

Public and Personal Safety, Police Support Unit (PSU) Training and Job Related Fitness Testing

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Policy Statement

Summary

West Yorkshire Police (WYP) complies with Authorised Professional Practice (APP) which contains information to assist policing which, in conjunction with this local policy, will ensure all officers and staff are appropriately fitness tested and trained. The Force will comply with legislation, standards and appropriate techniques for the use of personal protective equipment and for Public and Personal Safety Training (PPST) and Police Support Unit (PSU) training.

This policy explains the rules for using batons, handcuffs and limb restraints and it details how fitness testing and standards will be operated and managed. It also explains the differences in use of general patrol and firearms body armour and the accountability officers have, as well as how the Force trains officers to nationally recognised minimum standards.

Scope

This policy applies to all police officers including special constables, who are required to undertake Public and Personal Safety Training (PPST) and/or Police Support Unit (PSU) training, however, some elements only apply to officers in specialist roles as defined by the National Police Chiefs' Council (NPCC). It also applies to police staff where appropriate.

Batons and Handcuffs

Principles

- Batons and rigid handcuffs must only be carried, or used, by officers who have been properly authorised to do so, following the appropriate training and certification. Trained officers also carry the PAVA Irritant Spray.
- Use of force must be taken into consideration when using batons and handcuffs, and any force used must be able to be justified in relation to the NDM.
- Officers must undergo initial training when joining the Force, and also must undergo a yearly refresher in Public and Personal Safety Training (PPST), which includes use of the baton and handcuffs, and a fitness test.
- Only officers who are exempted from having to take a Job Related Fitness Test for medical reasons do not have to take the PPST. These officers will often be carrying out station-based roles and not out in the community, due to limitations on their duties.
- Officers must be able to justify their use of force in accordance with:
 - Criminal Law Act 1967, Section 3;
 - Common Law;
 - Human Rights Act 1998;
 - Police and Criminal Evidence Act, Section 117;

- Criminal Justice and Immigration Act 2008, Section 76; and
 - National Decision Model.
 - Batons and handcuffs must be carried by:
 - All officers deployed on uniformed or plain clothed duties, for when it can be reasonably foreseen that they may become involved in confrontational situations; and
 - Uniformed officers when attending court for any reason.
 - Officers are not permitted to carry any other article which may be construed as an offensive weapon unless specifically authorised by a senior officer, e.g. firearms.
 - Officers may, in certain circumstances, use flexicuffs but only if they have received the appropriate training in their use. They must not be used routinely or for long periods. Officers must take particular care to not over-tighten these cuffs and must have cutting equipment readily available.
 - Officers must only use approved handcuffs for the escort and transportation of detainees/prisoners. This includes escort to hospital premises and the production of prisoners from HMP/YOI establishments. Loose link/transport handcuffs are not to be used. Officers have not received training in these pieces of equipment and are only to use rigid handcuffs/flexi cuffs when trained in their application.
 - Detainees/prisoners are not to be handcuffed to police officers. This tactic limits the tactical options available to the officer should they be attacked by the prisoner that is handcuffed to them.
 - It is the case that the Prison Governor/Director determines the conditions of security required for the production of a prisoner from their establishment by the police and the conditions set must be complied with. Given that police officers will not be handcuffed to a prisoner, additional security measures may be required by the Prison Governor/Director when transporting a prisoner, to ensure that they do not escape. It is therefore imperative that when officers are completing a Prison Production application (CID25), they provide information on how any risk of a detainee escaping will be mitigated i.e. prisoner will be handcuffed/prisoner will be transported in a police van with cage/when arriving at police custody, prisoners will exit the vehicle within an enclosed van dock.
 - Authority to use any baton as a group tactic is as per the policy. The key decision maker at the scene will be responsible for authorising its use.
 - Warning messages must be given in accordance with APP Public order where batons are to be used as a group tactic.
 - The importance of the authority levels for baton use must be acknowledged, but it must be noted that it does not affect the right of an individual officer to use a baton for protection of themselves or others. This decision however must be justified.
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Limb Restraints

