to ascertain whether a role or responsibility is compatible with Limited Duties.</li> <li>• Addition of flowchart re 'Ability to stay in role.'</li> <li>• Removal of Appendix G (appendices renumbered accordingly).</li> <li>• Inclusion of OD processes regarding personnel status markers.</li> <li>• Update of terminology &amp; personnel titles.</li> <li>• Removal of paragraphs no longer applicable.</li> </ul>	PC 30 Fen Luckham (Force Health & Fitness Officer).
1.2	June 2016	<ul style="list-style-type: none"> <li>• Clarification on definition of Non-Operational when used in connection to this policy.</li> </ul>	PC 30 Fen Luckham (Force Health & Fitness Officer).
1.3	Feb 2017	<ul style="list-style-type: none"> <li>• Clarification on Appendix K process map re administration when PST out of date where health issue exists.</li> <li>• Student officers to complete extra fitness test stopping at Level 5.4 if an additional PST</li> </ul>	PC 30 Fen Luckham (Force Health & Fitness Officer).

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		<p>day required in probation.</p> <ul style="list-style-type: none"> <li>• Student officers requirement to complete PAR-Q in second year of probation.</li> <li>• Addition of definition 'Non-Operational'.</li> <li>• Introduction of Nationally approved alternative tests.</li> <li>• Removal of requirement for Special Constabulary to be Non-operational and undertake 2 day Super Initial PST requalification if out of date. Lifting of restriction that they can't be risk assessed.</li> <li>• Change of name from Organisational Development to Strategic Alliance People Department and its various sub-departments.</li> </ul>	
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### 5.3 Related Forms

Force Ref. No.	Title / Name	Version No.	Review Date
A479	Physical Activity Readiness Questionnaire (PARQ)		
A479A	Diabetic Support Form		
A479B	Pregnancy Support Form		

### 5.4 Document History

<b>Present Portfolio Holder</b>	Force Training Manager
<b>Present Document Owner</b>	Head of Learning and Development
<b>Present Owning Department</b>	Organisational Development
<b>Details only required for version 1.0 and any major amendment ie 2.0 or 3.0:</b>	
<b>Name of Board:</b>	Strategic People Board
<b>Date Approved:</b>	6 <sup>th</sup> February 2015
<b>Chief Officer Approving:</b>	DCC Vaughan

*Template version January 2013*

## **Appendix A - Recruits, Transferees and Student Officers (Probationary Period) Procedure**

### **1.1 Pre-Joining**

- 1.1.1 During the initial selection process all applicants will have their fitness assessed.
- 1.1.2 A recruit cannot undertake the Job Related Fitness Test until signed off as fit to do so by Occupational Health.
- 1.1.3 Candidates will be allowed to take the assessment on more than one occasion. Three attempts to pass the test, normally with a period of up to six weeks between tests for training and improvement should be allowed. Failure at the third attempt will result in rejection. A candidate must wait a further six months before reapplying.
- 1.1.4 Any failure to attend the allotted retake date, without authorisation will be counted as an attempt except in exceptional circumstances. A new retake date, if appropriate, will be arranged using the time scales at para 1.1.3. above.
- 1.1.5 If successful a further pre-joining fitness test may be required to be taken nearer the joining date on the 'induction day.' The initial test is often several months away from the joining date. The inclusion of the fitness test on the induction day ensures that the candidate's fitness levels remain adequate. Failure at this stage would not prohibit entry but act as a warning to the recruit to regain their previously attained fitness level.

### **1.2 The Link Between Fitness and Confirmation of Appointment**

- 1.2.1 Unless a constable is able to demonstrate through the programme of tests that they have developed and maintained an appropriate level of fitness, as per the Home Office standard during their probationary period, they will NOT be confirmed in their appointment.
- 1.2.2 Medical sign off at entry to the Force is affective for one year. Therefore all student officers are required to complete a Physical Activity Readiness – Questionnaire (PAR-Q) to cover them for their second year in service. PAR-Q's will be sent out electronically by PD.
- 1.2.3 Constables will be assessed for fitness on five occasions during their two-year probationary period. To be successful in obtaining confirmation of employment it is essential that each of the five tests is passed within appropriate timescales. Failure at any stage will result in consideration of a recommendation being placed before the Deputy Chief Constable to dispense with the constable's services.
- 1.2.4 The annual PST program can change from year to year as new material is required to be trained. Where this occurs, student officers will be required to attend an additional PST day over and above the initial PST training set within the probationary period. This day will include a fitness test as a prerequisite. This test is over and above the five tests laid down for monitoring probationer fitness. This test will be stopped at the level 5.4 pass mark.



