

Section: Administration of Correctional Officer Physical Abilities Test

I. PURPOSE

It is the purpose of this policy to provide information and procedures to administer the Correctional Officer Physical Abilities Test (COPAT) to potential applicants within the North Carolina Department of Public Safety/Adult Correction. This policy will explain the purpose of the Correctional Officer Physical Abilities Test, and provide the rationales for each test phase which are guided by essential physical needs to perform the Correctional Officer Essential Job Functions within the Section of Prisons.

II. DEFINITIONS

For purposes of this policy and its use, the following words or phrases are defined below:

- A. Blood Pressure Meter – device used to measure blood pressure
 - B. BPM – Beats Per Minute
 - C. COPAT – Correctional Officer Physical Abilities Test
 - D. COVT – Correctional Officer Video Test
 - E. Dumbbell – type of free weight used in weight training
 - F. Dynamometer – device used to measure force or power
 - G. Metronome – any device that produces regular, metrical ticks (beats, clicks) settable in beats per minute
 - H. Instructor – Certified, full-time OSDT staff given the responsibilities to plan, coordinate, and conduct training
 - I. Repetition – repeating of something; act of doing something again
 - J. Standard Issued Duty Belt – 1 3/4” black with a plain brass color buckle
 - K. Supine – position of the body, laying down with the face up
 - L. TABE – Test of Adult Basic Education
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III. ATTACHMENTS

- A. Attachment No. 1 - Informed Consent Form (OSDT-13)
- B. Attachment No. 2 - COPAT Applicant Evaluation Form (OSDT-14)
- C. Attachment No. 3 - Applicant Medical Clearance Form (OSDT-15)
- D. Attachment No. 4 - COPAT Stations Diagram
- E. Attachment No. 5 - COPAT Preparation (OSDT-16)

IV. POLICY

The following general guidelines apply to the Correctional Officer Physical Abilities Test:

- A. The COPAT is an assessment of the applicant's aerobic and anaerobic energy systems which are necessary to perform the essential job functions of a correctional officer as well as perform the emergency function. The COPAT also assesses the applicant's upper body strength, muscular endurance, and grip strength.
- B. COPAT will only be administered to applicants after successfully receiving a passing score on the TABE and COVT.
- C. Applicants will be administered the COPAT by the Office of Staff Development and Training at the times designated.
- D. The Instructor must hold a valid certification as a Cooper Institute Law Enforcement Fitness Specialist and/or an OSDT Fitness Instructor Certification.
- E. The applicant scores will be recorded on the OSDT-14 Correctional Officer Physical Abilities Test Evaluation Form. (See Attachment No. 2)
- F. There will be no deviation/altering of the test stations during the testing phase. The COPAT will be administered to all applicants as it is written in the testing procedures section.

V. PRE-TEST AND SCREENING

- A. The Correctional Officer Physical Abilities Test (COPAT) is a timed, continuous sequence of events which incorporate the essential physical needs to perform the essential job functions of a Correctional Officer as well as the necessary functions in the emergency function. The basic individual abilities are directly related to the correctional environment. The following test instructions, obstacle dimensions, equipment requirements and related criteria must be followed precisely to ensure standardization.
- B. All applicants are expected to be on time on the date they are scheduled. An applicant will be considered tardy if they arrive after the Informed Consent Section has begun for their scheduled time. Applicants will be directed to the Regional Employment Office for re-scheduling.
- C. All potential applicants will be required to read, sign, and date an "Informed Consent Form" (See Attachment No. 1 OSDT-13) acknowledging they do not suffer from any conditions which would prevent or limit their participation in the COPAT.
- D. All potential applicants will have their blood pressure and heart rate measured by use of a blood pressure meter prior to taking the COPAT by one of the instructors. The recordings will be annotated on the OSDT-14. The blood pressure reading must be less than 160/100 mm/Hg and the heart rate must be less than 100 bpm in order for the applicant to proceed to the COPAT Assessment. If the applicant's readings are above the predetermined level, the applicant will be given another measurement after 2 – 3 minutes. If after the second reading, the applicant's readings are still above the predetermined levels, the applicant will NOT be administered the COPAT Assessment. This COPAT Assessment will not be applied to the applicant's attempts. These applicants will be referred to their physician for medical clearance. Once the applicant receives medical clearance from their physician, the applicant will reschedule a COPAT Assessment date with the Regional Employment Office. The applicant must then be tested within thirty (30) days from the date the physician signs the medical clearance form. The applicant will present the medical clearance form to the instructor upon arrival for testing. (See Attachment No. 3 OSDT-15)
- E. Applicants will be notified to refrain from use of caffeine, nicotine, and exercise on the day of testing as these may increase the readings.