Principles

- The limb restraints carried by West Yorkshire Police are two straps of 'Velcro' with coloured fabric ends and are 5cm in width.
- Limb restraints are primarily intended for use on the legs of a subject who has been taken to the ground, is handcuffed, and continues to violently resist, and therefore minimise the risk of injury to all involved. They will also assist officers in placing a restrained person into a safe position.
- The following are examples where officers may use limb restraints:
 - Moving and placing an arrested person at an incident into a police vehicle;
 - Transporting a person to a location, such as to custody or a place of safety; or
 - Removing a person from a vehicle or custody cell.
- The basic principles regarding limb restraints are contained in the NPCC personal safety manual of guidance.
- As with any use of force/tactic, communication is essential, before, during and after the application of the limb restraints.
- Limb restraints must only be used by individuals that have received the appropriate training in the use of them by a qualified trainer.
- Correct application of the limb restraints may reduce the chances of potential injury to officers and/or the subject and allow for safer control, movement and transportation.
- Where possible a police van or ambulance will be used to transport a person wearing limb restraints. Officers have a duty of care for any restrained person.
- Officers must monitor the subject continually throughout transportation to prevent positional asphyxia.
- Officers must not use the limb restraints for anything that they are not intended for, such as linking two or more subjects together or attaching a subject to a static object.
- Officers must be aware that the primary use of limb restraints is to restrict movement to a subject's legs. However, it is recognised that there may be circumstances whereby an officer deems it reasonable, proportionate and justified in conjunction with the NDM, to temporarily restrict the movement of a subject's arms.
- For WYP, handcuffs are the preferred method for restricting movement to the arms, as they are designed specifically for that purpose. Therefore, it must be noted that techniques for restricting movement to arms with limb restraints is not routinely taught within WYP.
- Officers will not under any circumstances carry out a technique known as 'hog tying'. This is when a subject is laid face down and handcuffed to the rear, limb restraints are applied, and then another limb restraint is used to link the handcuffs to the ankle restraint, effectively putting all the pressure

of the subject's weight on their chest. **All officers will sign a 'hog tying disclaimer' on their initial course.**

Medical implications

- Limb restraints can lead to many medical implications. All officers must be mindful of these when using the NDM and deciding to use limb restraints.
 - For positional asphyxia officers must always be aware that by placing a subject in the prone position and restraining them, that this can induce positional asphyxia much quicker. Repositioning a subject as soon as practicable will alleviate the pressure on their chest.
 - Deep vein thrombosis and necrosis are more likely to take place should the officer use the limb restraints for prolonged periods of time without loosening the limb restraints.
 - Officers must know that persons suffering from ABD can resist more than usual and therefore more restraint/force can be required. This in turn can impact upon their breathing mechanisms and contribute to positional asphyxia or even induce a cardiac arrest.
 - Officers may have to justify the length of time that the limb restraints are left on for. Although they can remain on for as long as necessary, as long as they are monitored at all times.
 - If a subject where limb restraints have been used, are required to be left on for prolonged periods of time (over 20 minutes) officers must consider relieving the tension of the limb restraints or consider placing something soft between bony parts of the knees or ankles to lessen the injury potential.
 - If a subject has been sprayed with PAVA and has also been handcuffed and limb restrained, officers must be aware of the physical position the subject is placed in and that it does not adversely affect their breathing.
 - **If a subject, at any time, experiences difficulty in resuming normal breathing, then medical assistance must be sought immediately and must attend at an accident and emergency department rather than a custody area.**
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Maintenance

- Officers must regularly check their limb restraints are not damaged.
- Limb restraints are made from Velcro and therefore may need to be replaced after extended use.
- They will work in wet conditions but perform at their best when fully dry.
- Following contamination of bodily fluids, such as blood or other contaminants, they must be replaced. The contaminated straps must be disposed of accordingly.
- Officers must document any contamination incident of their limb restraints in their pocketbook/Samsung device as it may be required to order another pair through the Procurement department.

- Limb restraints are supplied in a pouch and can be carried either on an officer's carriage system about their person, or in a patrol vehicle/designated area for ease of access.
 - Every effort must be made to put the limb restraints away in a way, so that the next time they are required they are not stuck together.
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Body Armour

