



U.S. Immigration and Customs Enforcement



Preemployment Physical Fitness Test for Law Enforcement Officer Positions Within the Office of Detention and Removal

This is to inform you of the physical fitness requirement for all Office of Detention and Removal (DRO) law enforcement job applicants receiving a conditional offer of employment. This package contains detailed information about the physical fitness testing procedures and how to prepare for the tests. **All conditional selectees must take and pass all three fitness tests in order to continue with the hiring process. Failure to successfully complete the first, second, or third test will result in discontinuing the entire physical fitness test.**

The following are some key points regarding the requirements of the position and the Preemployment Physical Fitness Test (PFT).

Physical Demands of Law Enforcement Positions

Law enforcement positions within DRO are demanding federal law enforcement officer positions with national security responsibilities. Job duties are carried out under dangerous conditions in which agents and officers must be able to defend themselves and others. DRO law enforcement officers must be proficient in the use of various types of firearms and be physically capable of controlling those persons in their custody even when the officer is unarmed. Further, DRO law enforcement officers are required to serve warrants at any time day or night, and must be able to perform at a consistently high level for extensive periods of time, including travel of long duration.

Successful completion of the PFT ensures that all new hire DRO law enforcement officers are at a minimally acceptable level of physical fitness to meet the physical demands of mandatory training and the performance of job duties.

When and where will I take the physical fitness tests?

- Fitness tests will be administered at the same time and location as your medical examination. While they occur immediately after the medical exam, the fitness tests are not medical tests. They are a separate and distinct preemployment requirement.

What are the tests?

- Three tests will be administered:
 - Kneel/Stand Test
 - Push-ups
 - 5 Minute Cardiovascular Endurance Step Test

Detailed information on PFT requirements, including the standards for passing and photographic illustrations of the tests that comprise the PFT appear later in this packet

What do I need to bring for the tests?

- When you arrive for your medical examination you should dress in or bring clothing suitable for physical fitness testing including:
 - gym shorts or sweat pants and T-shirt
 - athletic shoes which provide good support and sweat socks
 - athletic support garments (including braces or supports routinely worn while working, e.g., back brace)
 - water is optional, but is not provided at the test site

Revised May 2007

What if I have a medical condition that may affect completion of the fitness testing?

- You need to bring all pertinent medical information from your treating physician to the medical examination. The examining physician will determine if the physical fitness test will be administered.

What will happen if I am unable to pass the tests?

- Failure to pass any one test will mean that you will not be hired for a DRO law enforcement officer position. If you fail any one of the three fitness tests, the entire physical fitness testing process will stop. You will not be allowed to continue to the next test. Your conditional offer of employment will be withdrawn. No retesting is allowed under Immigration and Customs Enforcement (ICE) policy for candidates who fail any one of the physical fitness tests. Individuals, who fail, and subsequently improve their level of physical fitness, may reapply for DRO law enforcement positions under future vacancy announcements.

NOTE: Applicant funded or free physical fitness tests of any kind, performed by any medical provider, fitness center, or organization may not be used to meet the agency physical fitness requirement. Only ICE sponsored medical and fitness tests qualify to meet the physical fitness requirements for these positions.

How can I prepare for the fitness tests to increase my chances of passing?

- The underlying physical components being measured by the fitness tests are: the ability to move quickly with balance and, upper and lower body strength; aerobic capacity, and endurance. If you are currently out of shape and are not regularly exercising, you may want to consult with your health care provider regarding a progressive exercise program. Your training regimen should include aerobic weight bearing activities such as stepping, brisk walking, jogging and running, and push-ups, as well as abdominal exercises. To reduce the risk of neuromuscular injuries, it is important to start slowly with walking and stretching activities and progress gradually to more strenuous activities.
- To prepare for the test battery, practice the tests themselves on a gradual and progressive basis until you are able to complete them as required. Start with kneeling push-ups (if necessary) and progress gradually to full push-ups (see Six Week Push Up Improvement Program page 10). Walk daily, gradually increasing the pace and distance. Progress to alternative walk/jog segments. Start taking the stairs instead of the elevator. After a few weeks, take the steps two at a time.
- Reduce the risk of injuries by not doing too much too soon. Follow these guidelines:
 - drink water prior to, during, and after exercise to stay adequately hydrated
 - maintain consistency in your physical fitness program — it is the key to success
 - get adequate rest and sleep to allow your body to recover between training sessions
- Trained professionals at local schools, YMCAs, health clubs, and park facilities will be able to give you additional suggestions and guidance. Additionally, there are many excellent books on prudent exercise programs.
- Track your progress on the Daily Fitness Training Log (page 9) and bring it with you to the PFT.