- F. Applicants will be advised if at any time during the testing procedures they feel lightheaded, tightness in the chest or are experiencing any other signs or symptoms which may indicate an injury or illness, they should immediately stop and notify the instructor. The applicant will be advised this will terminate the COPAT Assessment.
- G. Applicants will be advised that during the COPAT Assessment, the instructors will closely monitor them, and in the event the instructor observes any signs of injury or illness, the instructor may terminate the COPAT Assessment. This COPAT Assessment will not be applied to the applicant's attempts. These applicants will be referred to their physician for medical clearance. Once the applicant receives medical clearance from their physician, the applicant will reschedule a COPAT Assessment date with the Regional Employment Office. The applicant must then be tested within thirty (30) days from the date the physician signs the medical clearance form. The applicant will present the medical clearance form to the instructor upon arrival for testing. (See Attachment No. 3 OSDT-15)
- H. All potential applicants will be orientated to the COPAT in the following manner.
 - i. The instructor will demonstrate and verbally explain the course in the correct testing sequence.
 - ii. Upon completion of the demonstration/explanation, each applicant will verbally repeat the course sequence back to the instructor.
 - iii. Instructors may provide direction and guidance to applicants during the test. Example: "Move to the mat"
 - iv. Applicants MUST complete each event successfully before advancing on to the next.
 - v. Applicants MUST wear a standard issued duty belt which must include a pepper spray holder with inert spray and handcuff case with handcuffs. A typical Correctional Officer will carry approximately 5lbs of standard issued gear. Issued equipment must remain in the applicant's possession throughout the test. If equipment is dropped or lost during the test, applicants may immediately retrieve the item, but time continues to elapse.
 - vi. Applicants should wear comfortable pants that are ankle length such as sweatpants or khakis. Applicants should wear athletic

shoes and a shirt that is able to be tucked inside the pants. Applicants will not be permitted to wear any type of shorts, spandex clothing or tank tops style shirts. All shirts must have sleeves.

- vii. No jewelry of any type will be worn during the administration of the COPAT.

VI. COPAT TESTING STATION EQUIPMENT/SET UP

A. Step Test

- i. Equipment
 - a. 12" bench for stepping
 - b. Clock with sweep second hand or stopwatch
 - c. Metronome to assist subject maintain cadence in proper stepping rate (or an audiotape of the metronome)
 - d. CD Player or device to play audio CD
- ii. The bench should be positioned with no obstructions around that would interfere with the applicant's motions of stepping onto it.

B. Dummy Drag

- i. Equipment
 - a. 150 lb. dummy
 - b. Jumpsuit for dummy (if applicable)
 - c. Line Marker for start line
 - d. Stopwatch to start timed events
 - e. Tape measure
- ii. The starting positioning of the dummy should be with the head in the direction of the person that will be dragging it.
- iii. The dummy will be placed approximately five (5) to seven (7) feet to the left or right of the step bench depending on the layout of the room.

- iv. There will be a start line marker where the applicant will begin the drag, and a finish line marker twenty-five (25) feet away which the applicant must cross in order for the task to be acceptable.