General body armour

- Patrol armour for general use will be issued to:
 - Police officers;
 - Police community support officers (PCSOs);
 - Special constables; and
 - Police staff with specific responsibilities e.g. Police Staff Investigators.
- Officers attending PPST will be provided with nationally accepted guidance on the examination and safe keeping of body armour.
- General body armour is flexible and lightweight, offering both ballistic and stab protection as well as some protection in circumstances of physical assault. Firearms body armour offers a higher level of ballistic protection.
- Body armour is provided to protect against serious injury occurring. Recipients must remain constantly aware of the protection it offers as there is an assumption that it will be worn in the following circumstances:
 - Uniformed officers/PCSOs – in all operational circumstances.
 - Investigative officers/Staff Intelligence Development Officers – when attending scenes that involve making arrests, searching premises/ executing search warrants where suspects or potential suspects may be present and where operational orders define they must be worn.
- In addition, body armour must be worn where there is an operational or generic risk assessment that identifies the need, e.g. Police Support Unit (PSU) activity and for method of entry work.
- In some roles, individuals have a mixture of operational and non-operational activity within each shift. The Force has directed when this will be worn and on leaving the police station, if there is any belief that the Force requires that this element of PPE be worn, it must be taken out with and donned as required.
- Furthermore, whilst the Force has directed situations in which armour will be worn, nothing in this policy prevents the wearing of body armour in other circumstances.
- Body armour must be readily available for use at all times, where there is a reasonable possibility of deployment that requires body armour to be worn.
- Each officer will be measured for a set of armour to ensure an individual fit. It must be worn close to the body, e.g. over a shirt/microfleece only. Any new or replacement armour must be ordered through Regional Stores.

Firearms body armour

- Specialist firearms body armour will be issued to:
 - Authorised firearms officers (AFOs);
 - Dog handlers;
 - Hostage negotiators; and
 - Logistics Support.
 - Dog handlers are issued with both patrol body armour, for general use, as well as firearms body armour when engaged with AFOs, and are responsible for making a dynamic risk assessment in unplanned deployments on the choice of armour to wear.
 - In planned firearms deployments, firearms armour with ceramic plates inserted must be worn.
 - Hostage negotiators will possess firearms body armour for personal use. It is the responsibility of the lead negotiator or co-ordinator, if present, and the firearms bronze commander to decide if it is appropriate to be worn when deployed.
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Responsibilities - Equipment

Individuals

All individuals are responsible for:

- Reporting to line managers if at any stage the armour is damaged, exposed to issues such as water damage or road traffic accident etc., or if there are concerns with regards to its protective capabilities;
 - Ensuring an annual inspection of the armour is completed; and
 - Ensuring the armour is kept safe and used correctly in accordance with this policy and other guidance information.
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Line managers

Line managers are responsible for:

- Reviewing the equipment on an ongoing basis that has been issued to their staff, especially for when armour has been involved in police road accidents, injuries on duty and near misses;
 - Ensuring staff are trained to inspect their armour and understand the annual inspection and its purpose; and
 - Carrying out a dynamic risk assessment of any issues that relate to any armour and subsequently the deployment of the individual, until the Procurement Unit has assessed and replaced the armour if necessary.
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Police Support Unit (PSU) Training

Levels

- Officers will be trained to varying levels and each one is necessary to ensure the Force has resilience to deal with all eventualities. The levels are as follows:

Level 1

- These are normally drawn from Operational Support officers.
- Officers will train at least twice a year in mutual aid standard tactics as well as highly impactful specialist tactics.

Level 2

- Officers are drawn from districts and train for two consecutive days each year and are trained to the national Common Minimum Standard.

Level 3

- Officers must demonstrate knowledge of legislation, cordon work and show of strength, as national guidelines.
 - Any commanding officer who is likely to become involved in operational incidents will be trained to an appropriate level, e.g.:
 - Gold;
 - Silver;
 - Bronze; or
 - PSU Commander.
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Principles

- The Force will train a sufficient number of officers to the common mutual aid standard to meet the Force's commitment to national agreements.
- Officers who attend training must sign to say they are fit to train and have completed the pre-requisite training package on n-calt, and also must be currently certified in baton and PAVA irritant spray.
- Officers must complete the Job Related Fitness Test prior to undertaking PSU training.
- No roles within WYP are exempt from the need for police officers to be trained as PSU officers, and there is no upper age limit for officers.
- Student police officers can be selected and trained to become PSU officers. It is important that any student officer selected possesses the appropriate skills, aptitude and resilience to be selected and trained as a PSU officer. An 18-month point in the probation is viewed as being the time when it is appropriate to consider selection of an officer with confidence that they will be confirmed in the rank at the two-year mark. However, as noted, possession of the requisite skills is the key factor to determine selection. An officer of at least the rank of inspector at district must determine who is selected to be trained as a PSU officer.
- All officers must attend PSU training with the personal protective equipment, as the items form an integral part of the risk assessment process, and any officer who attends without the equipment will not be allowed to train, will be returned to their district and may face disciplinary action.
- If there is a medical injury or illness that will affect an officer's ability to train, this must be discussed with their line manager and may be raised

with Specialist Operations Training and Employee Relations, if appropriate. A referral may need to be made to Occupational Health (OH).

