



**Okaloosa County Sheriff's Office**  
**Standard Operating Procedure: 36.25**  
**Subject: Physical Abilities Testing Incentive Stipend**

New: 02/15/2013

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This Standard Operating Procedure consists of the following sections:

**A. Purpose**  
**B. Definitions**  
**C. Eligibility**  
**D. Procedures**

**A. Purpose**

The purpose of this Special Operating Procedure (SOP) is to establish procedures for the eligibility and administration of a Physical Abilities Test (PAT) incentive stipend.

**B. Definitions**

1. Deputy Sheriff/Sworn – means a sworn member of the agency who is a law enforcement officer appointed by the Sheriff and certified under F.S.S. Chapter 943.
2. Physical Abilities Test (PAT) Certification – A status achieved by an employee after successful completion of the “Physical Abilities Testing Requirements and Responsibilities” which have been documented by the Training Section in accordance with [OCSO General Order 36.12](#).

**C. Eligibility**

1. Members eligible for the incentive stipend must be full time Deputy Sheriff/Sworn employees of this agency.
2. Eligible members must satisfactorily complete both spring and fall PAT certifications with a time of at least thirty (30) seconds faster than the average established time for their age group as outlined in Section D (Procedures).
  - a. The time used to establish eligibility will be based on the member's age group at the time tested.
3. Both PAT certifications must be completed within the same calendar year (January 1st through December 31st).

**D. Procedures**

1. The formula for establishing the average time for each age group. Age groups will be categorized as:
  - a. 19-29 years of age.
  - b. 30-39 years of age.
  - c. 40-49 years of age.
  - d. 50-59 years of age
  - e. 60 years of age and older.

2. Both spring and fall certification times from the preceding year for each age group will be averaged to establish each age group time.
3. At the end of each calendar year, the Office of Professional Standards will conduct an audit to establish a list of members eligible to receive the incentive stipend.
  - a. Office of Professional Standards will forward a memorandum indicating the names of those members qualifying for the stipend to the Administrative Services Bureau Chief.
4. The Administrative Services Bureau Chief will seek approval from the Sheriff for the distribution of the incentive stipend to eligible members.
5. The incentive stipend will be no more than \$500 (Gross) and will be reviewed during each year's budget preparations.

**APPROVED:**  /S/  
**MAJOR J.D. PEACOCK**  
**ADMINISTRATION BUREAU CHIEF**