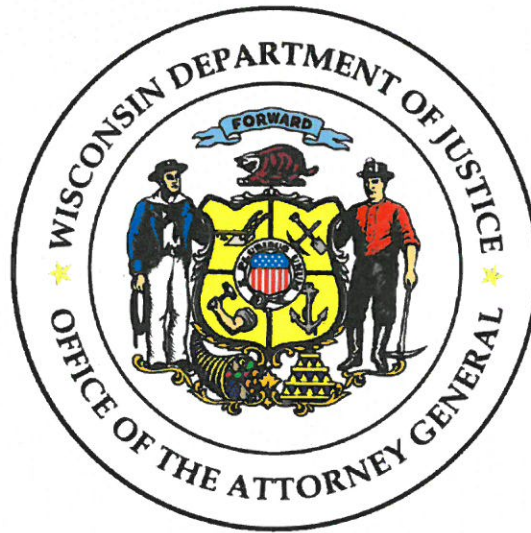


# ***Physical Readiness Program***

## **A Training Guide For Law Enforcement Officers**



***Wisconsin Department of Justice***  
**Law Enforcement Standards Board**  
**June 2015**

The Law Enforcement Standards Board approved this textbook  
on June 2, 2015.

**Training Academy effective date is January 1, 2016.**

All law enforcement basic preparatory training courses that begin on or after January 1<sup>st</sup>, 2016 must incorporate this updated textbook and any related updates to the curriculum. Courses beginning before that date may elect to use these updated materials.

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## Contents

|                                   |    |
|-----------------------------------|----|
| Introduction.....                 | 1  |
| Starting point.....               | 2  |
| Create goals.....                 | 2  |
| Fitness Journal.....              | 3  |
| Physical Activity.....            | 3  |
| Benefits.....                     | 3  |
| Components .....                  | 4  |
| Different programs.....           | 5  |
| Importance of participation ..... | 6  |
| Eat a healthy diet.....           | 7  |
| Balanced Diet Benefits .....      | 7  |
| What is a balanced diet.....      | 7  |
| Eating on the Road .....          | 7  |
| Importance of water intake .....  | 9  |
| Conclusion .....                  | 10 |
| Appendix A .....                  | 12 |

## Introduction

Physical fitness and physical wellness go hand in hand and are components of being a successful officer. There are pieces that your employer can assist you with, but you need to take the lead on your own health and wellness.

The Wellness I topic will give you the tools and knowledge to have a balanced life. Having a balanced life will assist you in Wellness II: Suicide prevention.

This course, Physical Readiness, will assist you in learning how to keep your body strong. If you maintain this readiness state throughout your career, you will find that it will help you:

- Survive dangerous encounters
- Move better tactically
- Sustain alertness through a long shift with constant calls
- Walk/run through the snow, mud, woods, over hills and difficult terrain to get to the lost child, the injured person, or the stranded motorist.
- Keep your stress level down
- Have fewer sick days
- Help your fellow officers when they need it, your life or theirs may depend on it.
- Be ready for whatever is thrown at you
- Meet the above average physical stressors encounter in law enforcement
- Feel more energized and confident
- Reduce the chance of metabolic syndrome (group of risk factors -- high blood pressure, high blood sugar, unhealthy cholesterol levels, and abdominal fat), cardiovascular disease, cancer, depression, diabetes, and obesity.

You will first have to meet the entrance physical readiness standards. Then, throughout the academy you will have mandatory fitness sessions to assist you in meeting the exit physical readiness standards. These sessions alone may not be enough to improve your fitness to a level that you can meet the exit standards. You are encouraged to exercise on your own at least three additional times per week.

This course topic has physical elements in each session. During the sessions, your instructors will be sharing their knowledge regarding maintaining fitness, setting goals, and nutrition to help you succeed.

