



**PERSONNEL BUREAU MEMO**



<b>SUBJECT: ANNUAL PHYSICAL FITNESS INCENTIVE PROGRAM – CANDIDATES FOR PROMOTION TO SERGEANT, LIEUTENANT AND CAPTAIN</b>	
DATE ISSUED: 2/17/2020	NUMBER: 2

To: ALL COMMANDS

Subject: **ANNUAL PHYSICAL FITNESS INCENTIVE PROGRAM – CANDIDATES FOR PROMOTION TO SERGEANT, LIEUTENANT AND CAPTAIN**

1. Since 1999 (Personnel Bureau Memo No. 2, series 1999), the Department has offered a Physical Fitness Incentive Program designed to encourage all uniformed members of the service to remain physically fit throughout their careers. As an incentive, uniformed members who take, and pass, the Department’s Fitness Assessment can earn up to one-half (0.5) of one point per year toward the next promotional exam for which they are eligible.

2. The purpose of this memo is to:

- a. Clarify the Annual Physical Fitness Incentive Program.
- b. Announce the implementation of the Training Attendance Certification Transcript Integrated Collection System (TACTICS), used to improve registration and scheduling for the Annual Physical Fitness Incentive Program.
- c. Encourage all members to remain fit by using this program as an incentive.

3. To qualify for participation in the two (2) components of the assessment, members must successfully complete the cardiovascular endurance component, a one (1) and one-half (½) mile run, before taking the Job Standard Test component of the assessment. Those members who do not participate in, or fail, the cardiovascular endurance component are not authorized to take the Job Standard Test (JST). Members will only be given one opportunity to pass the cardiovascular endurance component per calendar year. If eligible for the JST, members will also only be given one opportunity, per calendar year, to pass. **All participation will be on the member’s off-duty time.**