## 1.3 Fitness Assessments During the Probationary Period

- 1.3.1 **First Fitness Assessment.** The first fitness test will normally be conducted during the Initial Police Learning and Development Program (IPLDP) Phase One in the first week of employment. Should this be failed it may be re-taken before the end of the week, at the Health and Fitness Officers discretion.
- 1.3.2 Failure at this stage will result in a recommendation to the Deputy Chief Constable to dispense with the officer's services. This will be subject to one month's notice, or pay in lieu of notice.
- 1.3.3 **Second Fitness Assessment.** The second fitness test will normally be conducted during IPLDP Phase Six at week 18 during their 'PEACE' Interview Course.
- 1.3.4 Failure will result in the requirement to retake the assessment within two weeks.
- 1.3.5 A further failure will result in a recommendation to the Deputy Chief Constable to dispense with the officers services. This will be subject to one month's notice, or pay in lieu of notice.
- 1.3.6 **Third Fitness Assessment.** The third fitness test will normally be conducted during IPLDP Phase Nine at week 45 during their Legislation, Procedure and Guidelines course.
- 1.3.7 Failure will result in the requirement to retake the test within a maximum of four weeks.
- 1.3.8 A further failure will result in a recommendation to the Deputy Chief Constable to dispense with the officers services. This will be subject to one month's notice, or pay in lieu of notice.
- 1.3.9 **Fourth Fitness Assessment.** The fourth fitness test will also normally be conducted during IPLDP Phase Nine at week 70 during their Advanced Investigative Skills course.
- 1.3.10 Failure will result in the requirement to retake the test within a maximum of four weeks.
- 1.3.11 A further failure will result in a recommendation to the Deputy Chief Constable to dispense with the officers services. This will be subject to one month's notice, or pay in lieu of notice.
- 1.3.12 **Fifth Fitness Assessment.** The fifth fitness test will also normally be conducted during IPLDP Phase Nine at week 90 during their Police National Computer (PNC) course.
- 1.3.13 Failure will result in the requirement to retake the test within a maximum of four weeks.
- 1.3.14 A further failure will result in a recommendation to the Deputy Chief Constable to dispense with the officers services. This will be subject to one month's notice, or pay in lieu of notice.

## 1.4 Transferees

- 1.4.1 Transferees will complete a Transferee Medical Form (PARQ within this form), this will be assessed by Occupational Health and will be utilised to determine their fitness to complete the JRFT and to join Dorset Police.
- 1.4.2 Applicants will be allowed to take the assessment on more than one occasion. Three attempts to pass the test, normally with a period of up to six weeks between tests for training and improvement should be allowed. Failure at the third attempt will result in rejection. An applicant must wait a further six months before reapplying.
- 1.4.3 Any failure to attend the allotted retake date, without authorisation, will be counted as an attempt except in exceptional circumstances. A new retake date, if appropriate, will be arranged using the time scales at para 1.1.3. above.
- 1.4.4 The probationary period fitness test is not applicable to transferees as it is assumed they will have gone through a probationary period and associated testing with their previous Force.

## 1.5 Rejoiners, a person re-employed or re-deployed.

- 1.1.6 A rejoiner, a person re-employed or re-deployed, cannot undertake the Job Related Fitness Test until signed off as fit to do so by Occupational Health.
- 1.1.7 Rejoiners, person re-employed or re-deployed, will be allowed to take the assessment on more than one occasion. Three attempts to pass the test, normally with a period of up to six weeks between tests for training and improvement should be allowed. Failure at the third attempt will result in rejection. An applicant must wait a further six months before reapplying.
- 1.1.8 The probationary period fitness tests for a Rejoiner, person re-employed or re-deployed, will be decided on a case by case basis during the training needs analysis.

## 1.6 Exemptions/Dispensation

- 1.6.1 An illness or injury that requires a longer period and includes absence from work or restrictions of duties may result in the Chief Constable applying discretion to extend the probationary period where it is considered that further support will enable the employee to meet the required standards.
- 1.6.2 Provided a constable has reached the final test with no more than one previous fitness test failure, which was subsequently passed, the Force training manager, in consultation with Occupational Health and Force Health and Fitness Officer, will give special consideration to waiving the requirement to pass the final test in the event of significant illness or injury where it is not considered appropriate to extend the probationary period.

## 1.7. Student Officer Failure/Re-Take

- 1.7.1 All student officers who fail a fitness assessment will be subject of a tutorial with the Health and Fitness Officer and Force Training Manager or a designated deputy.
- 1.7.2 Failure will result in the student officer creating an action plan that will be approved by the Health and Fitness Trainer.
- 1.7.3 Where an officer fails an annual fitness test it does not mean that they are automatically unfit for their role. A discussion should take place with the officer to seek their view as to whether failure potentially relates to health or fitness issues. The BST should be advised so that the medical file can be checked regarding any recent known medical issues i.e. one that occurred following the PARQ. If there is a potential medical issue there should be an Occupational Health referral via BST. The officers may need to be on limited duties and their duties amended depending on the potential medical issue and their current role. Where there is a potential fitness issue appropriate support and development plan should be put in place via the Force Health and Fitness Officer.
- 1.7.4 Where an officer fails and is outside the permitted 15mth PST requalification window an urgent case review will be arranged, involving line management so a plan can be formulated and Organisational Development notified so the appropriate PST restriction status can be applied i.e. PST Restricted, PST Risk Assessed or PST Non-Operational.
- 1.7.5 Two failures will result in a case conference in accordance with the Student Officer Training Policy P02:2007. Amongst everything else, the case conference will specifically look at whether there were any medical mitigating circumstances and if so a referral will be made to OH to seek medical opinion. The case conference will be adjourned and reconvened once medical opinion has been received.
- 1.7.6 Other than the first and second fitness assessment, re-takes will take place no more than four weeks after failure. This allows sufficient time for the training effect to take place.
- 1.7.7 Failure to attend the allotted retake date, without authorisation, will be counted as an attempt except in exceptional circumstances.
- 1.7.8 A failure at any stage can result in dispensing with the constable's services, subject to one month's notice, or pay in lieu of notice.

## Appendix B - Police Officer Annual Test Procedure

### 1.1 Administration

- 1.1.1 PD will be responsible for sending out the Physical Activity Readiness Questionnaire (PARQ) form to all officers within a reasonable time prior to taking the test, allowing time for returns to be processed.
- 1.1.2 Positive replies (ones highlighting health concerns) will be forwarded directly to Occupational Health with only the identity of the officers being forwarded to PD for monitoring so that the force response is supportive and timely.
- 1.1.3 Positive PARQ's must be signed off as fit by OH prior to being booked onto the JRFT/PST.
- 1.1.4 Names of officers with positive replies, if once assessed are considered able to undertake the test, will be sent to PD for inclusion on the Learning Management System (LMS) and notification to duties to allocate a date.
- 1.1.5 Positive replies that are assessed as being unable to take the test will be referred to the relevant specialist and BST for management.
- 1.1.6 Negative replies (ones with no health concerns) will be forwarded directly to PD for inclusion on LMS for training administration and notification to duties to allocate a date.
- 1.1.7 The administration process flowchart is at Appendix J.