## Starting point

To enter the academy, you completed a physical readiness test and passed the required standards. To exit the academy, you will need to complete the same physical readiness test and meet more stringent standards. If you are not at the point of exceeding the exit standards, you need to figure out how you are going to get from point A (where you are now) to point B (exceeding the exit standards).

| Test          | Entrance Standards | Exit Standards |
|---------------|--------------------|----------------|
| 1.5 mile run  | 20:20 minutes      | 16:57          |
| 300m run      | 82 seconds         | 68 seconds     |
| Push ups      | 18                 | 23             |
| Sit-ups       | 24                 | 30             |
| Vertical Jump | 11.5 inches        | 14 inches      |
| Agility Run   | 23.4 seconds       | 19.5 seconds   |

Work with your instructor or other physical trainer to set up a plan. Determine what your strengths are. Maintain those by doing your mandatory workouts. Next, determine what your weak areas are. Focus on bringing those scores up gradually, but in time for the exit physical readiness test.

## Create goals

Near the end of this course you will be asked to set a long-term goal on how you plan to keep up the activity and health that you have achieved at the academy. You will use the SMART method to do this. You can use the SMART method at this time to help you reach the exit readiness standards so the process will be mentioned now. You can find the worksheet for the SMART method in Appendix A.

Although there are different versions of what SMART stands for, they are all very similar. We will be using the following: Specific, Measurable, Achievable, Reward, and Time frame.

**Specific:** Goals need to be specific and focused on one item. You can have more than one goal, but each goal needs to focus on one specific thing. For example, increasing your number of push-ups from 24 to 30.

**Measurable:** You need to be able to measure where you are now and where you want to be in order to know that you got there. If you were to say that I'm going to become fit, what does that mean and how do you know if you have achieved it?

**Achievable:** Your goals need to be realistic and attainable. You need to set yourself up for success.

**Reward:** When you reach your goal, what will it mean to you? What is the reward? It could be that you have met the physical readiness standards.

**Timeframe:** Without a timeframe, your goal is just a dream. Put a date on the goal to help push you to reach it.

If we use the push-up example, a SMART goal would be: I will increase the amount of push-ups I can do from 24 to 30 in 15 weeks so I can meet the physical readiness standards required to pass this course.

Next, you should write down some short-term goals to help you reach this goal. For example, every other day I will do as many push-ups as I can. Maybe your fitness instructor has other ideas as well. Use them as a resource.

Your long-term goal will be focused on a plan for living a healthy lifestyle long-term based on everything that you have learned throughout the academy.

## **Fitness Journal**

One of the tools to help you use your SMART goal and get from point A to point B is a fitness/wellness journal. It gives you one place that you can monitor your progress of reaching your goals. The journal should include your current state of what you are measuring. If your goal is to increase your push-ups by 10, you should record how many you can do and the date that you measured it. Then, as you continue through your fitness sessions, you can look back to the original measurement to see how you have improved. This can be a great motivator.

There is a sample journal on WILENET that you can use. You are also welcome to find one that fits you specifically. It may be for the specific exercise or nutrition program you are following. Regardless, you need to have one for this class.

If you are looking for weight loss, you should not only record your weight, but also measurements of your upper arms, waist, hips, thighs and chest. During your weight loss, you may find that the number on the scales isn't moving. However, your body may be still changing because you may be gaining muscle. Muscle takes up less space than fat yet weighs a bit more. In the end, the muscle will assist in burning more calories and eventually help the scale to move more.

The fitness program that you are using during the academy may dictate what activity you record. The important piece is that you keep track of your activity and use that information to help with your activity plan for the next fitness session. If you don't remember what you were able to do the last session you were in, you may end up working at the same or a lesser level instead of pushing yourself to do more.

## **Physical Activity**

### **Benefits**

As you enter your career as a patrol officer, you will find that you will need to run, jump, climb, squeeze through small spaces (when safe to do so), crawl and otherwise carry yourself and all of your equipment. This will take a toll on your body, especially if you are not physically fit. If you want to make those moves easier on you, physical activity will help you.