Physical Fitness Test Instructions for Applicants for Law Enforcement Positions Within the Office of Detention and Removal

General Information

- Passing all 3 preemployment fitness tests is a requirement
- Study these instructions carefully
- Physically condition yourself to perform these tests
- Avoid heavy physical exercise 48 hours prior to testing
- Refrain from smoking or drinking caffeine on the test day
- Do not eat a large meal within two (2) hours of testing
- Tests are performed in this order:
 1. Kneel/Stand Test
 2. Push-ups
 3. Step Test
- Practice is provided before the kneel/stand and step test
- There will be a rest period of three (3) minutes between tests
- Each test must be successfully completed to progress to the next test

Kneel/Stand Test

The Kneel/Stand Test contains all required shooting positions required to pass the Firearms portion of instruction at the Academy as well as the quarterly weapon requalification requirement of the DRO law enforcement officer positions. It consists of 10 changes of position, an extended period (2 minutes) of upright kneeling, followed by the final position change. The test is administered as one continuous test, with two parts, which are timed separately. The initial 10 changes must be completed within 25 seconds, and are immediately followed by two minutes of kneeling and then coming to a full standing position. Both parts of the test require the maintenance of upright postures with minimal posture deviations especially during change of positions. Throughout the test you will be required to hold both arms extended in front of you as if holding a firearm. An audiotape will provide verbal cues during this test so you do not have to memorize the sequence of position changes.

Push-up Test

Push-ups measure the upper body strength required to surmount obstacles such as walls at both the Academy and on the job. This is a timed test, requiring you to complete 15 proper form push-ups within 2 minutes. The depth of the push-up will be measured using a 4" foam block. Rests between push-ups, if needed, must be taken in the "up position." The Test Administrator will evaluate your form during the test and will instruct you when to start and stop. Incorrectly executed push-ups will not be counted.

Step Test

The Step Test measures cardiovascular endurance. It is a timed test, requiring you to step up and down on a 16" high step at a rate of 96 steps per minute for a total time of five (5) minutes duration. A CD, containing a constant beat and verbal cues, is used to maintain the cadence.

Instructions for the Kneel/Stand Test

- Assume a prone position lying on your stomach on the floor with your arms directly alongside your body with the palms up. Come to an upright kneeling position on both knees. Thighs and upper body are to be vertical so that there is no leaning or sitting back on heels. (Figure 1-3)
- Grip your dominant hand with your non-dominant hand (as if firing a semi-automatic pistol). Extend both arms in front of you horizontally with the elbows fully extended and locked. Elevate arms to eye level. Point the index finger of the dominant hand, as a gun barrel, at the mid-chest of the examiner. Keep both thumbs down. Your arms will remain in this position through the test. (Figure 4)
- Assume an upright standing position. (Figure 5)
- Assume a right knee kneeling (half-kneeling) position. (Figure 6)
- Assume an upright standing position. (Figure 7)



Fig 1



Fig 2



Fig 3



Fig 4



Fig 5

- Assume a left knee kneeling (half-kneeling) position. (Figure 8)
- Assume an upright standing position. (Figure 9)
- Assume a full-kneeling position (either leg may initiate movement). (Figure 10)



Fig 6



Fig 7



Fig 8



Fig 9



Fig 10

- Assume an upright standing position. (Figure 11)
- Assume a full-kneeling position again (either leg may initiate movement). (Figure 12)
- Hold the upright kneeling position on both knees for 2 (two) minutes. (Figure 12)
- Keeping both arms in front of you horizontally with the elbows fully extended and locked. Assume an upright standing position. (Figure 13) When told to do so relax the arms. (Figure 14)



Fig 11



Fig 12



Fig 13



Fig 14

Instructions for Push-Ups

This test measures dynamic muscular strength and endurance of the muscles of the upper body.

- Start in the “up position” with your elbows locked and your hands spaced shoulder width apart, with the thumbs aligned with the crease of your shoulder. Keep your body in a straight line with your feet close together (Figure 1).
- Once in the “up position,” the Test Administrator will place a foam block 8" long and 4" high in an area directly below your sternum (Figure 2).



Figure 1



Figure 2

- Upon the command, “Go,” keeping your body straight, drop down until your chest touches the foam block (Figure 3).
- Then, maintaining a straight body, push up until your elbows are straight. This completes one push-up (Figure 4).

NOTE: Both men and women are required to touch their sternum (breast bone) to the foam block. Push-ups where only breast tissue touches the block will not count.



Figure 3



Figure 4

- This is a timed test requiring the completion of fifteen (15) push-ups — using proper form within two (2) minutes (Figure 5).
- If you must rest, do so in the “up position” only (Figure 6).