- PSU training cannot be tailored to suit individual requirements and therefore officers who are injured must not be sent for PSU training.
- If officers become injured during training or are unable to complete training their line manager will be notified and they may be referred to their OH, following consultation with Employee Relations, if appropriate.
- Officers may be withdrawn from any stage of the training if a Qualified Occupationally Competent Trainer feels it appropriate. The officer's line manager will be notified and they may, following consultation with Employee Relations, be referred to OH, supported with an action plan and potentially a referral to the Force Physical Training Instructor (PTI).
- Any officer who wishes to be considered to be withdrawn from the district PSU strength must make a written application to the district PSU Inspector SPOC and Chief Inspector Operations. The reasons to be withdrawn will be considered by the PSU Inspector SPOC/Chief Inspector Operations. Officers need to be aware that unless they have a medical/OH condition that impacts upon their ability to perform PSU training/duties, then the request can be refused as a performance of duties requirement. PSU officers need to be aware that they form part of a mandated district PSU capability that contributes to the Force's Mutual Aid requirement.
- Officers can contact Specialist Operations Training if they have concerns about PSU training.

Officer Training and Fitness Testing

Principles

- All police officers who are required to undertake PPST will take the Job Related Fitness Test annually, subject to the provisions of this policy.
- Officers will normally undertake their fitness test before starting annual PPST.
- Officers who do not undertake PPST or specialist training on the same day as the fitness test, are required to undertake their training within one calendar month of completing the fitness test, otherwise the test must be retaken.
- A Fitness to Train form must be completed, which requires the officer to provide details of any medical restrictions, such as injuries or illnesses, they may have and to state that they consider themselves to be medically fit to take the test. Failure to sign the form will mean that the officer will not be allowed to participate in the test.
- Before the test it will be demonstrated and the test will be run in accordance with guidelines.
- Medical restrictions must be declared if they affect an officer's ability to take the test.

- If an officer states immediately before the test that they are not medically fit to take the test, or if the Physical Training Instructor (PTI) or Specialist Operations Trainer (SOT) determines that they are not medically fit to take the test, it will be rescheduled. This will not be regarded as a test failure.
 - Officers who have returned to duty following a lengthy period of absence (12 months or more) will be required to undertake the test within three months of starting their role.
 - If officers have concerns about personal fitness or matters relating to the fitness testing, they will have an opportunity to attend an open session run by a PTI.
 - Officers will not be permitted to take the fitness test if they do not attend with suitable clothing and footwear. Disciplinary action may be taken in these circumstances, especially if this is repeated.
 - Unreasonable refusal to undertake part, or all, of the fitness test may result in disciplinary action being taken against the officer.
 - Outcomes will be recorded.
 - Where appropriate, dynamic push and strength pull assessments will also be carried out to national standards.
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Standard test

- For the standard fitness test, which is a national assessment, officers must attain a level of at least 5.4 on a multi-shuttle or “bleep test”.
 - In order to successfully complete the fitness test officers must achieve the 5.4 level before the final bleep sounds.
 - Officers will fail the test if they do not:
 - Achieve the 5.4 level; or
 - Complete the 15-metre course before the bleep sounds on three consecutive occasions.
 - Officers are required to undertake and complete a standard warm up, including stretching, and running to level 3.
 - Officers may undertake an alternative warm up if this is determined to be appropriate as a reasonable adjustment following consultation with Employee Relations and OH.
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Alternative test

- Officers who fail to pass the standard “shuttle run” fitness test will be allowed to take the Chester Treadmill Police Walk Test (CTPWT), as an alternative, if the officer states that they have no medical reason which may affected their ability to pass the “shuttle run” test. It is very likely that the CTPWT will need to be taken on a different date to the “shuttle run” test.
- If an officer has a medical condition which means that they are unable to take the “shuttle run” or which may have contributed to a “shuttle run” test failure, then medical advice must be sought from OH utilising the normal Management Referral process. The line manager will decide if the

officer should take the alternative test, based on the outcome of the referral, following consultation with the Employee Relations Advisor.

