



Harford County Sheriff's Office Wellness Incentive Point System Form

Employee: _____

Track 1

Track 2

The following is a series of tests that will be part of Track #1 – Incentive Program.

Push-Ups Sit-Ups 1.5 Mile Run
(1 minute) (1 minute) 300m Run

OR

The employee is able to partake in a voluntary physical activity program of his/her own design or the assistance of a certified trainer

I have reviewed the description of the Harford County Sheriff's Office physical agility tests detailed on the above section of this form and after evaluation and review of medical history, certify that the employee can take part in a voluntary physical activities program.

PLEASE CHECK THE BLOCK THAT APPLIES TO YOUR VISIT

- | | |
|--|--|
| <input type="checkbox"/> Annual Physical | <input type="checkbox"/> Health Risk Assessments & Screening |
| <input type="checkbox"/> Blood Glucose (separate from annual physical) | <input type="checkbox"/> Mammogram |
| <input type="checkbox"/> Cholesterol Screening (separate from annual physical) | <input type="checkbox"/> Stress Test/Management |
| <input type="checkbox"/> Colonoscopy | <input type="checkbox"/> Wellness Education |
| <input type="checkbox"/> Dietician/Nutritionist | <input type="checkbox"/> Other: _____ |

All of the non-physical activities listed above will be awarded 1x per year **EXCEPT** the Wellness Education and Health Risk Assessments & Screenings.

Physician Signature: _____

Physician (print or type): _____ Date: _____

HCSO Wellness Program Track#1

Cooper Standards Based Incentive Program for Law Enforcement and Correctional Officers (Civilian employees may choose to participate)

In order to partake in the Voluntary Incentive Program the agency member must complete the following tests in order as stated. One minute of push-ups, 2 minutes rest, one minute of sit ups, 2 minute rest. The member will then have 5 minutes to recover and stretch for the 1.5 mile run. The last test will be a 300 meter run after 10 minutes of rest. The reward will be based on the average fitness levels of the four tests performed. If one test is not completed then the member will be directed to take part in Track 2. In case that a member has a medical issue that will not allow them to do a specific test the agency member will need to choose Track #2. The member volunteering for this program must have had an initial physical or updated form SO-151 signed by (**within 60 days of the testing dates**) his/her physician in order to participate. If a member shows up for physical testing and has not met this requirement they will be instructed that they cannot partake in either Track and can sign up at the next incentive period. The member, in most cases, will have an option of administrative leave hours or a monetary reward. This incentive is awarded two times per year (**every 6 months**) based on their participation and fitness level.

% Fitness Level	Admin. Leave	Monetary Reward
20	2	None
30	4	None
40	8	None
50	10	\$ 50
60	12	\$ 75
70	16	\$ 125
80	18	\$ 175
90+	20	\$ 225

*Admin. Leave-(use or lose) must be used **within 6 months** after incentive awarded.

*If choosing the monetary reward it will be **added to your payroll check.**

*Participants are still eligible for incentives under Track #2.

In order to receive your incentive every 6 months, in Track 1 or Track 2 you **MUST** complete the Agency Standards as follows;

1. Physical (initially w/in 60 days then yearly) & SO-151 completed prior to test date.
2. Have been assigned a Pebble to wear
3. Reach Agency set goals of the following
 - Steps- 600,000
 - Active Minutes- 10,800



Wellness Program Point System(Track#2)

Activity	Non-Exercise Points	Documentation Needed	Availability
Assessments(Non-Activity)			
Health Risk Assessment & Screening	25	SO-151	
Stress Test/Management	25	SO-151	On your own
Blood Glucose	25	"	On your own
Glaucoma-Eye Exam	25	"	On your own
Annual Physical	25	"	On your own
Cholesterol	25	"	On your own
Colonoscopy	25	"	On your own
Mammogram	25	"	On your own
Wellness Education*	25	Staff or SO-151	As scheduled
Diet/Nutritionist	25	"	On your own
Milestones**	25	Staff	Staff
Other***	see coord.	Staff or SO-151	

The Goal for Track 2 is 350 points every 6 months with periods that start Oct.1 & April 1.

300 points will be earned by completing the below Agency set goals for Steps and Active Minutes (see green box)

50 points will be earned by completing two (2) Non-Physical Activities every 6 months (see above list)

*** you may inquire about items not on the list that may qualify

Your incentive for Track 2 is 8 hours of Administrative Leave.

In order to qualify for your incentive(TRACK 1 or TRACK 2) you will need to complete the following every 6 mo

Steps- 600,000

Active Minutes-10,800

*Wellness Education to include but not limited to health fairs, seminars/lectures, classes, DVD presentations, or other related set by Coordinator/Staff (Stress Mgt., Sleep Disorder...)

**Milestone-include but not limited to Weight Loss, Smoke Cessation, BP & Cholesterol (TBD by Staff)

1X Assessment per year



Jeffrey R. Gahler
Sheriff

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Human Resources

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410-836-5485

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Protocol for 1.5 Mile Run

Purpose

The 1.5 mile run is a measure of aerobic power (cardiovascular endurance). The objective in the 1.5 mile run is to cover the distance as fast as possible.