Figure 5



Figure 6

Special Instructions

- Start on the command "Go."
- The test will stop:
 - when the Test Administrator confirms the completion of fifteen (15) proper form push-ups OR
 - when you hear "Time" OR
 - when you can not perform any more push-ups OR
 - when your knees touch the ground

Push-ups performed **incorrectly** will not count.

- Sagging back (Figure 7)
- Raised buttocks (Figure 8)
- Feet spread wide (Figure 9)
- 1/2 push-ups, when you do not touch the foam block, or where you do not come all the way up to an elbows straight position (Figure 10).

Incorrect



Figure 7

Incorrect



Figure 8

Incorrect



Figure 9

Incorrect



Figure 10

Touching your knees to the ground at any time will end the test! (Figure 11)

Incorrect



Figure 11

Requirement

- 15 proper form push-ups, done sequentially within 2 minutes
- Rest between push-ups, if needed, must be taken in the "up position"

Instructions For The Step Test

This test measures cardiovascular fitness.

Practice Stepping to Cadence

You will be allowed a practice trial of stepping on and off the bench (up, up, down, down) in cadence with the audio tape.



Your Test Administrator will stand next to you during the practice session and direct you to start stepping in cadence.



When it is time to step onto the bench the Test Administrator will take a high step and move his or her hand in an upward motion to indicate the transition from marching to bench stepping. When you see the high step and upward hand movement, step onto the bench.



Once the practice session is over the Test Administrator will move to a position in front of you to observe the timed test.

Timed Step Test



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5

- Stand in front of the bench (Figure 1)
- There will be a pause after the practice stepping. Instructions on the audio tape will then direct you to start the timed step test by marching.
- When directed step up with the left foot (Figure 2) then
- Step up with the right foot (Figure 3) then
- Step down with the left foot (Figure 4) then
- Step down with the right foot (Figure 5).
- Step to the up, up, down, down cadence.
- Continue stepping for 5 minutes. Stop only when instructed to do so on the audio tape or by the test administrator

Reasons for Failing the Step Test

- Failure to step for the entire 5 minutes
- Unable to maintain stepping cadence (up, up, down, down) in accordance with audio tape for more than **2 CONSECUTIVE SEQUENCES** – with “up, up, down, down” being one sequence
- Failure to maintain stepping cadence a total of **6 up, up, down, down CADENCE SEQUENCES** during the entire 5 minute test
- Pushing on legs to assist in stepping (Figure 6)

Incorrect



Figure 6

Daily Fitness Training Log

Name: _____ Starting Weight _____

Month: _____ Ending Weight _____

**Check box of Activity Performed
or Enter Activity Number***

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
WARM-UP																															
AEROBIC EXERCISE																															
WEIGHT TRAINING																															
STRETCHING/FLEXIBILITY																															
TEST SIMULATION																															
PUSH-UP																															
SIT-UP																															
BENCH STEP																															
COOL DOWN																															

***Activity Number Key**

Aerobic Exercise

- 1 Walk
- 2 Jog/Run
- 3 Bicycle
- 4 Swim
- 5 Cross Trainer

Weight Training

- 6 Free Weights
- 7 Machine Weights
- 8 Variable Resistance

COPY THIS LOG BEFORE FILLING OUT

Six Week Push-up Improvement Program

- Warm up for a few minutes by jogging in place for 2 minutes. Then do some light calisthenic exercises such as arm circles, arm crosses, shoulder rolls, and ½ jumping jacks (using arms only).
- Do specific push-up training for 10 to 15 minutes, 3 days a week, with a day off between training bouts. Example: Monday, Wednesday, and Friday.
- Training must be progressive in nature with both the intensity and duration increasing each week of the program.
- During the six week program you will perform various exercises from 15 – 40 seconds, with rest intervals between exercises ranging from 15 – 60 seconds.
- Cool down for about 5 minutes by walking in place and stretching the arms.

