



**DATE:** 2024-03-01  
**TIME:** 11:32:27  
**SER#:** 44466320

## **FINEST MESSAGE**

### **General Administrative Information**

TO: ALL COMMANDS

SUBJECT: 2024 ANNUAL PHYSICAL FITNESS INCENTIVE PROGRAM

THE ANNUAL PHYSICAL FITNESS INCENTIVE PROGRAM FOR 2024 WILL COMMENCE ON MONDAY, MARCH 18, 2024, AND WILL RUN THROUGH FRIDAY, DECEMBER 13, 2024. UNIFORMED MEMBERS OF THE SERVICE BELOW THE RANK OF CAPTAIN CAN SCHEDULE THEMSELVES FOR THE PHYSICAL FITNESS ASSESSMENT. THE PHYSICAL FITNESS ASSESSMENT CONSISTS OF THE FOLLOWING TWO COMPONENTS:

- 1) 1.5 MILE RUN (CARDIOVASCULAR COMPONENT)
- 2) JOB STANDARD TEST (JST).

MEMBERS MUST FIRST PASS THE CARDIOVASCULAR COMPONENT OF THE ASSESSMENT, A 1.5 MILE RUN, TO QUALIFY FOR PARTICIPATION IN THE JOB STANDARD TEST.

MEMBERS WILL ONLY BE GIVEN ONE OPPORTUNITY TO PASS EACH COMPONENT OF THE ASSESSMENT.

ALL PARTICIPATION WILL BE ON THE MEMBER'S OFF-DUTY TIME FOR EACH COMPONENT OF THE ASSESSMENT.

THE CARDIOVASCULAR COMPONENT OF THE PHYSICAL FITNESS ASSESSMENT WILL BE ADMINISTERED AT THE FOLLOWING OUTDOOR LOCATION:

JOHN V. LINDSAY PARK  
C/O EAST 6TH STREET, FDR DRIVE  
NEW YORK, NY 10009

THE JOB STANDARD TEST WILL BE ADMINISTERED AT THE FOLLOWING INDOOR LOCATION:

CANDIDATE ASSESSMENT CENTER  
235 EAST 20TH STREET  
NEW YORK, NY 10003

TEST LOCATIONS MAY BE SUBJECT TO CHANGE.

TEST COMPONENTS AND PASSING SCORES REGARDLESS OF GENDER/AGE:

ADMN - SER#: 44466320

COMPONENTS	TIME	POINTS AWARDED
1.5 MILE RUN	14:21	0.2
JOB STANDARD TEST	3:32	0.3

MEMBERS MUST APPEAR ON TIME AND ON THE DATE THEY ARE SCHEDULED FOR. MEMBERS MUST BE PROPERLY PREPARED FOR THE 1.5 MILE RUN AND DRESSED IN APPROPRIATE RUNNING ATTIRE FOR THE WEATHER CONDITIONS. FOR THE JOB STANDARD TEST, MEMBERS MUST WEAR LONG SWEATPANTS THAT COVER THEIR KNEES AND A SPORT SHIRT. FOR EACH COMPONENT OF THE ASSESSMENT, MEMBERS MUST BRING THEIR IDENTIFICATION CARD, A PEN WITH BLACK OR BLUE INK, AND A GYM BAG TO SECURE PERSONAL BELONGINGS.

PERSONAL STEREOS (IPODS, CELLPHONES, ETC.), AND WATER BOTTLES CANNOT BE UTILIZED DURING EITHER COMPONENT OF THE ASSESSMENT.

THE FINISH TIME PROVIDED BY THE PHYSICAL ASSESSMENT UNIT IS THE OFFICIAL TIME.

FAILURE TO FOLLOW THE ABOVE INSTRUCTIONS OR THOSE PROVIDED BY THE PHYSICAL ASSESSMENT UNIT MAY RESULT IN STAFF BARRING THE MEMBER FROM PARTICIPATION.