### 1.2 Fitness Standards

- 1.2.1 Participants must attain a level of 5.4 to pass.
- 1.2.2 The Winsor standards apply to all police officers whose role requires them to undertake annual personal safety training.
- 1.2.3 Dorset Police have mandated that all police officers and special constables will undertake personal safety training and therefore will now take the JRFT.

The Force will adopt the Chester Treadmill Police Walking Test (CTPWT) as its prescribed alternative test. It will be given to any officer that Occupational Health considers medically unable to complete the Level 5.4 bleep test. A separate Equality Impact Assessment has been completed in relation to this test.

- 1.2.4 Reasonable adjustment regarding the alternative test will be considered on an individual case by case basis to identify if further alternatives are possible. However these must be proportionate and deemed reasonable.
- 1.2.5 The CTPWT starts with a warm up, after which walking on a treadmill is conducted at a constant speed of 6.0kph for the below durations and gradients. A pass is achieved at the completion of the full 10 minutes.

## Not Protectively Marked

Time (minutes)	0-2mins	2-4mins	4-6mins	6-8mins	8-10mins
Treadmill gradient.	0%	3%	6%	9%	12%

### 1.3 Fitness Test (General)

- 1.3.1. Officers will be assessed for fitness once annually in the 'testing year' prior to their personal safety training. The minimum standard is that set by the Home Office. In order that officers who fulfill specialist roles are only tested once annually, the level each individual officer has to achieve will be determined by the highest level required of them in relation to any specialist roles they hold.
- 1.3.2 Passing the test is a prerequisite for attending and participating in the annual personal safety requalification.
- 1.3.3 It is permissible, due to operational commitments and duty rostering issues that the annual requalification period may extend to fifteen months. If the fifteen months is exceeded, and the officer is physically fit, the officer's supervisor will conduct a risk assessment with a view to allowing the officer to remain in their role. The risk assessment must be reviewed regularly and in the event that circumstances change. Where a risk assessment is conducted and the risk is deemed unacceptable for an operational role, the officer's status will be non-operational.
- 1.3.4 If the officer is not physically fit to take the JRFT a positive PAR-Q (one that highlights a medical issue), must be submitted. They will be placed on limited duties and an urgent case review arranged, involving line management so a plan can be formulated. Note: if they are not fit to undertake PST they need to highlight this separately to their line manager for consideration of BST referral or if Special Constabulary, the Volunteers Support Team.

If either a management referral is required or the medical issue may affect their role, BST will case manage or if Special Constabulary, the Volunteers Support Team. The appropriate restriction status will be applied i.e. restricted, recuperative etc.

In all other cases, a risk assessment will be conducted under guidance from PD who will apply the appropriate PST restriction status i.e. PST risk assessed or PST non-operational, depending on the risk assessment outcome.

- 1.3.5 There are various roles within the Force that officers placed on limited duties may perform perfectly satisfactorily and safely. The individual's manager will have to carefully consider the contents of the proposed role risk assessment and the recommendation of the FMO before deciding to place the officer into that role. The individual's medical circumstances will dictate what role the individual can and cannot safely undertake. Commanders will be able to identify if any such roles or responsibilities are available in their areas. The person's line manager will be required to complete a personal risk assessment having made reference to the generic role risk assessment stating their rationale for permitting the individual or not as the case may be to undertake the role before the person is posted into the role.

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If the line manager who having carried out a personal risk assessment still identifies that there are unacceptable risks within the role which could prejudice the limited duties officer's health or safety, they may decide that they can eliminate those hazards to enable the limited duties officers to perform the role safely.

The BST will be the reference point for those officers placed on limited duties. However it is the responsibility of the line manager to determine through the risk assessment whether such a deployment is proportionate.

- 1.3.6 Management action will take place if officers have not re-qualified within the fifteen months if proven they have failed to attend or abide by the process.
- 1.3.7 If an officer is unable to attend the date they have been given for their fitness test any cancellation has to go through their second line manager for approval and then submit to .parq fitness testing. This includes the Special Constabulary although submit to .parq fitness testing specials.

### 1.4 Failure/Re-Take (Police officer Annual Test)

- 1.4.1 Where an officer fails an annual fitness test it does not mean that they are automatically unfit for their role. A discussion should take place with the officer to seek their view as to whether failure potentially relates to health or fitness issues. The BST should be advised so that the medical file can be checked regarding any recent known medical issues i.e. one that occurred following the PARQ. If there is a potential medical issue there should be an Occupational Health referral via BST. In the case of a Special Constable this should be via the Volunteers Support Team. The officers may need to be shown as limited duties and their duties amended depending on the potential medical issue and their current role. Where there is a potential fitness issue appropriate support and development plan should be put in place via the Force Health and Fitness Officer.
- 1.4.2 Where an officer fails and is outside the permitted 15mth PST requalification window an urgent case review arranged, involving line management so a plan can be formulated using a risk assessment and the appropriate PST restriction status applied. Where a risk assessment is conducted and the risk is deemed unacceptable for an operational role, the officer's status will be non-operational. In the case of a Special Constable the case conference will be led by the Volunteers Support Team.
- 1.4.3 An officer or Special Constable who fails an annual fitness test must retake the test within six weeks of the failed test unless informed by Force Health and Fitness Officer or Occupational Health that a different time frame is required. For instance: if the officer cannot meet the six weeks through medical or health reasons the time frame will be adjusted on a case by case basis according to their circumstances. In exceptional circumstances, if there is no PST provision on the retake date according to the designated time frame, their test will be held on a separate date as close to the time frames as possible. If passed, the fitness test will not need to be repeated on their subsequent PST day as long as it is within the same testing year.
- 1.4.4 The Officer or Special Constable will be referred to the Force Health and Fitness Officer in order for remedial training to take place and a supportive fitness action plan to be

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agreed between the officer, the Force Training Manager or Specialist Operations Inspector and the Force Health and Fitness Officer.