Various groups have different recommendations on how much you need to exercise. The Mayo Clinic recommends getting at least 150 minutes a week of moderate aerobic activity and strength training

twice a week. The CDC (Centers for Disease Control and Prevention) has the same recommendation. They do acknowledge that more time does give you more health benefits. The "Let's Move!" program launched by First Lady Michelle Obama recommends 30 minutes of physical activity a day for adults. The Cooper Institute® Recommends healthy adults aged 18-65 need moderate intensity aerobic (endurance) physical activity for a minimum of 30 minutes on five days or more each week ( minimum of 150 minutes/week) or vigorous intensity aerobic physical activity for a minimum of 25 minutes on three or more days/week (minimum 75 minutes/week). Cooper defines moderate activity as 40-59% of heart rate reserve and vigorous activity as 60% or more of heart rate reserve. They also recommend every adult should perform activities that maintain or increase muscular strength and endurance a minimum of two days/week .

The recommendations confirm that you need to keep moving to stay healthy. You will learn how your body reacts to the challenges you run into as you do your job. If it is getting hard, then you need to change your physical activity and/or level of physical activity outside of work.

### Measuring your intensity

One way to measure the intensity of your workout is how you feel. Does your activity seem hard to you? Can you hold a conversation? If you can speak in short sentences you are probably working at a moderate intensity. If you cannot speak, you are working at a very high level of intensity. If you are short of breath, starting to have pain or becoming dizzy you are probably working out at a level higher than your fitness level allows.

Another measure is to use your heart rate. You should determine your maximum heart rate and then work to keep your heart rate within 50-85% of your maximum heart rate. To determine your maximum heart rate, use the following formula:  $220 - \text{your age} = \text{Maximum heart rate}$ .

To determine your heart rate, you can take your pulse during your workout by placing two fingers on your carotid artery (on your neck by your windpipe) for 15 seconds counting the pulse. Then, multiply by 4.

You can also purchase a heart rate monitor. There are several types available so you can chose based on your needs. The heart rate monitors constantly measures your heart rate and can help you stay within the 50-85% of your maximum heart rate. They can also measure the calories that you burn. Many people believe that they consume fewer calories than they actually do and burn more calories than they actually burn.

### Components

There are various components of exercise<sup>1</sup>:

Warm-ups—it is important to warm up your body for similar reasons that you would warm up your car in a Wisconsin winter. It gets the fluids moving and mind and muscles ready for activity. Choose an

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<sup>1</sup> <http://www.webmd.com/fitness-exercise/rm-quiz-fitness-dos-donts> retrieved 12-4-14



easier level of activity of what your main exercise session will be. Or, choose easy jogging or walking, marching in place, easy biking or anything else that raises your heart rate by a small amount.

Cardio training: this can be walking, running, biking or any other exercise that gets your heart rate up. You should aim for 50-85% of your maximum heart rate. To determine your maximum heart rate, subtract your age from 220. Your target heart rate is 50-85% of that number.

Strength training: you can use your own body weight, free weights, resistance tubing, or machines. Start with 8 to 12 repetitions of a certain weight. If you can do this with the correct form, increase your weight.

Cool downs: after your training is complete, keep doing what you are doing, but at a much lower intensity. Do some light stretching to loosen muscles and prevent muscle soreness and injury. The cool down keeps the blood flowing throughout the body. Stopping suddenly can cause light-headedness because your heart rate and blood pressure drop rapidly.<sup>2</sup>

Flexibility: Flexibility means being able to move your joints and muscles through their full range of motion.<sup>3</sup> You improve your flexibility by stretching all of your muscle groups.

Balance: To improve your balance, work on your core muscles (back and abdominal). As these strengthen, you will find that it is easier to bend, reach and get up off the ground. Strength training is a great way to work the core muscles. Some other programs that can assist you are Tactical Functional Training, Yoga, Pilates, and Tai chi.

## Different programs

When you go to a gym, you see people working on many different types of fitness programs. Some have created something specific to what they like or need to do to improve. This is a great idea especially if you have specific goals to complete, like passing the physical readiness exit standards. Others use personal trainers to help create a plan for them. However, if you are looking for something that is already put together and will keep you in shape and interested in working out, here are a few different programs you could try.

