



Selected Validation Options: Standards and Implementation

June, 2013

For Our Prospective Clients:

Thank you for your interest in FitForce™. This document provides a brief outline of validation options available to you. Our experience has shaped a firm belief that a **validation study** and its resultant recommendations are only the **beginning**, not the end of a long-term project. In order for a given set of standards to be successful, they must be part of a much greater initiative – that is a **comprehensive physical readiness program**.

As such, we view the contracting for validation services as the beginning of a relationship between the client, its workforce, and our consultant team. A relationship such as this should be entered judiciously, based on relevant information. Please consider then:

FitForce™ was originally established in 1993 as a Division of Human Kinetics publishing company of Champaign, Illinois. Since 1998 FitForce has been a service of J.E.Smith, Jr. doing business as Integrated Fitness Systems. FitForce was incorporated in the Commonwealth of Massachusetts in 2009.

FitForce™ and its consultant team (Tom Collingwood, Ph.D., and Bob Hoffman – Hoffman and Associates) are the nationally recognized leaders in the field of public safety with over **70 person years of experience** in developing and implementing physical readiness standards and programs within public safety.

Over the years, the consultant team has conducted over **95 standards validation projects for 220 public safety agencies**. For those validation studies, job related physical fitness standards for selection, training, and retention were defined with program, staff training and policy recommendations formulated.

In addition, members of the consultant team have conducted **over four hundred Public Safety Fitness Instructor courses** through FitForce, the Cooper Institute for Aerobics Research, the International Association of Chiefs of Police, public safety fitness clinics for the President's Council on Physical Fitness and Sports, and Master Fitness Trainer courses for the U.S. Army.

Upon review of the enclosed material, please feel free to contact us by telephone at 978.745.3629 or electronically at jay_smith@fitforceinc.com and allow us to answer any questions you may have regarding our programs, services, or products.

Respectfully,

Jay Smith

CRITERION/CONCURRENT VALIDATION MODEL

This validation model provides the most specific validity evidence and therefore maximum defensibility for the client agency. In this model, agency personnel are physically tested and the minimum levels of ability necessary to safely and effectively perform the job are identified. FitForce will document that the tests and standards defined are: job related, consistent with business necessity and specific to the agency.

DELIVERABLE PRODUCT

The Final Report details the issues, which must be addressed in considering physical ability standards including the *rationale* for them. The tasks completed along with the results of each are outlined in significant and chronological detail. A discussion of the results, options and recommended standards occupy the middle of the report and the report concludes with detailed chapters on recommended policy and implementation concerns. To ensure maximum defensibility, a validation project should be completed prior to policy changes and employment actions

- A physical readiness test battery that represents a *job task simulation test*. The test battery will be predictive of the ability to perform the essential physical tasks of the job. The test battery is based on and specifically validated for the client agency.
- A physical readiness test battery and standards in the form of a *physical fitness test*. The test standards will represent the minimum level of fitness required to safely and effectively perform the essential physical job tasks.
- Recommendations for applicant, recruit, and incumbent physical readiness test standards.
- Guidance for the implementation of the recommended standards.
- Recommendations for the upgrade and delivery of recruit and incumbent physical fitness programming to educate and train personnel to meet the standards.
- Training and certification of agency fitness coordinators (32 hours) to administer the physical performance test battery and to upgrade an existing program.
- *Final Report* detailing all of the above.

VALIDATION TASKS

The client and the contractor must perform a number of tasks, in an appropriate sequence to ensure a valid test and standards. The Equal Employment Opportunity Commission's Uniform Guidelines on Employee Selection Procedures, the pertinent professional standards for test development, as well as the prevailing federal anti-discrimination mandates and the decisions rendered therein shape these procedures.

- Review all existing tests, standards, programs and any previous job task analysis data, validity evidence, critical incident/use of force and or injury/disability data.
- Conduct site visits and interviews to inform the job analysis procedures.
- Conduct a job task analysis that focuses on the physical job tasks, the conditions in which they are performed, and the physical abilities required for their performance.
- Define job task simulation tests (scenarios), based upon the results of the job task analysis with input from line, supervisory, and training staff.
- Define the potential physical fitness test battery used to measure the underlying fitness areas required to perform the physical job tasks.
- Train agency personnel to conduct fitness testing and programming.
- Conduct testing of all or a stratified random sample of incumbent officers on the physical fitness and job task simulation test batteries.
- Conduct a statistical analysis of the data to determine the relationship and predictability of the fitness tests with the job task simulation tests and to define the performance levels that predict those who can and those who cannot perform the job task simulation tests at an effective level.
- Develop recommendations for the implementation of the physical readiness tests, standards and physical fitness program. These recommendations address the pertinent legal, administrative, procedural and coordination issues.
- Produce a Final Report that documents the validation process, results and implementation recommendations.

CONSTRUCT/COMPARATIVE VALIDATION MODEL WITH A *TRANSPORTABILITY* STUDY

This validation model provides reasonable assurance that standards developed for one agency can be *transported* to the client agency. In this model, actual physical testing of agency personnel is not conducted; the results of job analysis data from the client agency is compared to job analysis data for similar agencies with criterion/concurrent validated tests. FitForce will document the validity evidence, job relatedness and consistency with business necessity for the tests and standards

DELIVERABLE PRODUCT

The **Final Report** for clients choosing a transportability study is **similar in scope**: it details the issues, which must be addressed in considering physical ability standards including the ***rationale*** for them. **In the case of a transportability study the eventual standards for another agency are validated for the client.** The tasks completed along with the results of each are outlined in significant and chronological detail. A discussion of the recommended standards is included and the report concludes with detailed chapters on recommended policy and implementation concerns. To ensure maximum defensibility, a validation project should be completed prior to policy changes and employment actions. The following are the deliverables of a transportability study:

- A physical readiness test battery in the form of a ***job task simulation test***. The test battery will be one developed for a similar agency;
- A physical readiness test battery and minimum standards in the form of ***physical fitness test***. The test standards will also come from another validation study and statistically linked to the client agency;
- Recommendations for applicant, recruit, and incumbent physical ability test standards;
- Guidance for the implementation of the recommended standards;
- Recommendations for the upgrade and delivery of recruit and incumbent physical fitness programming to educate and train personnel to meet the standards;

- Training and certification of agency fitness coordinators (32 hours) to administer the physical performance test battery and to upgrade an existing program (Optional);
- A ***Final Report*** detailing all of the above.

VALIDATION TASKS

The client and the contractor must perform a number of tasks, in an appropriate sequence to ensure a valid and defensible test and standards. However, the work plan for a transportability study is much more limited. The eventual goal is the same: compliance with the Equal Employment Opportunity Commission's *Uniform Guidelines on Employee Selection Procedures*, the pertinent professional standards for test development as well as the prevailing federal anti-discrimination mandates and the decisions rendered therein.

- Review all existing tests, standards, programs and any previous job task analysis, validation, and injury/disability data.
- Conduct a focused job task analysis that only addresses physical job tasks.
- Conduct a comparative analysis that contrasts the agency job task data to other agency data from which a criterion validation was performed. An index of commonality is defined to determine which fitness test battery and standards would be appropriate to apply to the client agency.
- Train agency personnel to conduct fitness testing and programming.
- Develop recommendations for the implementation of the physical ability tests, standards and physical fitness program. These recommendations address the pertinent legal, administrative, procedural and coordination issues.
- Produce a Final Report that documents the validation process, results and implementation recommendations.