- 1.4.5 Federation support is available for any officer who fails their fitness test. For Special Constables, support is available from the Special Constabulary Retention and Welfare Officer.
- 1.4.6 The officer's line supervisor will be informed of the test failure.
- 1.4.7 If they fail on their second attempt at the test a further test will be booked within six weeks and any fitness plan reviewed.
- 1.4.8 A failure on the third attempt will be reviewed by the line manager with support from the BST or for the Special Constabulary, the Volunteers Support Team, and UPP applied at the appropriate stage dependent upon individual circumstances. Staff will be afforded time in work for fitness training at this stage, in consultation with the line manager, BST (or for the Special Constabulary the Volunteers Support Team), and the Force Health and Fitness Officer.
- 1.4.10 Following three unsuccessful attempts UPP, solely applied for fitness test performance, will consist of three stages. At each of the first and second stages a further fitness test attempt will be facilitated. These will link with the UPP performance timeframes of allowing up to three months between stages. If the second stage test is not passed the procedure is followed to the final (third) stage: dismissal, reduction in rank or an extended improvement notice (in exceptional circumstances) are possible outcomes.
- 1.4.11 Health and Fitness trainers/Officer (Divisional or Force) will be available for support of officers that fail whether by phone or in person.
- 1.4.12 Failure to attend the allotted retake date, without authorisation, will be counted as an attempt except in exceptional circumstances.

## Appendix C - Specialist Roles

### 1.1 Applicants

- 1.1.1 During the initial selection process all applicants for specialist roles will have their fitness assessed.
- 1.1.2 Applicants will be allowed to take the assessment on one occasion only.
- 1.1.3 Failure will result in rejection.

### 1.2 Qualified Specialist Role Officers

- 1.2.1 Qualified specialist roles include:
  - CBRN
  - Method of Entry
  - Dog Handlers
  - Police Support Unit
  - Air Support
  - Marine
  - Firearms
- 1.2.2 Qualified specialist role officers will be assessed for fitness annually prior to their personal safety training with the exception of firearms officers (see 1.3.2). The level each individual officer has to achieve will be determined by the highest level required of them in relation to any specialist roles they hold.
- 1.2.3 Any previous extension given to that date through injury, illness or medical condition will be disregarded the following year.
- 1.2.4 Officers who for any reason do not undertake a fitness test within 12 months of successfully completing a previous test, may have their authorisation to carry out their specialised role temporarily suspended until they successfully complete the test.
- 1.2.5 An officer who fails an annual fitness test must retake the test within six weeks of the failed test. Where this is a firearms officer, they will have their authorisation to operationally carry firearms withdrawn immediately and will be shown as NOT AVAILABLE on their Personal Record. For other Specialist roles, should an officer fail to complete the retake test successfully then they may have their authorisation to carry out their specialised role temporarily suspended and should be shown as 'not available' on their personal record.
- 1.2.6 For any officer who fails and does not achieve the minimum pass mark of the police officer annual procedure (Level 5.4) on the same occasion follow procedures for Police officer Annual Tests at Appendix B.
  - 1.2.7 The officer will be referred to the Force Health and Fitness Officer in order for remedial training to take place and an end date agreed between the officer, Specialist Operations Inspector or the Chief Firearms Instructor and the Force Health and Fitness Officer.



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1.2.7 Where an officer fails to complete a re-test a report will be submitted by the Specialist Operations Inspector or the Chief Firearms Instructor detailing the circumstances and any recommendations. The Force lead will determine the officer's future status as a specialist role officer.

### 1.3 Fitness Standards

1.3.1 The fitness test endurance and strength standards are listed in the box below. See 1.3.2 to 1.3.4 for Dorset specifications.

<b>Unit</b>	<b>Recommended Endurance Standard MSFT (Level : Shuttle)</b>
Marine Police Unit	5 : 4
CBRN	5 : 4
Method of Entry	5 : 4
Dog Handler	5 : 7
Mounted Branch	5 : 7
Police Cyclist	5 : 8
Police Support Unit	6 : 3
Air Support	6 : 4
Police Divers	6 : 8
Marine Police (Tactical Skills)	7 : 2
Authorised Firearms Officer	7 : 6
Armed Response Vehicle	9 : 4
Dynamic Intervention AFO	10 : 5

1.3.2 The Force will adopt the **Chester Treadmill Police Walking Test (CTPWT)** as its prescribed alternative for Specialist Roles needing an equivalent shuttle level up to and including Authorised Firearms Officer levels.

The CTPWT starts with a warm up, after which walking on a treadmill is conducted at a constant speed of 6.0kph for the below durations and gradients. A pass is achieved at the completion of the prescribed time for that specialism.

<b>Time (mins)</b>	0-2mins	2-4mins	4-6mins	6-8mins	8-10mins	10-12mins
<b>Treadmill gradient.</b>	0%	3%	6%	9%	12%	15%

<b>Specialist Post</b>	<b>CTPWT Target Time (min:sec)</b>
CBRN	10:00
Method of Entry	10:00
Dog Handler	10:20
Police Support Unit	10:40

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Air Support	10:40
Marine Police (Tactical Skills)	11:40
Authorised Firearms Officer	12:00

- 1.3.3. The **Chester Treadmill Police Running Test (CTPRT)** will be the Forces' prescribed alternative specialist roles test for ARV and DIAFO.