**Tactical Functional Training:** Your instructor may know more about this or you may be using this program through your academy. This program focuses on strengthening the specific muscle groups that you will use as a police officer as well as core strength and flexibility to do the job correctly. There are other functional training programs available as well.

The main purpose of functional training is to train your muscles to be able to do the basic things that you do daily. For John Q. Citizen, and you, those things may be getting in and out of a car, lifting the water bottle for the water cooler, carrying the backpack or just getting up out of a comfortable recliner. Most gyms will have people to assist in creating a plan that focuses on functional training.

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<sup>2</sup> [http://www.heart.org/HEARTORG/GettingHealthy/PhysicalActivity/FitnessBasics/Warm-Up-Cool-Down\\_UCM\\_430168\\_Article.jsp](http://www.heart.org/HEARTORG/GettingHealthy/PhysicalActivity/FitnessBasics/Warm-Up-Cool-Down_UCM_430168_Article.jsp) retrieved 12-4-14

<sup>3</sup> <http://www.webmd.com/fitness-exercise/tc/fitness-flexibility?page=2> retrieved 12-4-14

P90x is currently a popular training program. "P90X<sup>®</sup> is a complete 90-day home fitness system designed to get you in the best shape of your life. Created by trainer Tony Horton, the program includes 12 intense workouts that use resistance and body-weight training, cardio, plyometrics, ab work, martial arts and yoga, along with a nutrition plan, fitness guide and workout calendar."<sup>4</sup> This is an intense program, but some people like the challenge. They have other programs as well that are a bit less intense. You can find more information here: [http://www.beachbody.com/product/fitness\\_programs/p90x.do](http://www.beachbody.com/product/fitness_programs/p90x.do)

Tae Bo by Billy Blanks has been around for awhile. It is a high energy workout that incorporates martial arts techniques and music for an aerobic workout that improves coordination and cardiovascular health. Although there are Tae Bo classes, the most common form of presentation is via a DVD workout that you can do in your home. You can find more information here:  
<http://www.taebo.com/index.php?p=home>

Body for Life is another full body workout and program. This program focuses on effective and efficient workouts along with eating the appropriate amount of protein and carbs to fuel the workouts. They have a 12 week challenge with tips and plans for success. "At Body-for-LIFE, our overarching goal is simple: to enable you to unlock your true potential and become the person you've always wanted to be. In the end, of course, it's not just about your body. It's also about your mind and soul."<sup>5</sup> Learn more at [www.bodyforlife.com](http://www.bodyforlife.com).

American Council on Exercise (ACE) has multiple workouts on their website <http://www.acefitness.org/acefit/fitness-programs/>. You can pick the one that fits you best.

There are many other exercise programs available to you. You can search for one online, look at your local gym for ideas, or check with your parks and recreation department to see if they have any fitness classes. It is important to find something that you enjoy and will keep you interested in continuing your fitness sessions.

### **Importance of participation**

Regardless of the program or fitness plan that you choose, you need to participate in something. Creating good habits now while in the academy that is requiring physical fitness will take you a long way. Take as much as you can from this course, your instructors and your fellow classmates. Learn and use the journals throughout the academy and into your career. If you create a baseline of knowledge and are able to find something that you enjoy, you will always be able to come back to it.

There will be times in life where it is hard to stay physically fit. The important part is that you are able to identify those times and then do what you need to do to get back on track. Hopefully, you will be able to look on the habits and activities from this academy and use those skills to get physically fit and healthy again.

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<sup>4</sup> [http://www.beachbody.com/product/fitness\\_programs/p90x.do](http://www.beachbody.com/product/fitness_programs/p90x.do) retrieved 11-26-14

<sup>5</sup> <http://bodyforlife.com/what-is-bfl> retrieved 11/26/14

## Eat a healthy diet

### Balanced Diet Benefits

The right ingredients make the best dish. If you leave something out, it can change the whole composition of the meal. If you get all of the ingredients fresh and in the right amounts, you have a wonderful meal.