- The CTPWT has been approved by the College of Policing as the best available alternative test to the shuttle run to determine whether an officer is able to achieve the minimum recommended aerobic fitness standard for PPST.
- Officers are required to undertake and complete a suitable warm up, determined by the PTI/SOT, including mobility, stretching and limbering floor exercises of low to moderate intensity.
- An officer taking the alternative CTPWT test is required to walk at a brisk pace (6.0km/hr) on the treadmill for 10 minutes. Every two minutes the gradient is raised by 3%. After each period of two minutes the officer's Borg scale Rating of Perceived Exertion (RPE) must be less than 18 in order for them to continue.

Specialist roles

- Officers in specialist roles are expected to annually achieve the minimum standards described below, which have been defined as national standards.
- The CTPWT, if appropriate, may also be used as an alternative fitness test for specialist roles but the required walking times and gradients vary depending on the level of physical exertion required of the relevant training. (Recommended shuttle standards and CTPWT target times are shown.)

Specialist Role	Shuttle Standard	CTPWT Target Time
Marine Police Unit	5.4	10 mins
CBRN	5.4	10 mins
Method of Entry	5.4	10 mins
Mounted Branch	5.7	10 mins 20 secs
Dog Handler	5.7	10 mins 20 secs
Police Pedal Cyclist	5.8	10 mins 20 secs
Police Support Unit	6.3	10 mins 40 secs
Air Support – Tactical Flight Officers	6.4	10 mins 40 secs
Police Divers	6.8	11 mins 20 secs
Marine Police (Tactical Skills)	7.2	11 mins 40 secs
Authorised Firearms Officer (AFO)	7.6	12 mins

- Officers in the specialist roles below can take Chester Treadmill Police Run Test (CTPRT), if appropriate, as an alternative to the relevant “shuttle run” fitness test.
- After a suitable warm-up determined by the PTI/SOT an officer will be required to run at a brisk pace (10.4km/hr) on the treadmill. Every two minutes the gradient is raised by 2%, until, at 8 minutes, it is raised by 3%.

Specialist Role	Shuttle Standard	CTPRT Target Time
Armed Response Vehicle (ARV)	9.4	8 mins
Dynamic Intervention AFO	10.5	10 mins

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- Risk assessment**
- A specific risk assessment for the fitness test will be completed by a PTI or SOT in consultation with health and safety colleagues.
 - The risk assessment will be reviewed periodically, or in the event of:
 - A significant injury/illness to a participant; or
 - An organisational change affecting the delivery of the fitness test.
 - Dynamic fitness test risk assessments will be undertaken.
 - A specific risk assessment may be required on a case-by-case basis.
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- Assessment and test outcome**
- A PTI or SOT will decide if an officer has successfully completed the assessment. Their decision cannot be disputed.
 - Officers will be informed of the level that they achieved.
 - Outcome:
 - *Test Successful:* If an officer is successful in passing the test, then they will continue in role.
 - *Test Unsuccessful:* If an officer fails the test, the PTI or SOT will submit a written report to their line manager with a copy to their second line manager and their Employee Relations Advisor. This will detail the test outcome and provide an assessment of the work necessary to enable them to achieve the required standard.
 - The outcome of the test will be recorded on the Chronicle and CARM systems.
 - Failing or not taking the fitness test will mean that an officer cannot continue on to take PPST or an equivalent course for a specialist role.
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Failure to Achieve the Minimum Standard

- Remaining in role**
- The line manager will hold a meeting with the officer to discuss the test or re-test outcome and carrying out their role responsibilities.
 - A decision will be made about whether the officer should be permitted to continue in their role. The line manager will recommend to the District Commander, Director or equivalent Head of Department whether the officer should be permitted to continue in their role. In making this recommendation, the manager must use the NDM, take account of health and safety issues and give consideration to legal risks.
 - Consideration must be given to all identified options, including revising the duties of the officer or to posting them permanently or temporarily to another role.