C. Sit-ups & Push-ups

- i. Equipment
 - a. Exercise Mats
 - b. 4" sponge
 - c. Sit-up bar
- ii. Exercise mats will be set up approximately five (5) to seven (7) feet to the left or right of the dummy drag finish line depending on the layout of the room. Instructor should ensure these mats will not interfere with the applicant during the dummy drag.

D. Lunges

- i. Equipment
 - a. Exercise Mats
 - b. (2) 5 lb. dumbbells
- ii. The same exercise mats that were used for the sit-up & push-up task will be used for the lunges. Instructor will ensure these mats are clear of any equipment which may interfere with the applicant performing the lunges.

E. Grip Test

- i. Equipment
 - a. (2) Hand Dynamometer
 - b. Stopwatch
- ii. The Grip Test can be conducted on or off the mats, but will take place within one (1) minute after the completion of the timed events.
- iii. The Dynamometer can be adjusted to the applicants hand size which should be measured prior to beginning the COPAT.

VII. COPAT TESTING

- A. The COPAT Testing is conducted in three (3) stages as follows:
- i. Stage I - Three (3) minute Step Test
 - ii. Stage II - Timed Events (dummy drag, sit-up/push-up, lunges)
 - iii. Stage III - Hand Grip strength

The COPAT will begin with the Step Test. Once the COPAT has begun it will not stop until the completion of the COPAT or the applicant stops the test. The applicant will not be allowed to stop and restart the COPAT once it has begun. The running clock will begin only after the applicant has successfully completed the Step Test as described below.

- B. Stage I - Three (3) Minute Step Test
- i. Procedures:
 - a. The applicant will stand in front of the 12” bench and ensure they are a proper distance away from the bench to allow a step. On the command of start, the applicant will step for three (3) minutes to a four step cadence on a bench of twelve (12) inches in height. The applicant will step with one leg (count 1), bring the other leg to the top of the bench (count 2), return first leg to the floor (count 3), and return the other leg to the floor (count 4). The test will be accompanied by a metronome set to 96 beats per minute. The applicant must keep up with the cadence provided by the instructor, or the test is terminated.
 - b. Once the applicant successfully completes the Step Test, Stage II will be completed in succession with a running clock. The running clock will begin immediately upon successful completion of the Step Test.
 - c. If the applicant fails to successfully complete the Step Test, the test is terminated and the applicant does not advance to Stage II.

ii. Rationale:

- a. A typical Correctional Officer walks 2-3 miles per day. The Step Test will estimate an applicant's aerobic health while also assessing the applicant's ability to climb stairs.
- b. The test will aerobically challenge the applicant, which will simulate an aerobic run to the site of an encounter.

C. Stage II – Timed Events

During the timed events, the applicant may rest as needed, but must remain on the COPAT Assessment course. The COPAT Assessment will be terminated if the applicant states they no longer wish to continue or the cut off time of 6:30 minute/seconds has elapsed. The instructor will inform the applicant of their time at a minimum of once per minute.

i. 150 lb. dummy drag

a. Procedures:

- (i) The applicant will lift a 150 lb. dummy and drag the dummy in a supine (face-up) position 25 feet across the floor using the underarm/clothing drag which includes the applicant walking backwards.
- (ii) It will not be permissible to drag the dummy by the feet during this event.
- (iii) The applicant must cross the finish line with the 150 lb. dummy in order for the event to be acceptable.

b. Rationale:

- (i) A Correctional Officer should be able to carry an injured/incapacitated staff member/inmate from a dangerous area.
- (ii) A typical inmate weighs 160-200lbs., but the "dead weight" of a 150 lb. dummy has been shown to simulate that of a heavier person.

ii. Sit-ups & Push-ups

a. Procedures:

- (i) The applicant will perform a total of forty (40) sit-ups/push-ups. The applicant must complete at least some combination of 40 sit-ups/push-ups.
- (ii) Applicant will verbally state to the instructor prior to beginning the COPAT which event they will execute first and how many repetitions. For example, 10 sit-ups and 30 push-ups.
- (iii) Applicant must complete a minimum of 10 of each, and no less than 40 combined. For example, 10 sit-ups followed by 30 push-ups; 10 push-ups followed by 30 sit-ups; 15 sit-ups followed by 25 push-ups; 20 push-ups followed by 20 sit-ups, would all be acceptable combinations equaling the required 40.
- (iv) Applicant must complete all of one event (sit-ups or push-ups) before switching to the other. In other words, they cannot switch back and forth between events.
- (v) Push-ups are NOT modified. Applicant will begin in the up planked position, face down, feet together, hands slightly wider than shoulder width apart and fingers pointed forward. The body will form a straight line from the ankle, through the knees, hips, back and shoulders to the head. The instructor will place a four (4") inch sponge under the chest of the applicant. A correct push-up will be counted each time the applicant's planked body is lowered from the up position to the down position where the chest touches the sponge and then returns to the up position with arms at soft extension, while maintaining proper form.
- (vi) Sit-ups will begin with the applicant lying on the ground with knees bent, feet flat on the floor and hands interlaced and held behind the head or arms folded across the chest. The applicant must maintain one of these positions throughout the sit-up test. The

applicant may utilize a sit-up bar device or place their toes under the step bench which will hold the applicant's feet down firmly. The up position is obtained when the elbows touch the knees. The down position is obtained when the shoulder blades touch the floor. A correct sit-up will be counted each time the up position is met while maintaining proper form.

b. Rationale:

- (i) Trunk strength is important in the restraint, control, and defense against violent inmates.
- (ii) This test will estimate muscular strength and endurance of the applicant's upper body dynamic strength.

iii. Lunge Test

a. Procedures:

- (i) The applicant will perform five (5) lunges with each leg (10 total) while holding a 5 lb. weight.
- (ii) The applicant will lunge forward with the foot opposite that of the side holding a 5 lb. weight. The knee on the same side of the body as the hand holding the weight will also touch the ground.
- (iii) Each time the applicant descends to the lunge position, he/she will lower the 5 lb. weight until it touches the ground in the horizontal position, and will lift the weight from the ground until he/she is in the upright position. The weight may not be used as an aid in standing.
- (iv) The applicant will then switch the weight to the other hand, and lunge with the opposite foot.

b. Rationale:

- (i) A typical Correctional Officer will need to bend at the waist frequently while checking for contraband during

searches of inmates and other areas (ex. bunks or locker search).

- c. The clock will be stopped upon completion of the 10th lunge (reaching upright position), and the total time for successfully completing stage ii will be recorded on the applicant evaluation form, OSDT-14.

D. Stage III – Hand Grip Test

i. Procedures:

- a. The applicant will stand facing forward with arms relaxed at their side. From this position, the applicant will quickly squeeze a hand grip dynamometer (10) times with the left/right hand, followed by (10) times with the opposite hand.
- b. The applicant must exceed a minimum force of 20 kg-force on each of the grips. If the applicant fails to reach the 20 kg-force, they can continue to try but must complete the 10 repetitions per hand in no more than 40 seconds per hand.

II. Rationale:

Correctional Officers require substantial grip strength to maneuver their baton, fire weapons, apply restraints, and control/subdue violent inmates.

VIII. TIME LIMITS/DETERMINING CUT-OFF STANDARDS

A. Stage I - Step Test

- i. Applicants must complete the three (3) minute step test in order to move on to Stage II.
- ii. If an applicant fails to complete the three (3) minute step test this will be recorded as a fail COPAT and the applicant will not move on to Stage II.
- iii. If an applicant is unable to complete the three (3) minute step test or states they do not want to continue, this will be recorded as a fail COPAT and the applicant will not move on to Stage II.

