

PROVINCIAL GUIDELINES FOR POLICE RECRUIT SELECTION:
ALBERTA PHYSICAL READINESS EVALUATION FOR POLICE



ALBERTA PUBLIC SAFETY AND EMERGENCY SERVICES

V 2.28

PROVINCIAL GUIDELINES FOR POLICE RECRUIT SELECTION: ALBERTA PHYSICAL READINESS EVALUATION FOR POLICE

Policing Standards Guideline: PA 2.1 Recruit Selection, Alberta Physical Readiness Evaluation for Police

Branch: Law Enforcement and Oversight, Policing Standards and Audits Section

Product/Process: Provincial policing standards, recruit selection physical readiness evaluation, Guidelines; oversight; risk management

Prepared By

Document Owner(s)	Organization Role
Policing Standards and Audits Section (PSAS)	Lead, sponsor
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Version Control

Version	Date	Author	Change Description
2.0	4 Jul 2018	Peter Layden	New version created
2.1	24 Jul 2018	PSAS	Draft to A-PREP Sub-committee Recruit Standards Committee
2.2	7 Aug 2018	PSAS	Integrated feedback, edits
2.21	13 Sep 2018	PSAS	Final draft for AACP-PSES Recruiting Standards Sub-Committee
2.22	27 Nov 2018	CPS	Script revised
2.23	19 Dec 2018	PSAS	Forms and Manual Edits
2.24	7 Jan 2019	PSAS	Forms and Manual Edits
2.25	1 May 2019	A-PREP Sub Committee	Forms and Manual Edits
2.26	31 May 2019	Director PSAS	Manual Administrative Edits and Final Review
2.27	20 Feb 2020	PSAS	Forms and Manual Edits, Post AGM
2.28	14 Mar 2024	A-PREP Sub Committee	Forms and Manual Edits, Post AGM, Script Revision, GP Crest

Version control: Three place system.

- (x.x1) Edits to existing wording or minor reformatting
- (x.1x) Significant changes to the existing document structure (add / remove section, complete section reword).
- (1.xx) Final version for release. (1.xx) denotes edits / changes after release.

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Ministry of Community Safety and Correctional Services, OACP Constable Selection System

AACP – Alberta Association of Chiefs of Police

APRSG – Alberta Police Recruit Selection Guidelines

Alberta Ministry of Public Safety and Emergency Services (PSES)

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The Alberta Association of Chiefs of Police has worked closely with the Alberta Public Safety and Emergency Services through all phases of research, validation, and development of the Alberta Physical Readiness Evaluation for Police (A-PREP). The Alberta Association of Chiefs of Police endorses the A-PREP as its official measure for the assessment of a police Applicant as outlined in the Alberta Police Recruit Selection Guidelines.

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PURPOSE OF THESE GUIDELINES

1. The Police Recruit Selection Guidelines: Alberta Physical Readiness Evaluation for Police (A-PREP) has two purposes. It serves as a reference manual used to train A-PREP Appraisers, and a guideline to administer A-PREP.
2. A-PREP is copyrighted by Ontario and licenced product held by the Alberta Ministry of Public Safety and Emergency Services Ministry. Police Services are entitled to use the product and its material through a sublicense agreement between each service and the Ministry. Police Services will be audited to ensure they adhere to the licence conditions.