- If the officer is posted to a new role this decision will be made in accordance with the provisions of the Recruitment and Selection policy.
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Fitness improvement plan

- A fitness improvement plan will be created which is tailored to the officer's individual needs, taking account of national guidance and health and safety considerations.
 - If an officer experiences any significant difficulties or discomfort implementing their plan they must stop immediately and speak with the PTI/SOT as soon as possible.
 - Officers can request a progress check and, subject to exigencies of duty, the officer will be given opportunities to achieve the required standard during the improvement plan period. If they fail the progress check this will not be regarded as a formal fitness test failure. The officer will formally undertake the fitness test at the end of the improvement plan period, if they have not passed the test earlier.
 - Officers will have three calendar months from the date of their test failure in which to pass the fitness test.
 - The period of the improvement plan can be extended, in exceptional circumstances, by up to a further calendar month if the officer's line manager, following a recommendation from the PTI/SOT, determines that a longer improvement period is appropriate.
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Failure to pass a re-test

- A further improvement plan will be set, and the officer will be given a further specified period in which to pass the test.
 - If formal action is taken, a programme of supervised training will be offered to the officer. Subject to exigencies of duty, supervised training in duty time of two hours per week for eight weeks will be offered to improve the officer's fitness, if this is considered to be appropriate by the line manager.
 - Consultation will be undertaken with specialist advisors (PTI/SOT, Employee Relations Advisor etc.) on a case-by-case basis over whether further supervised training should be offered after this period and whether duty time should again be made available.
 - It is unlikely that an officer will be retained in a specialist role if they fail the fitness test twice.
 - If the PPST fitness test is not passed, formal action may be started under the Police (Performance) Regulations which could ultimately lead to the officer's dismissal. However, everything reasonably possible to assist, support and develop the officer must be carried out before any formal action under the Police (Performance) Regulations is commenced. This must include consideration of whether the officer has any medical issues which would affect their ability to pass the fitness test. Consultation must be undertaken with Employee Relations before any formal action is commenced.
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Medical Conditions

Assessments

- Medical conditions or disabilities may impact on an officer's ability to undertake a fitness test.
 - Consideration will be given to whether the disability or medical condition precludes the officer from undertaking the fitness test.
 - If an officer has a medical condition or disability, this will be considered sensitively and fairly on a case-by-case basis.
 - The content and delivery of the PPST can be varied for an officer with a medical condition. The training can be tailored to their needs following discussion with the officer, their line manager, the PTI/SOT and OH, as appropriate.
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Temporary or short-term issues

- If an officer is unable to take a fitness test due to a temporary medical issue, their test will be postponed and/or rescheduled to a later date.
 - Normally a test will be rescheduled within two months.
 - A longer delay will only be agreed where there is medical evidence provided by the officer's GP, an OH specialist or another medical specialist, that they need this due to the nature of their temporary medical issue(s).
 - Only in exceptional circumstances would a temporary delay last for longer than 12 months.
 - If an officer seeks to delay a fitness test date due to a temporary medical issue on more than one occasion, without providing medical evidence to support the request, their second cancellation will be deemed to be a test failure.
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Adjusted duties

- If an officer has a medical condition and, as a result, they are placed on adjusted duties under the Limited Duties - Police Officers policy, they may, depending on the nature of their restriction, be given an exemption from having to take the fitness test.
- When officers are initially placed on adjusted duties the panel making this decision will also determine whether to exempt the officer from having to take the fitness test and, with it, the PPST. This decision will be reviewed annually by the panel at Formal Management Review meetings if the officer is retained on adjusted duties.
- If an officer, who is exempted from taking the fitness test, carries out some risk assessed work in the community or with members of the public as part of their role they will be given some safety training, if appropriate. Consultation over such training will be undertaken between the officer, their line manager, the PTI/SOT and Employee Relations, as appropriate, following an assessment of their capabilities completed by OH. This training will not count as PPST.

- An exemption can be rescinded, by an Adjusted Duties Panel, if there is a change in the officer's deployment. If the exemption is rescinded the officer will be required to undertake the appropriate training and fitness test within 90 days of being notified that their exemption has been rescinded.

Other process following recuperative duties

- Where, following a period on recuperative duties, an officer is not placed on adjusted duties but is instead put into another process, such as consideration of ill health retirement or UPP, the District Commander, Director, or equivalent Department Head may agree a fitness test exemption, if the nature of the officer's medical condition means that they cannot carry out work in the community.
- The exemption must be reviewed monthly and the exemption will cease when the process being undertaken is concluded.