**Exam Protocol and Qualifying Scores**

**Cardiovascular Endurance (1 and ½ mile run)**

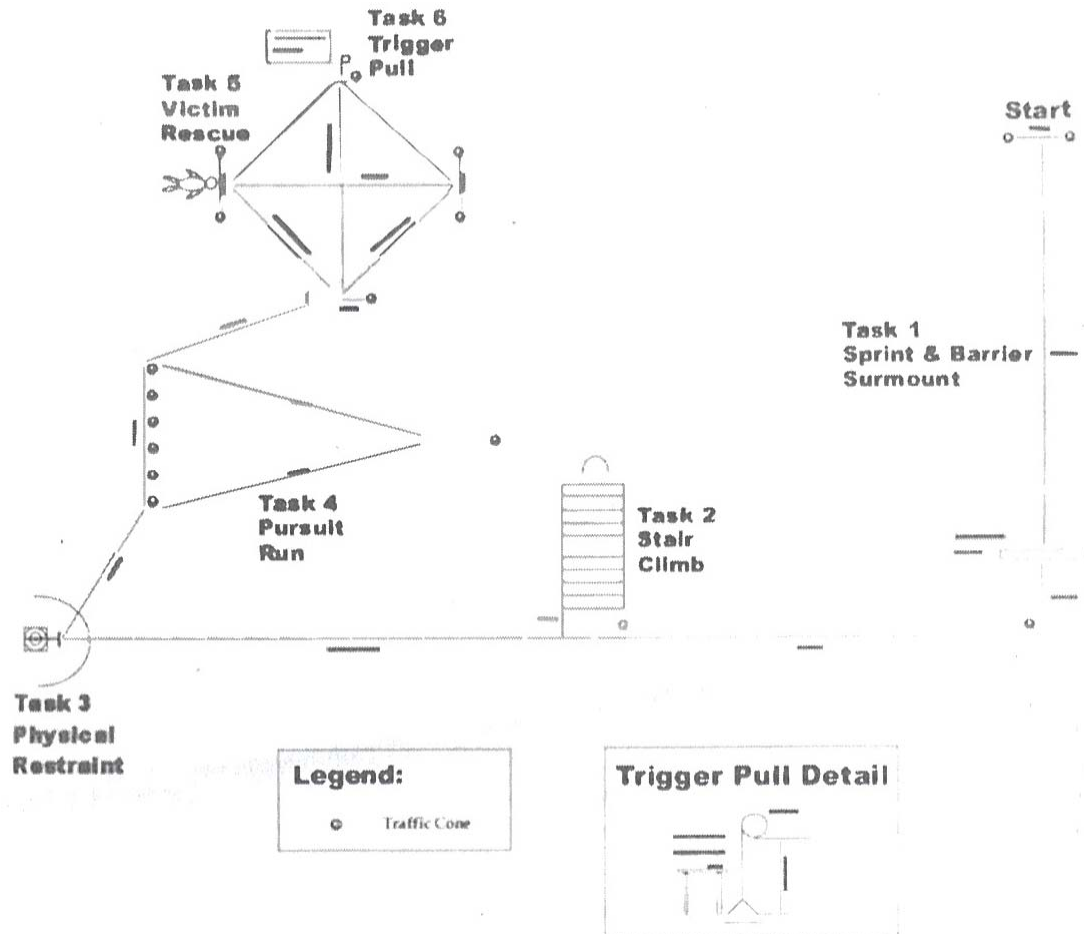
**All participants: 14:21 or less**



## Job Standard Test

**All participants: 3:32 or less**

The Job Standard Test is a criterion-valid physical job task assessment that tests for an individual's ability to perform both typical and atypical physical tasks. All of which can be expected during a Police Officer's response to either a routine radio run or critical incident. The JST (see schematic) is a continuous timed event comprised of six (6) stations that must be completed in **three minutes and thirty-two seconds (3:32)**.



**Barrier Surmount:** From a kneeling, weapon ready position, the member must stand unsupported and sprint fifty (50) feet to surmount a six (6) foot wall. The member must surmount the wall using their hands, arms and feet. No other assistance is allowed. The member will be given three (3) attempts to surmount the wall.

**Stair Climb:** The member proceeds from the Barrier Surmount to a six (6) stair



climb system. The member will ascend and descend this device six (6) times. The handrails may be used. On the way up the member may skip steps but on the way down the member must touch each step. Both feet must touch the ground before proceeding back up the stairs.

**Physical Restraint Simulation:** The member proceeds from the Stair Climb to a controlled force tactics and training device. This device measures the ability to resist or control force in a physical restraint situation. The simulation consists of four (4) semi-circle rotations of pulling the device and four (4) semi-circle rotations of pushing the device. The device will have eighty (80) pounds of resistance, and the member must retain the top rail of the device within the index marks during both the pulling and pushing rotations.

**Pursuit Run:** The member proceeds from the Physical Restraint Simulation to a run / jog around a pattern of cones for approximately six hundred (600) feet.

**Victim Rescue:** The member proceeds from the Pursuit Run to a simulated victim rescue involving a thirty-five (35) foot drag of a one hundred and seventy-six (176) pound mannequin.

**Trigger Pull:** The member proceeds from the Victim Rescue to a trigger pull station, picks up an inoperative firearm and holds the firearm within a nine (9) inch diameter metal ring. Once inserted, the firearm must remain within and not touch the metal ring for the completion of the trigger pull cycles. The member pulls the trigger sixteen (16) times with the dominant hand and fifteen (15) times with the non-dominant hand. The unused hand will be placed across the member's chest.

Timing is stopped upon completion of the final trigger pull. This continuous event series must be completed within **three minutes and thirty-two seconds (3:32)**.