B. Stage II - Timed events (Dummy drag, push-up/sit-up, lunge)

- i. Time limit for the timed events must be no more than 6:30 minutes/seconds with all events completed at an acceptable level.
 - ii. If an applicant fails to complete the timed events in no more than 6:30 minutes/seconds, this will be recorded as a fail COPAT and the applicant will not move on to Stage III.
 - iii. If an applicant is unable to complete the timed events or states they do not want to continue, this will be recorded as a fail COPAT and the applicant will not move on to Stage III.
- C. Stage III – Hand Grip Test
- i. Applicant must complete 10 repetitions with each hand of at least 20 kb-force in no more than 40 seconds per hand.
 - ii. The Grip Test must begin within one (1) minute after the successful completion of the timed events.
 - iii. If an applicant fails to complete the 10 repetitions per hand, this will be recorded as a fail COPAT.

IX. RE-TEST AND MAKE-UP APPLICANTS

- A. All applicants will be notified at the time of testing whether or not they have passed or failed the COPAT.
- B. All applicants will be given three (3) attempts in twelve (12) months to successfully complete the COPAT Assessment.
- C. If the applicant is unsuccessful in completing the COPAT Assessment on their 1st attempt, the applicant will be given the Office of Staff Development and Training COPAT Preparation (See attachment OSDT-16) which will assist them in preparing to be retested. The applicant will then reschedule their 2nd attempt with the Regional Employment Office at the time the applicant is ready to be retested.
- D. If the applicant is unsuccessful in completing the COPAT Assessment on their 2nd attempt, the applicant will be given the Office of Staff Development and Training COPAT Preparation (See attachment OSDT-16) which will assist them in preparing to be retested. The applicant will then reschedule their 3rd attempt with the Regional Employment Office at the time the applicant is ready to be retested.

- E. If the applicant is unsuccessful in completing the COPAT Assessment on the 3rd attempt, they will be removed from employment consideration for a period of twelve (12) months.
- F. Applicants will only be given one (1) opportunity to take the COPAT on their scheduled test date.

X. ANNUAL REVIEWS

The COPAT policy will be reviewed on an annual basis in order to ensure the COPAT Assessment is current with the Correctional Officer Essential Job Functions. The COPAT policy should also be reviewed if there are any changes in the essential job functions which relate to the COPAT Assessment.

NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF STAFF DEVELOPMENT AND TRAINING
Correctional Officer Physical Abilities Test

INFORMED CONSENT FORM

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____

EMERGENCY CONTACT PHONE: (_____) _____

"I, _____, have voluntarily agreed to perform the Correctional Officer Physical Abilities Test with the North Carolina Department of Public Safety. I understand this test includes a variety of exercises to include a step test, dummy drag, push ups/sit ups, lunges and hand grip strength to assess my current physical ability. I agree that I have been explained these tests. I hereby affirm that I am in the physical condition to perform these tests and do not suffer from any disabilities or injuries which would prevent or limit my participation in this test. I, _____, for myself, my heirs and assigns, hereby release the "North Carolina Department of Public Safety, and its employees, from any claims, demands, and causes of action, now or in the future, arising from my participation in this physical assessment. I fully understand that I may injure myself as a result of my participation in the "Correctional Officer Physical Abilities Test" including, but not limited to miscarriage, heart attack, muscle strains, pulls, or tears, shin splints, heat injuries, knee-lower back/foot injuries and any other illness, soreness, or injury however caused occurring during or after my participation in the "Correctional Officer Physical Abilities Test".

I hereby affirm that I have read and fully understand the above agreement.

Signature _____ Date _____

CORRECTIONAL OFFICER PHYSICAL ABILITIES TEST

Applicant Evaluation Form

APPLICANT NAME	SS # (Last 4)	AGE	SEX	RACE	DATE

INSTRUCTORS PRINTED NAME AND SIGNATURE	STAFF ID

**** Prior to beginning the COPAT, the instructor(s) will demonstrate each task to ensure applicant has an understanding of the course. The applicant must successfully complete all tasks in listed order. The instructor will give test sequence instructions as needed throughout the test. Applicant must complete each stage successfully before moving on to the next.**