WEEK 1

Mon-Wed-Fri

Type of Push-up	Time in seconds	Rest Interval in seconds
1 Regular with normal hand position	30	60
2 Regular with wide hands	30	60
3 Regular with close hands	30	60
4 Regular with normal hand position	20	60
5 Regular from knees	30	End

Total Time: 6 minutes 20 seconds

WEEK 2

Mon-Wed-Fri

Type of Push-up	Time in seconds	Rest Interval in seconds
1 Elevated feet with normal hand position	30	45
2 Regular with wide hands	30	45
3 Regular with close hands	30	45
4 Regular with normal hand position	30	45
5 Regular with normal hand position	20	End

Total Time: 5 minutes 20 seconds

WEEK 3

Mon-Wed-Fri

Type of Push-up	Time in seconds	Rest Interval in seconds
1 Elevated feet with normal hand position	30	30
2 Regular with close hands	30	30
3 Regular with wide hands	30	30
4 Regular with normal hand position	30	30
5 Regular with close hands	20	30
6 Regular from knees	20	End

Total Time: 5 minutes 10 seconds

WEEK 4

Mon-Wed-Fri

Type of Push-up	Time in seconds	Rest Interval in seconds
1 Partner resisted with normal hand position	20	20
2 Partner resisted with wide hands	20	20
3 Partner resisted with close hands	20	20
4 Regular with normal hand position	30	20
5 Regular with normal hand position	25	20
6 Regular with normal hand position	20	End

Total Time: 3 minutes 55 seconds

WEEK 5

Mon-Wed-Fri

Type of Push-up	Time in seconds	Rest Interval in seconds
1 Partner resisted with normal hand position	30	15
2 Elevated feet with wide hands	30	15
3 Elevated feet with regular hands	30	15
4 Regular with normal hand position	15	10
5 Regular with close hands	15	10
6 Regular from knees	15	End

Total Time: 3 minutes 20 seconds

WEEK 6

Mon-Wed-Fri

Type of Push-up	Time in seconds	Rest Interval in seconds
1 Partner resisted with normal hand position	40	15
2 Regular with normal hand position	30	15
3 Regular with close hands	30	15
4 Regular with wide hands	30	15
5 Regular from knees	30	End

Total Time 3 minutes 40 seconds

Training Notes

- Participants should try to follow the program on a week – to – week basis. Do as much as possible for each set of push-ups. If unable to finish the work interval of 15 – 60 seconds for the designated exercise, try an easier type of exercise for the remainder of the work interval. It is imperative that you continue to perform the push-up movement (using easier exercises if necessary) throughout the entire work period to obtain maximum results.
- If you miss a workout, make it up as soon as possible before the next scheduled training session to ensure adequate rest and recovery
- Adapt the training program to your needs, but follow the recommended work and rest intervals for each week.
- If you have access to weight training equipment, add one (1) set of 8–12 repetitions to muscle failure for each of the following muscle groups: triceps, pectorals, and anterior deltoid.

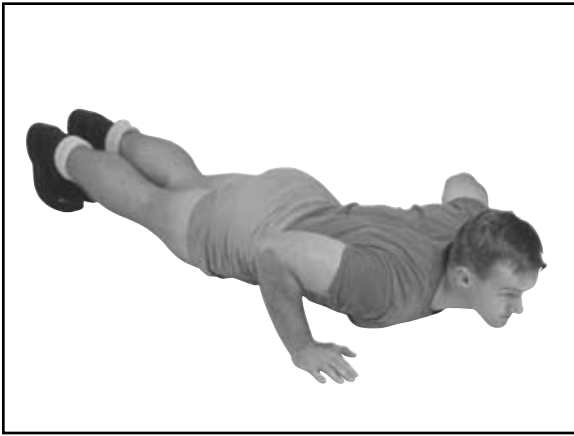


Figure 1. Standard Push-up



Figure 2. Push-up with wide hands

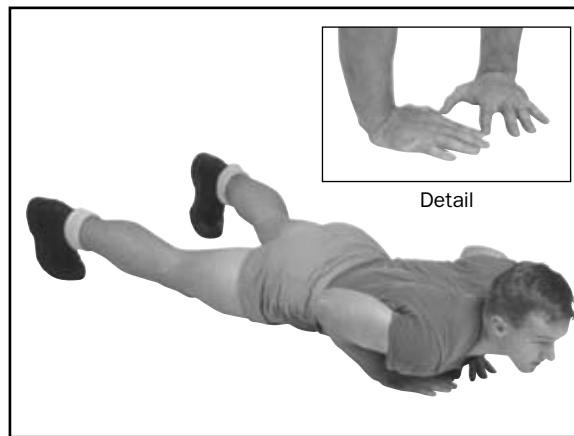


Figure 3. Push-up with close hands



Figure 4. Elevated feet Push-up using stability ball



Figure 5. Push-up from knees

Note: This is a training exercise. All applicants (male and female) will be required to perform standard push-ups (figure 1) during the PFT.

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Figure 4 from ACE Group Strength Training Second Edition 2004. American Council on Exercise, San Diego. Reprinted with permission (www.acefitness.org).

Figure 5 from ACE Personal Trainer Manual Third Edition 2005. American Council on Exercise, San Diego. Reprinted with permission (www.acefitness.org).

Revised May 2007