PARKING IS EXTREMELY LIMITED AT BOTH LOCATIONS. MEMBERS MUST PARK THEIR VEHICLES IN ACCORDANCE WITH LOCAL PARKING REGULATIONS AND DEPARTMENT GUIDELINES. FAILURE TO DO SO MAY RESULT IN A SUMMONS, TOW AND/OR DISCIPLINARY ACTION.

#### SCHEDULING

UNIFORMED MEMBERS OF THE SERVICE BELOW THE RANK OF CAPTAIN MAY SCHEDULE THEMSELVES VIA THE DEPARTMENT'S TRAINING ATTENDANCE CERTIFICATION TRANSCRIPT INTEGRATED COLLECTION SYSTEM (TACTICS).

TESTING FOR THE 1.5 MILE RUN TYPICALLY OCCURS EVERY MONDAY THROUGH THURSDAY AT 1200 HOURS DURING THE SCHEDULED ASSESSMENT PERIOD. TESTING FOR THE JOB STANDARD TEST OCCURS EVERY FRIDAY AT 1200 HOURS DURING THE SCHEDULED ASSESSMENT PERIOD. MEMBERS WILL BE GUIDED BY THE PHYSICAL ASSESSMENT UNIT'S INSTRUCTIONS REGARDING CHANGES TO THE SCHEDULE OR CANCELLATIONS.

IN THE EVENT OF INCLEMENT OR EXCESSIVELY HOT WEATHER ON THE DAY A UNIFORMED MEMBER IS SCHEDULED, THE ASSESSMENT MAY BE POSTPONED AND A NEW DATE WILL BE SCHEDULED. THE DECISION TO CANCEL DUE TO WEATHER CONDITIONS IS MADE ON THE DAY OF THE ASSESSMENT. UNIFORMED MEMBERS MAY TELEPHONE THE PHYSICAL ASSESSMENT UNIT AT (718) 312-4382 WITH QUESTIONS.

THE NUMBER OF MEMBERS THAT CAN BE TESTED ON ANY DAY IS LIMITED. HISTORICALLY, MANY MEMBERS WAIT UNTIL THE END OF THE SCHEDULED ASSESSMENT PERIOD TO SCHEDULE AN APPOINTMENT AND SOME MAY BE EXCLUDED DUE TO LIMITED SPACE. IT IS HIGHLY

RECOMMENDED THAT MEMBERS SCHEDULE AN APPOINTMENT BEFORE THE LAST FEW WEEKS OF THE ASSESSMENT PERIOD, AS SPACE IS READILY AVAILABLE THROUGHOUT THE YEAR. IF THERE IS NO AVAILABILITY TO PARTICIPATE DURING THE FINAL WEEKS OF THE SCHEDULED ASSESSMENT PERIOD, NO ACCOMMODATIONS WILL BE MADE FOR A MEMBER THAT HAS FAILED TO SCHEDULE THEIR PARTICIPATION IN THE PHYSICAL FITNESS ASSESSMENT BEFORE THE FINAL WEEKS OF THE SCHEDULED ASSESSMENT PERIOD.

UNIFORMED MEMBERS UNABLE TO TAKE THE PHYSICAL FITNESS ASSESSMENT DURING THE SCHEDULED ASSESSMENT PERIOD WILL NOT HAVE ANY ADDITIONAL POINTS INCLUDED IN THEIR MARK UNLESS THE RESCHEDULING AND/OR EXTENSION PROCEDURES DETAILED IN PERSONNEL BUREAU MEMO NO. 2 SERIES 2020 ARE STRICTLY ADHERED TO.

FOR A DETAILED DESCRIPTION OF THE RULES AND ADMINISTRATION OF THE ANNUAL PHYSICAL FITNESS INCENTIVE PROGRAM, REFER TO PERSONNEL BUREAU MEMO NO. 2 SERIES 2020, WHICH IS AVAILABLE ON THE DEPARTMENT INTRANET.

OPERATOR: SERGEANT YOO

AUTHORITY: CHIEF OF PERSONNEL