The CTPRT starts with a warm up, after which running on a treadmill is conducted at a constant speed of 10.4kph for the below durations and gradients. A pass is achieved at the completion of the prescribed time for that specialism.

Time (mins)	0-2mins	2-4mins	4-6mins	6-8mins	DIAFO Only 8-10mins
Treadmill gradient.	0%	2%	4%	5%	8%

Specialist Post	CTPRT Target Time (min:sec)
ARV	8:00
DIAFO	10:00

- 1.3.4 Alternative tests will be considered for any specialist role officer where Occupational Health considers they are medically unable to complete the designated bleep test level for their specialism.
- 1.3.5 Firearms officers will undertake their annual fitness test prior to their bespoke PST wherever possible. If this isn't possible it will be incorporated in their annual training period and recorded by the firearms training department. In relation to any failures the spirit of this policy will be applied.
- 1.3.6 All marine section officers and Swift Water Trained Officers in Dorset will all be tested against the 'tactical skills' level 7:2 due to the requirements of their role.
- 1.3.7 Special constables on the Marine Policing Unit will be tested to level 5.4 unless they are tactical where they will be tested to level 7.2.
- 1.3.8 Where personnel assist specialist roles, if their role mirrors the definition laid down by the research document (*Job Related Fitness Tests for Police Officer Specialist Posts report to the Police Advisory Board of England & Wales 22<sup>nd</sup> January 2010*) they will be expected to undertake the test to the level for that role.
- 1.3.9 Police cyclists are not required to undergo specialist fitness testing at the current time.

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- 1.3.10 Air Support is not covered by this policy: they will take direction from National Police Air Service. If notice is given, Air Support will be able to use Dorset estates to facilitate testing.

## Appendix D - Police Community Support Officers

### 1.1 Pre-Joining

- 1.1.1 During the initial selection process all applicants will have their fitness assessed. Police Community Support Officers must be able to defend themselves against risk of assault in their role. The training required to defend themselves necessitates this standard of fitness as a precursor.
- 1.1.2 An applicant cannot undertake the fitness test until signed off as fit to do so by Occupational Health.
- 1.1.3 Applicants will be allowed to take the assessment on more than one occasion. Three attempts to pass the test, normally with a period of up to six weeks between tests for training and improvement should be allowed. Failure at the third attempt will result in rejection. An applicant must wait a further six months before reapplying.
- 1.1.4 Any failure to attend the allotted retake date, without authorisation, will be counted as an attempt except in exceptional circumstances. A new retake date, if appropriate, will be arranged using the time scales at para 1.1.3 above.
- 1.1.5 If successful a further pre-joining fitness test may be required to be taken nearer the joining date on the 'induction day.' The initial test is often several months away from the joining date. The inclusion of the fitness test on the induction day ensures that the candidate's fitness levels remain adequate. Failure at this stage would not prohibit entry but act as a warning to the recruit to regain their previously attained fitness level.

### 1.2 The Link Between Fitness and Confirmation of Appointment

- 1.2.1 Unless a student Police Community Support Officer is able to demonstrate through the program of tests that they have passed an appropriate level of fitness they will not be confirmed in their appointment.
- 1.2.2 Police Community Support Officers will be assessed for fitness on one occasion during their six-month probationary period. To be successful in obtaining confirmation of employment it is essential that the fitness test is passed within appropriate timescales. Failure will result in consideration of a recommendation being placed before Human Resources Personnel Manager, Business Support to dispense with the Police Community Support Officer's services.

### 1.3 Fitness Test During Probation

- 1.3.1 Once an offer of appointment has been made and accepted, a Police Community Support Officer enters a six-month probationary period from their start date. One fitness test will be undertaken, normally in the first week of this period.
- 1.3.2 The probationary period fitness test will normally be conducted during the first week of employment. Should this be failed it may be re-taken before the end of the week at the Health and Fitness Officers discretion.

- 1.3.3 Failure will result in a recommendation being placed before Human Resources Head of Personnel Services to dispense with the Police Community Support Officer's services.

## **1.6 Exemptions/dispensation**

- 1.6.1 An illness or injury that requires a longer period and includes absence from work or restrictions of duties may result in the BST Manager applying discretion to extend the probationary period where it is considered that further support will enable the employee to meet the required standards (please see Police Staff Probation policy and procedure P03:2011 for further detail).

## **1.7 Student Police Community Support Officer Failure/Re-Takes**

- 1.7.1 All student Police Community Support Officers who fail a fitness assessment during their probationary period will be subject of a tutorial with a Health and Fitness trainer and Force Training Manager or a designated deputy.
- 1.7.2 Failure will result in the student Police Community Support Officer creating an action plan that will be approved by the Force Health and Fitness Officer.
- 1.7.3 Re-takes will take place before the end of the week at the Health and Fitness Officers discretion.
- 1.7.4 Any failure to attend the allotted retake date, without authorisation, will be counted as an attempt except in exceptional circumstances.
- 1.7.5 Two failures will result in a case conference in accordance with the Student Officer Training Policy P02:2007. Amongst everything else, the case conference will specifically look at whether there were any medical mitigating circumstances and if so a referral will be made to OH to seek medical opinion. The case conference will be adjourned and reconvened once medical opinion has been received.
- 1.7.6 A failure to complete the fitness test during probation will result in a recommendation to Human Resources Head of Personnel Services to dispense with the Police Community Support Officer's services. This will be subject to one week's notice, or pay in lieu of notice.