Screening Results

<p style="text-align: center;">1st 2nd</p> <p>Blood Pressure Reading _____</p> <p style="text-align: center;">** ≥ 160/100 do not test</p>	<p style="text-align: center;">1st 2nd</p> <p>Heart Rate Reading _____</p> <p style="text-align: center;">** ≥ 100 do not test</p>
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PASS/FAIL

EVENT

ELAPSED TIMES/COMMENTS

1. Step Test (3 Minutes)
(Immediately after the completion of the step test, begin the time)

Begin Timed Events

2. Move to the 150 lb. dummy and body drag the dummy 25 feet
3. Move to the exercise mat and complete
_____ Sit-ups and
_____ Push-ups
(This will be determined by the applicant prior to COPAT and the first event will be circled by the instructor)
4. Pick up the 5 lb. dumbbell and begin the Lunges (5 each side – 10 Total)

Total Time: _____ Min _____ Sec
Passing ≤ 6:30

End Timed Events

5. Maintain a grip on the Dynamometer and squeeze 10 times with each hand in no more than 40 seconds per hand. Left Time _____ Right Time _____

COPAT PASS _____ COPAT FAIL _____ Instructor's Initials _____ Instructor's Initials _____

The successful completion of the Correctional Officer Physical Abilities Test (COPAT) is valid for one (1) year from the date of testing. All applicant will have (3) attempts to successfully complete the COPAT Assessment within (1) year. If the applicant fails the COPAT during the 1st attempt, they will be provided with a copy of the COPAT Preparation and notified to contact the REO when ready to retest. If the applicant fails the COPAT during the 2nd attempt, they will be provided with a copy of the COPAT Preparation and notified to contact the REO when ready to retest. If the applicant fails the COPAT during the 3rd attempt, they will be notified they are not eligible to retest for a period of twelve (12) months.

MEDICAL CLEARANCE FORM

Dear Doctor, _____ Date: _____

Your patient _____ is requesting to take part in the Correctional Officer Physical Abilities Test conducted by the North Carolina Department of Public Safety. This test incorporates aerobic and anaerobic assessments in order to measure the applicant's current physical fitness level.

After completing a medical screening which consisted of blood pressure and heart rate readings, our office is seeking your advice in any limitations that the applicant may have which would prohibit them from participating in the Correctional Officer Physical Abilities Test.

In order for the applicant to be considered for further testing, we will require your authorization for the applicant to perform the following test. Please initial beside each test to indicate that you are not aware of any conditions that would restrict or hinder the applicant from participating and completing the Correctional Officer Physical Abilities Test.

- | <u>Doctor's Initial</u> | <u>Testing Station</u> |
|-------------------------|---|
| _____ | 1. <u>Three (3) Minute Step Test</u>
Applicant will be required to complete a step test by stepping up on a 12" bench for (3) minutes at a rate of 96 beats per minute |
| _____ | 2. <u>150 lb. Dummy Drag for twenty-five (25) feet</u>
Applicant will be required to drag a 150 lb. dummy a distance of (25) feet while walking backwards |
| _____ | 3. <u>Sit-ups/Push-ups (Combination of 40)</u>
Applicant will be required to complete a combination of (40) sit-ups/push-up with a minimum of (10) for each exercise. |
| _____ | 4. <u>Lunges</u>
Applicant will be required to perform (5) lunges with each leg while holding a 5 lb. dumbbell. |
| _____ | 5. <u>Hand Grip Strength with Dynamometer</u>
Applicant will be required to squeeze a Hand Held Dynamometer 10 times at 20 kg- forces with each hand. |

COMMENTS:

Please sign below indicating your recommendation for the above named applicant.