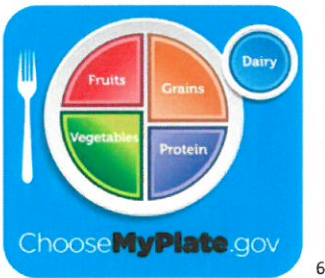
If you leave out a specific food group or eat the wrong amount of calories, your body will change in composition. In this case, you will not be able to operate at an optimum level. You could feel sluggish, tired, blah, or just like you are missing out on something.

If, on the other hand, you eat the appropriate amount of calories for you and eat the appropriate amount of protein, carbohydrates and good fats, you have a better chance at feeling good and refreshed. This is necessary for you to feel good and to do your job well.

### What is a balanced diet

A balanced diet is consuming the right amount and the right types of calories to allow you to operate at an optimum fitness level. The amount of foods that people need to eat varies due to their level of activity and their goals of losing or maintaining their weight.

One model that you can use is MyPlate developed by the USDA Center for Nutrition Policy & Promotion (CNPP). This program encourages you to picture a place setting as you sit down to eat and to chose half the plate to be fruits and vegetables, a quarter to be whole grains and a quarter to be protein. There is also a place for dairy.



You can use this as a model for a balanced diet. Try to keep the sugar, salt and alcohol to a minimum.

### Eating on the Road

Eating a balanced diet while working potentially 12 hour shifts (or more if overtime is involved) can be difficult. You will need to plan ahead. There many great insulated lunch bags available to bring your lunch in and many departments have refrigerators that you can use.

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<sup>6</sup> <http://www.choosemyplate.gov/about.html> retrieved 11-26-14

You will want to eat a meal prior to going to work. You don't know if you will have a shift that will not allow you to take a break for a meal during the day. For those instances, you will want to have items in your "go bag" or squad that can be eaten quickly without the need for preparation. Some examples would be good quality granola, meal replacement bars, almonds or other nuts, whole fruit, beef jerky, dry cereal or trail mix, and whole grain crackers. When you do have a moment to take a lunch break, try to have it match the MyPlate above. At the very least, be sure to have both protein and carbohydrates. The protein will keep you full longer and the carbohydrates will keep your blood sugar stable. When you have the two together, the carbohydrates will be processed slower and prevent a sugar spike and then the following sugar crash.

Sometimes it is just easier to visit a restaurant or gas station for a quick meal. The options for healthy eating are increasing. Do your best to follow the above guidelines when making your selection. Here are some options if you are headed to a restaurant from Myfitnesspal.com written by Elle Penner, M.P.H., R.D.

## BREAKFAST OPTIONS

### **\*Starbuck's Spinach and Feta Breakfast Wrap**

*Calories: 290; Total Fat: 10g; Saturated Fat: 3.5g; Cholesterol: 20mg; Sodium: 830mg; Carbohydrates: 33g; Fiber: 6g; Sugar: 4g; Protein: 19g*

### **Panera Bread's Power Breakfast Egg Bowl with Steak**

Calories: 270; Total Fat: 17g; Sodium: 440mg; Carbohydrates: 3g; Fiber: 3g, Protein: 24g

### **McDonalds Fruit & Yogurt Parfait**

Calories: 150; Total Fat: 2g; Saturated Fat: 1g; Cholesterol: 5mg; Sodium: 80mg; Carbohydrates: 30g; Fiber: 1g, Sugar: 23g; Protein: 4g

### **Taco Bell A.M. Grilled Egg & Cheese Taco**

Calories: 160; Total Fat: 9g; Saturated Fat: 3g; Cholesterol: 90mg; Sodium: 330mg; Carbohydrates: 15g; Fiber: 1g, Sugar: 1g; Protein: 7g

## LUNCH & DINNER OPTIONS

### **Panera Bread's Power Chicken Hummus Bowl**

Calories: 270; Total Fat: 10g; Sodium: 500mg; Carbohydrates: 18g; Fiber: 4g, Protein: 27g  
Check out their whole Power Menu [here](#).