Maternity and Pregnancy

Principles

- A maternity risk assessment will be conducted including whether the officer should still undertake the fitness test.
- The assessment may be during the officer's pregnancy or after they have returned to work.
- When an officer has returned from maternity leave, their line manager will discuss their ability to carry out the fitness test with them and, if necessary, refer the officer to OH.
- Providing there are no medical issues, the officer will be given time, based on individual circumstances, in which to prepare for the fitness test (typically three months).
- The fitness test must be arranged to be taken as soon as is reasonably practicable, in line with the above discussions.
- It is expected that, unless there are exceptional circumstances, the officer will take the fitness test within six months of returning to work.

Responsibilities

Officers

Officers are responsible for:

- Undertaking the fitness test, and the warm up, when taking PPST, subject to the provisions of this policy;
- Bringing with them, and undertaking the test in, suitable clothing and footwear;
- Speaking with Specialist Operations Training if they have concerns about the Job Related Fitness Test;

- Detailing any medical restrictions which affect their ability to take the test to the test assessor;
- Completing a Fitness to Train form when taking the fitness test. It is expected that, unless there are exceptional circumstances, the officer will take the fitness test within six months of returning to work;
- Stopping exercises immediately, and speaking with the PTI/SOT as soon as possible, if they experience any significant difficulties or discomfort during the fitness improvement plan; and
- Writing to their line manager to request an exemption if they think that they have a medical condition which they think prevents them from taking the test. They must provide details of their restrictions and why the fitness test is considered to be unsuitable.

Physical Training Instructor (PTI) or Specialist Operations Trainer (SOT)

PTIs and SOTs are responsible for:

- Completing and reviewing a risk assessment of the fitness test, in consultation with health and safety;
- Dynamically risk assessing officers before, during and after the fitness tests;
- Observing, conducting and recording test outcomes, ensuring that test guidelines are met;
- Deciding if officers have passed the fitness test or not; and
- Creating tailored training packages and fitness improvement plans for officers.

Line managers

Line managers are responsible for:

- Holding a meeting with the officer if they have failed the test, to discuss the outcome and carrying out their role responsibilities, and recommending to the District Commander, Director or equivalent Department Head whether the officer should be permitted to remain in role;
- Consulting with specialist advisors (PTI/SOT, Employee Relations Advisor etc.) and determining if, on a case-by-case basis, further supervised improvement training should be offered for officers who repeatedly fail the fitness test;
- Discussing completing the fitness test with officers who have returned to work following maternity leave;
- Determining whether to exempt an officer from having to take the fitness test for up to a year; and
- Deciding if formal action should be taken under the Performance Regulations, if a re-test is failed.

District Commanders, Directors or

District Commanders, Directors or Departmental Heads (or delegates, e.g. another member of the senior leadership team (SLT), where considered appropriate) are responsible for:

OFFICIAL

**Equivalent
Departmental
Heads**

- Deciding whether an officer who has failed the fitness test should be permitted to continue in their role. In making their decision they will consider:
 - A risk assessment of the officer remaining in role;
 - Fitness related legal or best practice requirements or guidance affecting the officer's role;
 - The health and safety of the officer, their colleagues, members of the community and others;
 - Relevant national guidance;
 - The PTI/ SOT's recommendations or proposals;
 - Relevant medical reports or assessments; and
 - Any other information held by the Force about the officer's health, medical issues or ongoing suitability for their role; and
 - Deciding whether to exempt an officer from having to take the fitness test who has been placed in another process (not adjusted duties), following a period on recuperative duties.
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**Adjusted Duties
Panel**

- A local Adjusted Duties Panel are responsible for:
- Determining whether to exempt an officer from having to take the fitness test, if they are placed on adjusted duties; and
 - Determining whether to rescind an exemption for an officer to take the fitness test that they have granted.
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**Occupational
Health**

- Occupational Health are responsible for:
- Deciding if it would be appropriate for the officer to take the fitness test if they have a long term medical condition; and
 - Providing a report for the line manager with their assessment and giving the officer a copy.
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Additional Information

Compliance

This policy complies with the following legislation, policy and guidance:

- Human Rights Act 1998
 - Criminal Law Act 1967, Section 3
 - Police and Criminal Evidence Act, Section 117
 - Criminal Justice and Immigration Act 2008, Section 76
 - Data Protection Act 2018
 - APP Armed policing
 - APP Public order
 - APP Investigation
 - Use of Force policy
 - Custody and Detention (including TACT Custody) policy
 - Recruitment and Selection policy
 - Limited Duties – Police Officers policy
 - ACPO Guidance on the use of handcuffs
 - NPIA Personal Safety – Use of force module
 - NPIA Guidance on Personal Safety Training
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