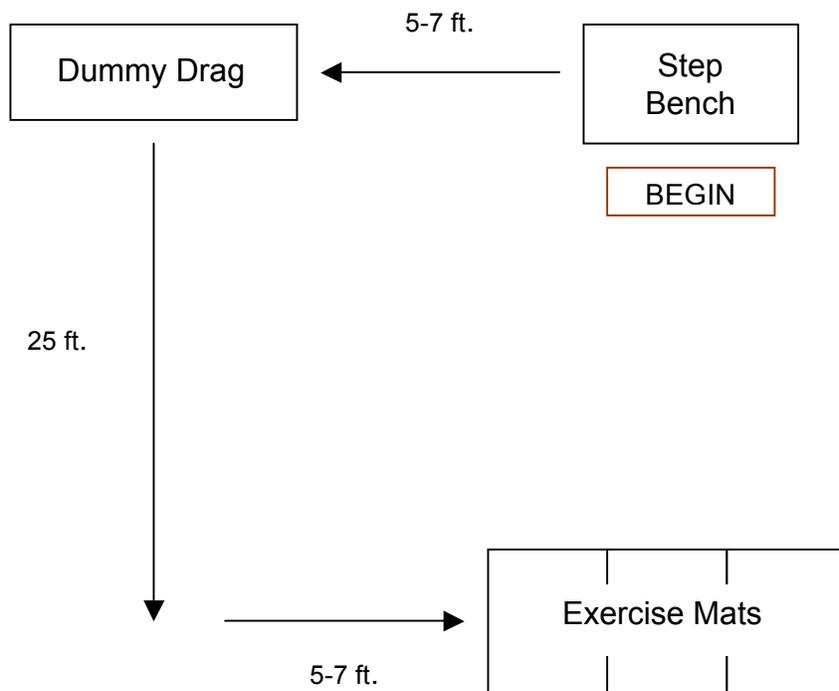
_____ Print Name _____

Address: _____

Phone: _____

Signature _____

COPAT STATIONS DRAWING DIAGRAM



** The course can be set-up by either going to the right or left of the step bench as long as the approximate distances are maintained between stations.

Preparation

Before beginning a physical exercise program it is strongly recommended that applicant's consult a physician to make sure they are deemed physically able to undertake such a program. It is especially recommended for individuals over the age of 40 to consult with and be cleared by a doctor before undertaking this program.

The following is a 6-week progressive exercise program that might be useful in helping to prepare applicants for the requirements of the COPAT. Applicants can conduct a self-evaluation of their physical abilities to estimate their fitness levels, and to identify components of the fitness regime needed to meet the standards of COPAT.

Delayed onset muscle soreness (24-48 hours after exercise) may occur as a result of exercise. This soreness should be mild and dissipate prior to the next scheduled exercise session.

Applicants experiencing significant soreness lasting longer than 2-3 days have likely exercised too hard and should wait to perform the next session that stresses the affected area (other than stretching). Once soreness in the affected area dissipates, applicants may consider resuming the exercise program.

Step Test

** To complete the step portion during this exercise, you can use a 12" step bench or similar item such as the similar sized stair (bottom stair) in your house. This will involve stepping on and off the bench or stair as described in the video.

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Walk 15-20 minutes	Walk 15-20 minutes	Step x 1 minute	Walk 15-20 minutes	Step x 1 minute	Walk 15-20 minutes	Walk 20 + minutes
2	Step x 1 minute (Do this 2 times)	Walk 15-20 minutes	Step x 1.5 minutes Step x 1 minute	Walk 15-20 minutes	Step x 1 minute (Do this 3 times)	Walk 15-20 minutes	Walk 20 + minutes
3	Step x 1 minute (Do this 3 times)	Walk 20 + minutes	Step x 1.5 minutes (Do this 2 times)	Walk 20 + minutes	Step x 1 minute (Do this 3 times)	Walk 20+ minutes	Walk 30 + minutes
4	Step x 1 minute (Do this 4 times)	Walk 20+ minutes	Step x 1.5 minutes (Do this 2 times)	Walk 20 + minutes	Step x 2 minutes (Do this 2 times)	Walk 20+ minutes	Walk 30 + minutes
5	Step x 1 minute (Do this 5 times)	Walk 30 + minutes	Step x 1.5 minutes (Do this 3 times)	Walk 30 + minutes	Step x 2 minute (Do this 3 times)	Walk 30 + minutes	Walk 40 + minutes
6	Step x 1 minute (Do this 6 times)	Walk 30 + minutes	Step x 1.5 minutes (Do this 4 times)	Walk 30 + minutes	Step x 2 minutes (Do this 2 times)	Walk 30 + minutes	Walk 40 + minutes