**Subway's 6" Oven Roasted Chicken Sub** (Served on 9-grain wheat bread with lettuce, tomatoes, onions, green peppers and cucumbers.)

Calories: 320; Total Fat: 5g; Saturated Fat: 2g; Cholesterol: 45mg; Sodium: 610mg; Carbohydrates: 45g; Fiber: 5g; Sugar: 7g; Protein: 23g

### **\*Chipotle Steak Burrito Bowl with Romaine, Fajita Vegetables, Black Beans and Green Tomatillo Salsa**

Calories: 355; Total Fat: 8g; Saturated Fat: 2g; Cholesterol: 65mg; Sodium: 1,000mg; Carbohydrates: 33g; Fiber: 15g, Sugar: 6g; Protein: 39g

### **\*McDonalds Premium Grilled Chicken Sandwich**

Calories: 350; Total Fat: 9g; Saturated Fat: 2g; Cholesterol: 65mg; Sodium: 820mg; Carbohydrates: 42g; Fiber: 3g; Sugar: 8g; Protein: 28g

**Ordering Tip:** Make it an open-faced sandwich to save 100 calories and cut 165mg sodium and nearly 20g carbs.

### **\*Quiznos' Small Tuna Sub with Cheese** (Just ask to hold the dressing)

Calories: 410; Total Fat: 14g; Saturated Fat: 7g; Cholesterol: 45mg; Sodium: 1030mg; Carbohydrates: 44g; Fiber: 2g; Sugar: 5g; Protein: 27g

### **Wendy's Asian Chicken Salad** (Large salad with 1 packet of dressing)

Calories: 335; Total Fat: 11g; Saturated Fat: 1g; Cholesterol: 90mg; Sodium: 775mg; Potassium: 1100, Carbohydrates: 26g; Fiber: 5g; Sugar: 12g; Protein: 35g

**\*Nutrition Note:** Many fast foods, even the healthier options, contain a lot of sodium. These meals provide more than 35% (805 mg) of the daily recommendation for sodium. Try to select lower-sodium foods at other meals & snacks throughout the day to balance it out.<sup>7</sup>

If you are at the local gas station, an option might be a sandwich from the cooler, a banana and a yogurt. Another might be a bowl of chili and a cheese stick. Try to stay away from a daily candy bar. Those calories can add up quickly. It only takes an extra 3500 calories to add on a pound. A typical candy bar ranges from 210 – 280 calories. One candy bar a day for a week adds 1470 – 1960 calories. That is equivalent to ½ pound a week, or 26 pounds a year, if you do not burn those extra calories off.

## **Importance of water intake**

You lose water during just basic activities throughout the day. You lose water from the obvious of going to the bathroom to the not so obvious of losing water when breathing. Because your body is made up of approximately 60% water (depending on age and gender), you need to replenish that water throughout the day.

How much you should drink depends on your activity level. The recommendation used to be to drink 8 glasses a day. There still isn't any research to prove that this is incorrect, but there isn't a lot of research to support it. Many of the recommendations are to base your amount of water intake on having clear and odorless urine. If your urine is a dark yellow, you need to drink more water. Although please keep in mind that some vitamins and supplements cause your urine to be a darker yellow or orange color.

You can also get water from food. Items like watermelon, spinach, and other fruits and vegetables are highly concentrated with water. You can also count other liquids like milk, juice, tea, etc.