## Appendix E - Special Constables

### 1.1 Pre-joining

- 1.1.1 During the initial selection process all applicants will have their fitness assessed.
- 1.1.2 No applicant can undertake the Job Related Fitness Test until signed off as fit to do so by Occupational Health.

### 1.2 Failure/Re-takes for Applicants

- 1.2.1 Applicants will be allowed to take the test on more than one occasion, if necessary, in order to achieve the minimum required standard. Three attempts to pass the test, normally with a period of up to six weeks between tests for training and improvement, should be allowed. If an applicant fails at the third attempt, he/she should be rejected. An applicant must wait a further six months after the third test before reapplying.
- 1.2.2 Any failure to attend the allotted retake date, without authorisation, will be counted as an attempt except in exceptional circumstances. A new retake date, if appropriate, will be arranged using the time scales at para 1.1.3 above.

### 1.3 Annual Tests

- 1.3.1 An annual fitness test is required upon becoming accepted as a Special Constable please refer to Annex B.

### 1.4 Transferees

- 1.4.1 Transferees will complete a Transferee Medical Form (PARQ within this form), this will be assessed by Occupational Health and will be utilised to determine their fitness to complete the JRFT and to join Dorset Police.
- 1.4.2 Applicants will be allowed to take the assessment on more than one occasion. Three attempts to pass the test, normally with a period of up to six weeks between tests for training and improvement should be allowed. Failure at the third attempt will result in rejection. An applicant must wait a further six months before reapplying.
- 1.4.3 Any failure to attend the allotted retake date, without authorisation, will be counted as an attempt except in exceptional circumstances. A new retake date, if appropriate, will be arranged using the time scales at para 1.4.2. above.
- 1.4.4 The probationary period fitness test is not applicable to transferees as it is assumed they will have gone through a probationary period and associated testing with their previous Force.

## **1.5 Rejoiners**

- 1.5.1 A Rejoiner cannot undertake the Job Related Fitness Test until signed off as fit to do so by Occupational Health.
- 1.5.2 Rejoiners will be allowed to take the assessment on more than one occasion. Three attempts to pass the test, normally with a period of up to six weeks between tests for training and improvement should be allowed. Failure at the third attempt will result in rejection. An applicant must wait a further six months before reapplying.
- 1.5.3 The probationary period fitness tests for a Rejoiner will be decided on a case by case basis during the training needs analysis.

## Appendix F - A479 Physical Activity Readiness Questionnaire (PARQ)

Hyperlink: [ePAR-Q Form](#)



# Appendix G – Diabetic Support Form A479A



## Diabetic Support Form

Name ..... Collar Number .....

Activity .....

**Yes No**

1. Doctor stated fit to conduct activity in writing prior to the event?

2. Have you consumed sufficient food of the correct type (namely carbohydrate) to sustain physical exertion?

3. Are you a \*Type 1 or Type 2 (Diet controlled) diabetic?

\*Please circle type applicable to you.

**Type 1:** Location of insulin .....  
Location of sugar monitor .....

**Type 2:** Location of insulin tablets .....

**All Types:** Location of sugary food/drink.....

**Don't run to exhaustion.  
Stay within your comfort zone.**

Signature ..... Date .....

Fitness instructor's signature ..... Collar No .....

## Hypoglycaemia

= **Sugar level of the blood** falls below normal level.

Brain function is affected. Level of consciousness may deteriorate rapidly.

Occurs when:

- a) Too much insulin is injected
- b) A meal is missed
- c) Insufficient carbohydrate in the meal
- d) Prolonged, strenuous or unusual exercise is taken without adjusting diet or insulin.

### **Treatment:**

Sit casualty down, give them a sugary drink, if ineffective give them more.

Follow this with sweet food.

Monitor and reassure.

If no improvement dial 999.

## Hyperglycaemia

= Sugar level too **high**. Need insulin to reduce it.

### **Treatment:**

**Oversee self-administration of insulin to lower blood sugar.**

If not available or if no improvement, call for an ambulance 999.

If casualty becomes unconscious place in recovery position, monitor breathing and response levels.

Appendix H – Pregnancy Support Form A479B



Pregnancy Support Form A479B

JRFT Participant's Name .....

Collar No .....

Health & Fitness Officer conducting JRFT .....

Collar No.....

Yes No

- 1. Has the participant had a Occupational Health Referral?  Yes  No
- 2. Has the above \*H&F Officer or \*Human Resources Officer seen Occupational Health's written authorisation confirming the participant can take the test? (\*Circle for clarity)  Yes  No
- 2. Is the participant happy to undertake all elements of the fitness test?  Yes  No
- 3. If the participant is not happy to undertake the test do they wish to discuss consideration to defer it?  Yes  No
- 4. Is a First Aider present for the test?  Yes  No