4. Points earned will count towards the next promotion exam for which the member is eligible and receives a passing mark. Only points earned on or before the date of the first written test, as listed on the most recent Notice of Examination, will be awarded to the member. Make-up test dates will **NOT** be used for the calculation of Annual Physical Fitness Incentive points. Any points earned after the first written test date may be added to the member's bank for use on a future promotional test. The awarding of Annual Physical Fitness Incentive points is subject to the following provisions:

- a. Points earned prior to or on the first written test date **MUST** be used on the first promotional exam for which the member achieves a passing score.
- b. A maximum of two and one-half (2.5) points may be earned if the period before a promotional exam is five (5) years or greater. If the period for which a member is eligible before a promotional exam is less than five (5) years, then a maximum of one-half (0.5) of one point per year may be earned.
- c. It will be incumbent upon each individual member of the service to schedule an appointment and take the Physical Fitness Assessment



annually to be eligible to earn one-half (0.5) of one point for that calendar year.

- d. Points earned have a five (5) year term limit (i.e. if points were earned on July 14, 2013, then they would be valid through July 13, 2018, and expire on July 14, 2018). Members must re-take the Physical Fitness Assessment each year to maintain the full points earned if the period between exams is greater than five (5) years. After the fifth year, points earned in the first year will expire and be replaced by points earned in the sixth year, and so forth.
- e. Once points are applied to a member's passing score, they may **NOT** be used again for any future promotional exam. If a member does not achieve a passing score, then earned points will remain in their bank, up to the maximum of two and one-half (2.5) points, and subject to the five (5) year expiration (see 4d).

5. **Scoring**

- a. Two-tenths (0.2) of one point will be awarded for passing the cardiovascular endurance component of the assessment, and three-tenths (0.3) of one point will be awarded for passing the Job Standard Test component of the assessment. Totalling one half (0.5) of one point for passing both components.
- b. Members must first pass the cardiovascular component (one (1) and one-half (½) mile run) of the assessment to qualify for participation in the Job Standard Test.
- c. Members who did not participate in, or failed, the cardiovascular component (one (1) and one-half (½) mile run) of the Fitness Assessment will not be permitted to participate in the Job Standard Test.

6. **Scheduling**

- a. Members may schedule themselves to participate in the Annual Physical Fitness Incentive Program by scheduling in the TACTICS application, twenty-four (24) Hours a day, seven (7) days a week, from the Department intranet.

**NOTE:** *Members who experience any difficulty scheduling through the TACTICS application are advised to contact the Physical Assessment Unit at (718) 312-4382 **IMMEDIATELY**.*

- b. Members unable to participate in the Annual Physical Fitness Incentive Program during the scheduled testing period will not have any additional fitness test points included in their final mark when the



list is published, unless subject to the rescheduling provisions listed in paragraph eight (8).

- c. Members who do not wish to participate need merely not schedule themselves. No other notification is needed.

**NOTE:** *By failing to schedule oneself, the opportunity to earn extra points for that test year **WILL BE FORFEITED**.*

- d. Members who fail to appear after scheduling themselves through the TACTICS application, and have not followed the proper rescheduling procedures listed in paragraph eight (8), may forfeit the opportunity to participate in the Annual Physical Fitness Incentive Program for that year.

## 7. Administration

- a. The cardiovascular endurance component of the assessment will be conducted at John V. Lindsay Park, c/o East 6<sup>th</sup> Street, FDR Drive, New York, NY 10003. For up to date information about the testing location, members can email the Physical Assessment Unit at [FITPOINTS@NYPD.ORG](mailto:FITPOINTS@NYPD.ORG). The member must bring their Department identification card and wear appropriate gym attire.

**NOTE:** *Candidates must bring their identification card and maintain it in their possession. Candidates who appear without their identification card will not be permitted to participate in the Annual Physical Fitness Assessment.*