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<sup>7</sup> [http://blog.myfitnesspal.com/2014/11/10-healthier-drive-thru-meals/?utm\\_source=MFP&utm\\_medium=email&utm\\_campaign=weekly\\_20141124&mkt\\_tok=3RkMMJWWfF9wsRons63lZKXonjHpfsXx7OskX6O%2BIMI%2FOER3fOvrPUfGjl4ARMphi%2BSLDwEYGJlv6SgFSrTFMblmOLgLXhM%3D](http://blog.myfitnesspal.com/2014/11/10-healthier-drive-thru-meals/?utm_source=MFP&utm_medium=email&utm_campaign=weekly_20141124&mkt_tok=3RkMMJWWfF9wsRons63lZKXonjHpfsXx7OskX6O%2BIMI%2FOER3fOvrPUfGjl4ARMphi%2BSLDwEYGJlv6SgFSrTFMblmOLgLXhM%3D) retrieved 11-26-14 written by Elle Penner, M.P.H., R.D., a Registered Dietitian and Food & Nutrition Editor at MyFitnessPal.

The American Council on Exercise states “for regular exercisers maintaining a constant supply of water in the body is essential to performance. Dehydration leads to muscle fatigue and loss of coordination. Even small amounts of water loss may hinder athletic performance.”

In a dehydrated state the body is unable to cool itself efficiently, leading to heat exhaustion and possibly heat stroke. Without an adequate supply of water the body will lack energy and muscles may develop cramps.<sup>8</sup>

There are also other benefits to drinking water. Your skin stays hydrated which makes it look better and helps to minimize dry skin. You will find that you have more energy and able to think more clearly. You may be less fatigued because the water will flush out toxins and your organs won't have to work so hard. This will make your exercises easier.

Staying hydrated is important. It will help you get through the academy by giving you energy and keeping your mind clear. If you continue staying hydrated it will help your career for the same reasons.

### How Nutrition Impacts Work Performance

Good nutrition and adequate hydration can have a direct physiological impact on officers, affecting their abilities to perform safely and effectively on the job. Here are just a few examples:

- Not eating enough or choosing the wrong food options can result in low blood sugar levels, or hypoglycemia. Hypoglycemia can result in lightheadedness or dizziness, blurred/ impaired vision, weakness or fatigue.
- After eating a high-calorie, high-fat meal, the risk of a heart attack increases for two hours, especially if a person is overweight.
- An obese officer is more likely to be injured in an auto accident and incur more severe injuries than an officer at a healthy weight.
- Dehydration can contribute to tiredness, dizziness, or lightheadedness on the job.<sup>9</sup>

## Conclusion

This course will take you through the remainder of the Law Enforcement Academy. When you add the additional Wellness topics, you are receiving the steps to be a healthy and successful officer. You are encouraged to utilize the wellness journal more than what is required. Collect as much information that you can so in several years you can look at it again to remind you what you could be doing to be healthy.

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<sup>8</sup> [http://www.acefitness.org/fitfacts/pdfs/fitfacts/itemid\\_173.pdf](http://www.acefitness.org/fitfacts/pdfs/fitfacts/itemid_173.pdf) American Council on Exercise. *Fit Facts. Healthy Hydration*. Retrieved 11-26-14.

<sup>9</sup> Eating Well on-the-go: How agencies can provide education and support to improve officer nutrition and well-being. Retrieved from [http://www.theiacp.org/Portals/0/documents/pdfs/ROI/IACP-FactSheet-HW-FINAL\\_Web.pdf](http://www.theiacp.org/Portals/0/documents/pdfs/ROI/IACP-FactSheet-HW-FINAL_Web.pdf) on December 30, 2014.

The physical component is designed to help you get the bad guys. The rest is to help you stay safe from yourself. Both are important to be a successful police officer.

## Appendix A

Using the SMART goal creation method, develop goals and a plan for living a healthy lifestyle long-term. Write these goals and the plan to reach these goals in your fitness and nutrition journal.

### **Goal Setting Exercise:**

List one goal you would like to achieve using the following acronym (SMART) that will assist you in being healthy long-term.

**Specific.** List a specific goal you want to achieve:

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**Measurable/manageable/motivational.** How will you measure this goal?

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**Achieve It/Attainable** Is your goal realistic? What is your plan for achieving this goal? What are some short-term goals you can meet to accomplish your long-term goal?

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**Reward/Relevant/meaningful** What will you reward yourself with when you reach your goal?

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**Time Frame.** What date do you want to meet your goal by?

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