Comments

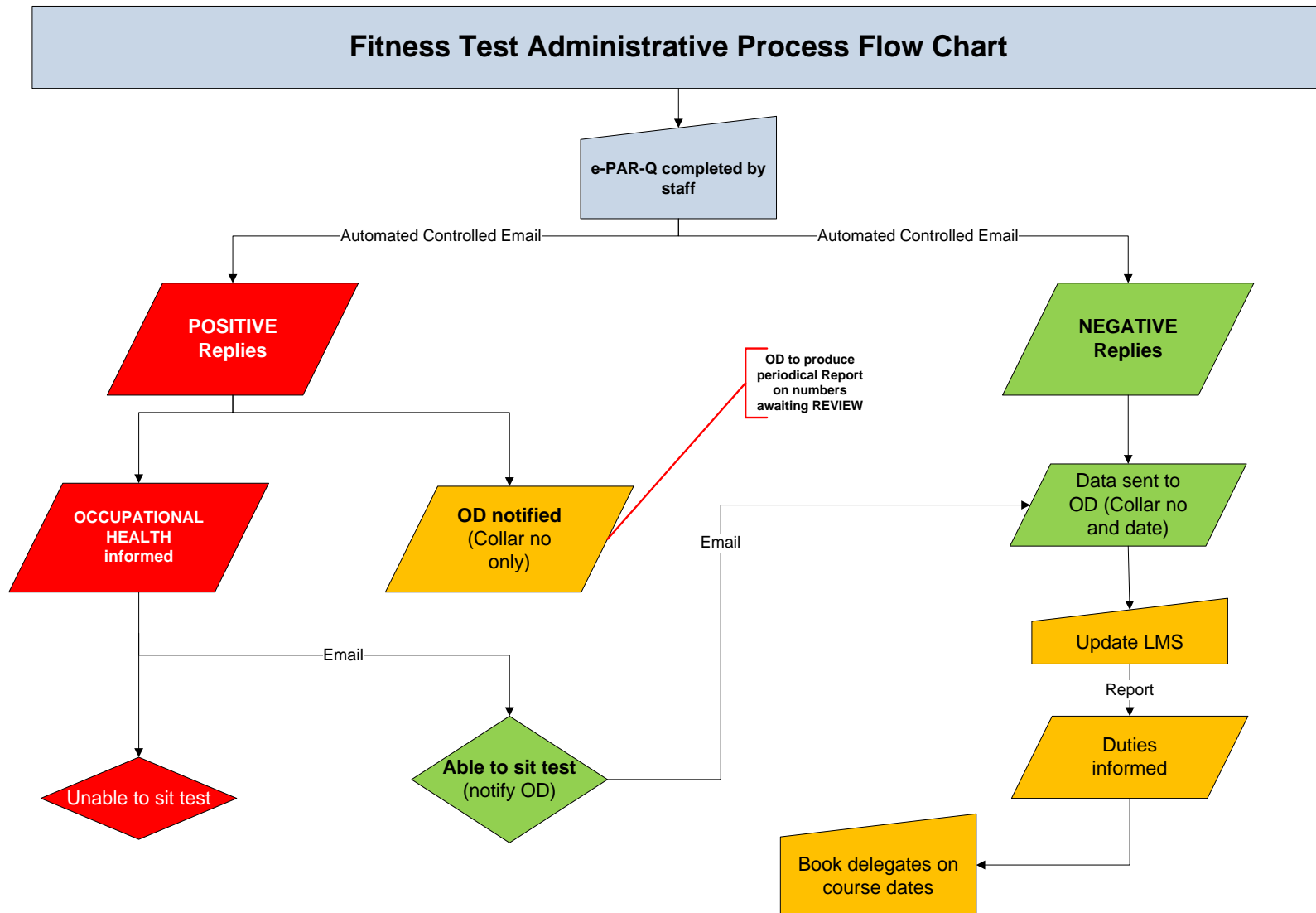
Participant's Signature ..... Date .....

Fitness Instructor's signature ..... Collar No ..... Date .....

Additional First Aider's signature ..... Collar No ..... Date .....

No pregnant person shall be allowed to undertake the fitness test without Occupational Health authorisation.