** During the Step exercises that involve multiple times, you should rest for 45-60 seconds between sets.

Push-up Test

You can determine your fitness level by measuring how many push-ups you can complete, as described in the COPAT instructions, without taking any rest. You should re-evaluate your fitness level every two (2) weeks and move up one level if you reach the goal of the previous level.

If the total number of push-ups completed is less than 10, begin at Level A

If the total number of push-ups completed is 10 or more, begin at Level B

If the total number of push-ups completed is 20 or more, begin at level C

- A) Perform the maximum number of correct push-ups until you reach failure due to muscle fatigue. Immediately begin “bent knee” push-ups to complete the set of 10. **Complete 1 set (3 times/week).**
- B) Perform the maximum number of correct push-ups until you reach failure due to muscle fatigue. Immediately begin “bent knee” push-ups to complete the set of 20. **Complete 2 sets (3 times/week).**
- C) Perform the maximum number of correct push-ups until you reach failure due to muscle fatigue. Immediately begin “bent knee” push-ups to complete the set of 30. **Complete 2 sets (3 times/week).**

Sit-up Test

You can determine your fitness level by measuring how many sit-ups you can complete, as described in the COPAT instructions, without taking any rest. You should re-evaluate your fitness level every two (2) weeks and move up one level if you reach the goal of the previous level.

If the total number of sit-ups completed is less than 10, begin at Level A

If the total number of sit-ups completed is 10 or more, begin at Level B

If the total number of sit-ups completed is 20 or more, begin at level C

- A) Perform the maximum number of correct sit-ups until you reach failure due to muscle fatigue. *Rest for 90 seconds* and continue sit-ups. Repeat until you complete the set of 10. **Complete 1 set (3 times/week).**
- B) Perform the maximum number of correct sit-ups until you reach failure due to muscle fatigue. *Rest for 60 seconds* and continue sit-ups. Repeat until you complete the set of 20. **Complete 1 set (3 times/week).**
- C) Perform the maximum number of correct sit-ups until you reach failure due to muscle fatigue. *Rest for 45 seconds* and continue sit-ups. Repeat until you complete the set of 30. **Complete 1 set (3 times/week).**

Lunge Test

Successful completion of the following program should allow you to perform lunges with sufficient strength and skill to prepare you for COPAT.

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1		5x Squat		5x Squat		10x Squat	
2		10x Squat		10x Squat		15x Squat	
3		10x Squat 1x lunge (each leg)		10x Squat 1x lunge (each leg)		10x Squat 1x lunge (each leg)	
4		5x Squat 2x lunge (each leg)		10x Squat 2x lunge (each leg)		15x Squat 2x lunge (each leg)	
5		5x Squat 3x lunge (each leg)		10x Squat 3x lunge (each leg)		15x Squat 3x lunge (each leg)	
6		5x Squat 4x lunge (each leg)		10x Squat 4x lunge (each leg)		5x Squat 5x lunge (each leg)	

Grip Strengthening

Work on strengthening your grip by squeezing a tennis ball (or another small item that can provide sufficient resistance). Squeeze the ball and hold it for a 3-5 second count. Repeat these five times (with each hand). Increase the number of grips each week. Increase the number of sets every other week.

Week 1 – 1x 5 times

Week 3 – 2x 7 times

Week 5 – 3x 9 times

Week 2 – 1x 6 times

Week 4 – 2x 8 times

Week 6 – 3x 10 times

If you feel that you will require a reasonable accommodation in order to successfully complete the Correctional Officer Physical Abilities Test (COPAT), please contact the Regional Employment Office for further assistance.