Procedure

1. Participants should not eat a heavy meal or smoke for at least 2-3 hours prior to the test. Participants should warm-up and stretch thoroughly prior to running.
2. The Participant runs 1.5 miles as fast as possible.
3. Participants should not physically touch one another during the run, unless it is to render first aid.
4. Finish times should be called out and recorded.
5. Upon completion of the run, participants should cool down by walking for about 5 minutes to prevent venous pooling (i.e. pooling of the blood in the lower extremities which reduces the return of blood to the heart and may cause cardiac arrhythmia).

How to Prepare for 1.5 Mile Run

To prepare for this test, you need to gradually increase your running endurance. The schedule below is a proven progressive routine. Begin at the level you can accommodate, and if you can advance the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then do so.

Week	Activity	Distance in Miles	Duration in Minutes	Time Per Week
1	Walk	1	17-20	5
2	Walk	1.5	25-29	5
3	Walk	2	32-35	5
4	Walk/Jog	2	28-30	5
5	Walk/Jog	2	27	5
6	Walk/Jog	2	26	5
7	Walk/Jog	2	25	5
8	Walk/Jog	2	24	5
9	Jog	2	23	4
10	Jog	2	22	4
11	Jog	2	21	4
12	Jog	2	20	4



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Protocol for Push-Ups

Purpose

This measures muscular endurance of the upper body (anterior deltoid, pectorals major, and triceps).

Procedure

1. Hands are placed shoulder width apart with fingers pointing forward and feet together on a level surface.
2. The counter places a 4 inch block below the applicant's chest, between the hands.
3. Start from the up position (arms fully extended with only hands and feet touching the ground.)
4. Keep your back straight at all times.
5. Lower your body to the floor until your chest touches the block.
6. Return to the up position with your arms fully extended. This is one repetition.
7. Resting is permitted only in the up position. Both hands and feet must remain in contact with the ground at all times.
8. If your knees or hips touch the ground during the exercise the counter will stop the exercise and you can not continue.
9. If a push up is not done correctly, the counter will immediately advise you of the correction, and the incorrect push up will not be counted towards the final score.
10. When you elect to stop or can not continue, the total number of correct push ups is recorded as the score.

How to Prepare for Push-Ups

1. Determine the maximum number of correct push-ups you can do in one minute.
2. Multiply that number by .75 (75%). Round off the result to the lowest number. This will be the number of repetitions (push-ups) you will do per set.
3. Warm up with some light activity of your choice, such as a stationary bike, walking or jogging on the treadmill, light calisthenics, etc.
4. Perform the number of push-ups (correct form) determined in the calculation done in #2 above.
5. Rest no longer than 60 seconds, and do another set of repetitions.
6. Repeat #4 and #5 until you have done 3 or 5 sets of repetitions. Even though the last sets may be difficult, maintain proper form. If you have to hesitate longer on the floor on the last sets to get in the full number, then do so but rest no longer than necessary. It is important that you get in all the repetitions.
7. Do this routine every other day. Increase the number of reps per set by 1 or 2 each week.

Note: If you are unable to do at least 5 reps per set, then you will have to adjust the above calculations on modified push-ups (from the knees) in order to keep the number of reps high enough to address muscular endurance. You should also get assistance in designing a strength routine using selectorized machines including chest, arms and trunk exercises.



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Protocol for One Minute Sit-Ups

Purpose

This measures abdominal muscular endurance.

Procedure

1. Start by lying on your back, knees bent, heels flat on the floor, and your hands interlaced behind your head. (This is the Down position)
2. Raise your body until your elbows cross or touch your knees (This is the Up position) and return until your shoulder blades touch the ground. This is one repetition.
3. The counter will hold down your feet firmly.
4. Your hips must remain on the floor with no thrusting of the hips.
5. Avoid pulling on your head with your hands.
6. Resting is permitted only in the up position.
7. If you stay in the down position for more than 3 seconds the counter will stop the exercise and you can not continue.
8. If a sit up is not done correctly, the counter will immediately advise you of the correction, and the incorrect sit up will not be counted towards the final score.
9. When you elect to stop or cannot continue, the total number of correct sit ups is recorded as the score.

How to Prepare for Sit-Ups

1. Determine the number of correct sit-ups you can do in one minute.
2. Multiply that number by .75 (75%). Round off the result to the lowest number. This will be the number of repetitions (sit-ups) you will do per set.
3. Warm up with some light activity of your choice, such as a stationary bike, walking or jogging on the treadmill, light calisthenics, etc.
4. Perform the number of sit-ups (correct form) determined in the calculation done in #2 above.
5. Rest no longer than 60 seconds, and do another set of repetitions.
6. Repeat #4 and #5 until you have done 3 or 5 sets of repetitions. Even though the last sets may be difficult, maintain proper form. If you have to hesitate longer on the floor on the last sets to get in the full number, then do so but rest no longer than necessary. It is important that you get in all the repetitions.
7. Do this routine every other day. Increase the number of reps per set by 1 or 2 each week.

Note: If you are unable to do at least 5 reps per set, then you will have to modify your routines in order to get in sufficient repetitions to address muscular endurance. You should follow a crunch or curl routine for your abdominals and also get assistance in designing leg exercises (multi-hip machine or leg lifts) to address the hip flexors. Also, you could use an abdominal machine in a fitness facility using a light enough resistance to get in 15 reps per set for 3 sets.