# Appendix I – Fitness Test Administrative Process Flow Chart

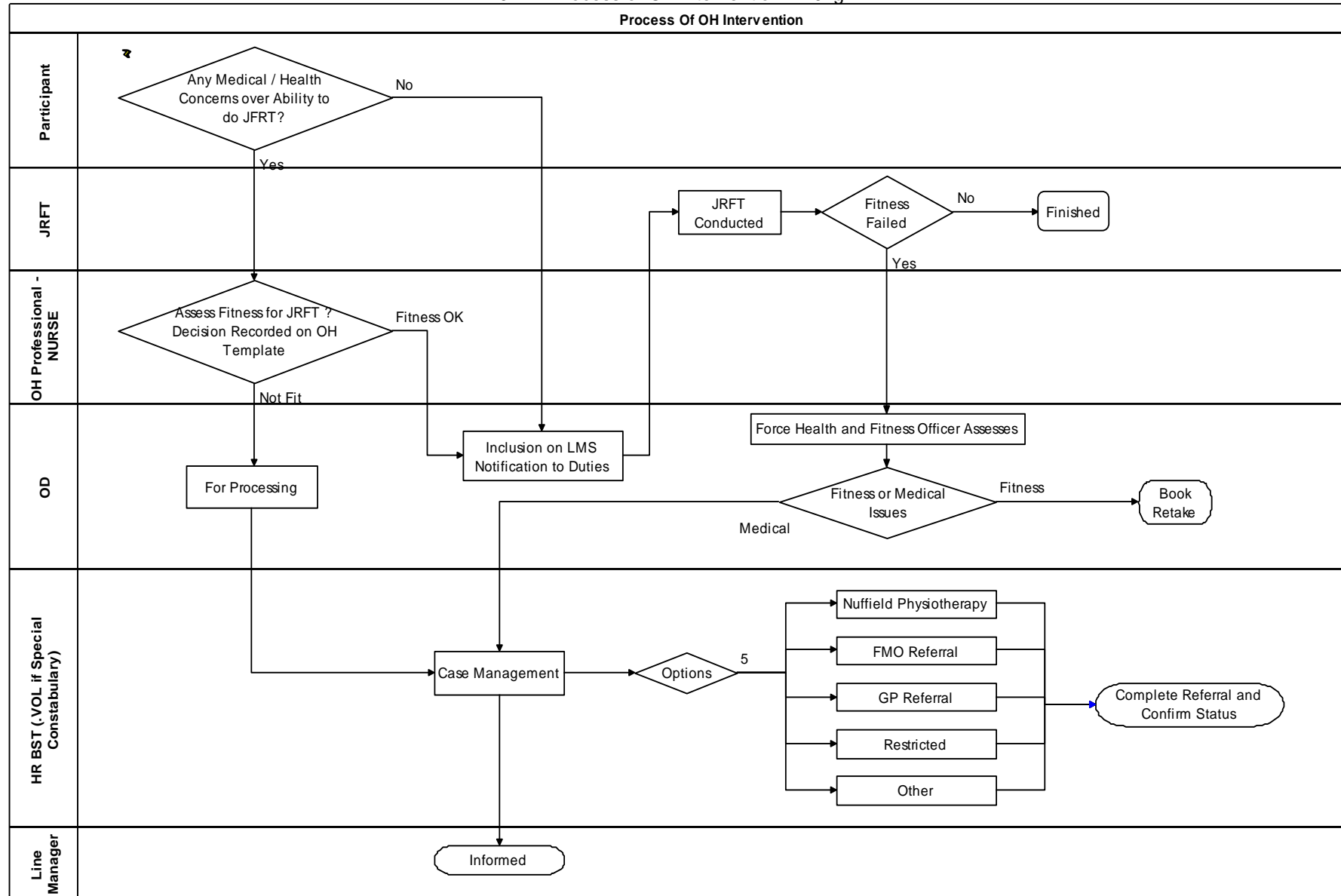


# Appendix J - Occupational Health Medical Suitability for Annual JRFT of substantive Officers and Special Constables – Process Map

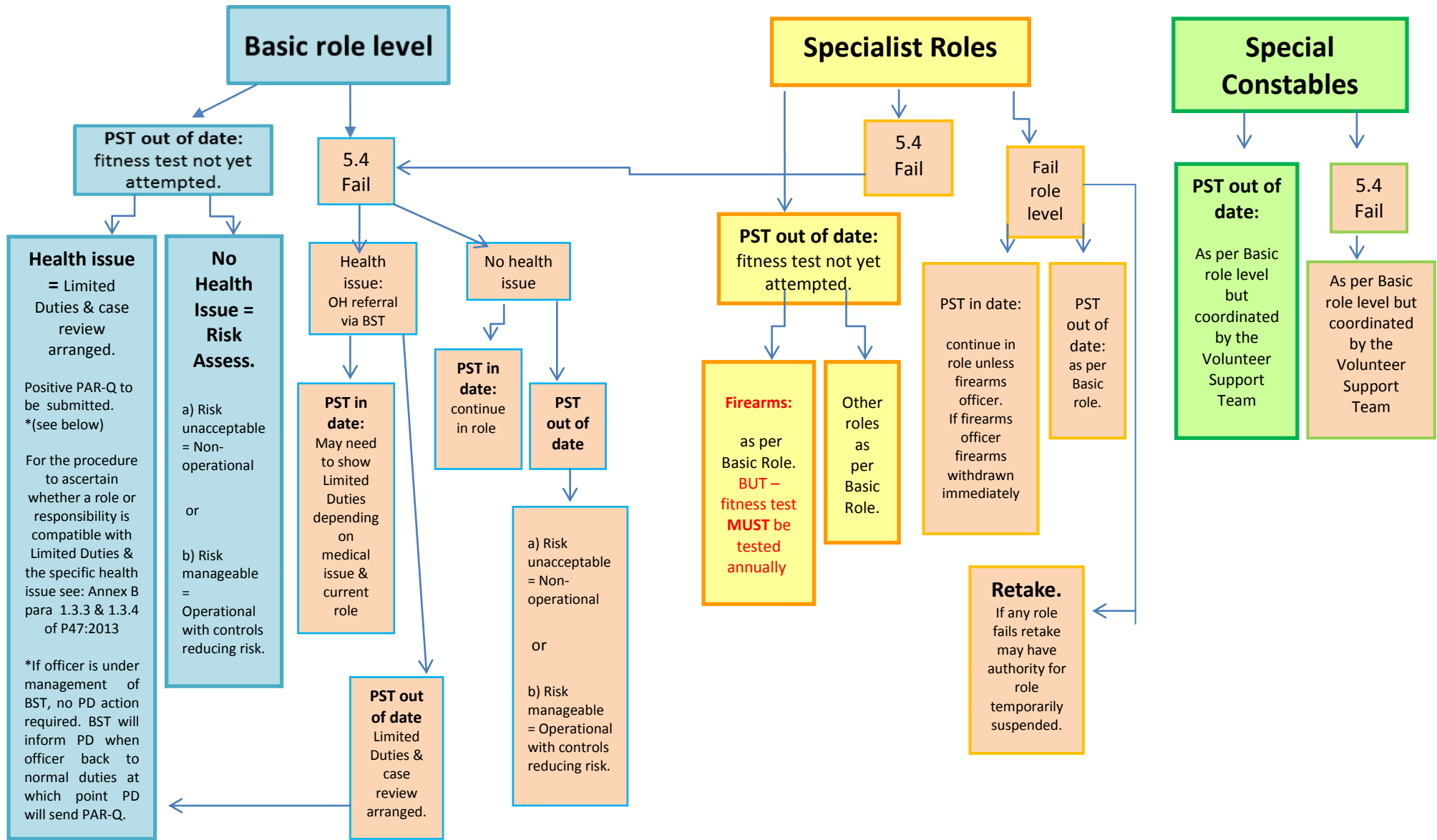
Not Protectively Marked

JRFT Process of OH Intervention v2.0.igx

Feb 2015



## Appendix K- Ability to stay in role – process map.



For full or additional details please refer to policy document.