- b. Those members that pass the cardiovascular endurance component of the assessment will then be eligible to schedule themselves in TACTICS for the Job Standard Test. The Job Standard Test will be conducted at the Candidate Assessment Center, located at 235 East 20<sup>th</sup> Street, New York, NY 10003.
- c. Candidates who wish to compete **MUST** appear on their own time. If a candidate does not wish to compete, they should simply not appear for testing. No notification is necessary, unless the member wishes to reschedule (see paragraph eight (8)). By failing to appear for a scheduled assessment or failing to make a notification to request rescheduling, the member concerned may forfeit his/her opportunity to earn extra points for that year. All requests for rescheduling must be made through the TACTICS application at the **EARLIEST** opportunity.
- d. Member's qualifying scores will be determined solely by the staff of the Candidate Assessment Division's Physical Assessment Unit.
- e. If the member feels there is a discrepancy in their awarded FIT points, the member may appeal to the Department of Citywide Administration Services (D.C.A.S.) within thirty (30) days after the



publication date of the exam list, as determined by D.C.A.S. Any appeal made after that period will **NOT** be considered. The determination of an appeal made by D.C.A.S. will be considered final.

8. **Rescheduling/Medical Extension Procedures**

- a. If a candidate who wishes to compete is unable to appear on their *scheduled* date due to an unexpected emergency, said candidate must reschedule through the TACTICS application.
- b. Tour changes to permit off-duty participation by members will be authorized pursuant to the needs of their command.
- c. Candidates who are unable to participate due to a medical condition or military deployment must submit a request for an extension to [FITPOINTS@NYPD.ORG](mailto:FITPOINTS@NYPD.ORG). Requests must be made *prior* to the end of the testing period for the year in question. They *cannot* be made retroactively. A written request for an extension must also be submitted to the Commanding Officer, Candidate Assessment Division, 235 E. 20 Street, New York, NY 10003. The written request must include:

Name  
Tax Number  
Social Security Number  
Command  
Best contact phone number  
Nature of illness, injury or military deployment orders  
Current duty status  
Medical District number

- d. All requests for medical extensions must be accompanied by supporting documentation.
- e. Medical extensions will only be granted if the candidate is unavailable to compete for the remainder of the assessment period in that given year due to their medical condition. If the member returns to full duty status prior to the expiration of the assessment period in question, they would be required to participate during that time and no extension will be granted.
- f. Extensions based on military deployment will only be granted if the member is deployed for the entirety of the assessment period, or if the member is deployed subsequent to an already scheduled testing date and are unable to compete during the remainder of the year due to said deployment.
- g. Once an extension has been granted the member must complete the Annual Physical Fitness Assessment at the *earliest* opportunity. Any delay in rescheduling will result in that member forfeiting their extension.



- h. Any points which are earned as a result of participation in the Annual Physical Fitness Incentive Program, due to rescheduling, or participation after a medical extension, where the points are earned after the testing period, will be calculated into the candidate's final mark. If the candidate's promotional list is already published, the candidate's list number will be adjusted accordingly.
  - i. The Commanding Officer of the Candidate Assessment Division has the sole authority to deny any extension or rescheduling request he/she does not deem eligible for any reason at any time.
9. A copy of this memo will be available through the Department Intranet and a FINEST message will be transmitted detailing its issuance.
10. Commanding Officers will ensure that the contents of this directive are brought to the attention of the members within their command.
11. Personnel Bureau Memo No. 1, series 2019, and all other previously posted directives/Finest Messages concerning the Annual Physical Fitness Incentive Program—also known as the Annual Fitness Incentive Program—that are in conflict with the provision of this memo are hereby **REVOKED**.

Martin Morales  
**CHIEF OF PERSONNEL**

**BY THE DIRECTION OF THE POLICE COMMISSIONER**

ANY MEMBER OF THE SERVICE (UNIFORMED OR CIVILIAN) EXPERIENCING  
OR AWARE OF ANOTHER MEMBER EXPERIENCING PERSONAL OR  
PROFESSIONAL STRESS MAY CONTACT:

EMPLOYEE ASSISTANCE UNIT  
**(646) 610-6730**  
90 CHURCH STREET, SUITE 1213  
NEW YORK, NY 10007  
**24/7**

**“IF IT’S IMPORTANT TO YOU, IT’S IMPORTANT TO US...”**

**DISTRIBUTION**  
All Commands

**PERSONNEL BUREAU MEMO NO. 2**