PART I: A-PREP APPRAISER MANUAL

OVERVIEW OF THE ALBERTA RECRUIT SELECTION PROCESS

1. In the early 2000's, the Alberta Government worked with a diverse group of stakeholders to research, design and implement a standardized Alberta Police Recruit Selection Process (Recruit Selection Process). The Recruit Selection Process was developed to provide a valid, legally defensible and cost effective process to ensure the best Applicants are selected to become a new police officer in Alberta.
2. The Recruit Selection Process is comprised of seven Stages:
 - **Stage 1:** Successfully complete Recruit Selection Process Stage 1
 - **Stage 2:** Testing: Cognitive and communication abilities, physical readiness
 - **Stage 3:** Interviews: Personal disclosure, behavioural descriptive
 - **Stage 4:** Psychometric test, polygraph
 - **Stage 5:** Enhanced security investigation
 - **Stage 6:** Selection and conditional offer of employment
 - **Stage 7:** Pre-employment medical
3. A-PREP occurs in Stage 2 of the Recruit Selection Process. It assesses an Applicants' physical abilities and ensures they meet the physical requirements of policing in Alberta. A-PREP was adopted based on the findings of a police Job Demand Analysis (JDA) conducted in Alberta.
4. In 2004, the Alberta Government completed a JDA for police officers. The JDA analyzed data on the duties and tasks performed by Alberta's police officers collected through a survey of police officers and Recruit Officers.
5. The 2004 JDA results showed that police officers across Alberta perform similar general duties and physical tasks regardless of jurisdiction. The JDA also showed that, along with similar vision, hearing and speech requirements police officers across Alberta share:
 - a. 17 task categories
 - b. 10 behavioural and technical competencies required to carry out those 17 tasks
 - c. 13 groups of physical tasks

POLICE PHYSICAL ABILITIES AND READINESS EVALUATION

6. Assessing the physical abilities and readiness of an Applicant to safely perform the duties of a police officer is an important component of the Recruit Selection Process.
7. The design of the A-PREP is based on extensive analysis of the physical requirements of police work. Table 1 details the 13 physical requirements identified in the JDA.

TABLE 1 REPRESENTATIVE OCCUPATIONAL TASKS AND PHYSICAL REQUIREMENTS

Operate firearms and other weapons	Strength and dexterity of both hands and arms to be able to safely handle and operate various lethal and less lethal weapons (i.e. firearms, baton, OC spray).
Use of force – reflex	Sensory and physical ability to engage in defensive maneuvers in response to threats (i.e. movement, strikes, kicks or thrown objects).
Use of force – strength	Ability to apply maximal strength and coordination to gain control of and restrain subject(s), move objects.
Hand/wrist motion	Gross and fine motor skills necessary to manipulate objects and perform other tasks requiring dexterity (i.e. Information and communication technology, operate equipment and tools, vehicles).
Lateral motion, jump	Physical capacity to propel your body up and over or across an obstacle or to avoid an object and to move rapidly from side to side under control. (i.e. foot chase, struggle with subject, move quickly to provide assistance).
Lift	Ability to take the weight of an object or person by either raising it off the ground or bearing its weight in some way.
Carry	Physical ability to move while supporting the weight of objects or people.
Climb over barriers	Physical ability to move onto and/or over barriers or obstacles.
Balance, stoop, crawl	Ability to control and maintain your stability and move or propel your body while in various orientations.
Push/pull	Physical ability to exert controlled force on objects and people to move them laterally (i.e. arrests, moving objects)
Sitting long durations	Ability to sit and perform work for long durations (i.e. driving, office work, interviews).
Aerobic capacity	Endurance to walk or run long distances, climb, or descend stairs at varying speeds and distances, and/or to apply maximal effort in a physical struggle for extended time periods (i.e. several minutes).
Low exertion – long duration	Endurance to sustain low to moderate exertion for long periods (i.e. stand to direct traffic; foot patrol).

8. A-PREP is a job-related assessment that simulates a Critical Incident where a police officer chases, apprehends and controls a suspect. A Critical Incident Scenario was selected because failure of officers to perform in such situations could clearly endanger themselves, their fellow police officers, and the public.
9. The A-PREP has two elements:
 - a. A simulated critical incident consisting of a foot chase where a police officer pursues; apprehends and controls a resisting suspect (Pursuit/Restraint Circuit or PRC)
 - b. Assessment of aerobic capacity (Leger 20m Multi Stage Shuttle Run)
10. Applicant performance is assessed in both elements of the A-PREP. The PRC is assessed by time while the Leger 20m Multi Stage Shuttle Run (Leger MSSR) is assessed by Stages completed.
 - a. PRC Standard: Successful completion in 2 minutes 10 sec, or less
 - b. Successful completion of Leger MSSR Stage 7
11. Applicants must Meet Standard on both the PRC and the Leger MSSR in the same Session to pass the A-PREP. Applicants who do not pass the A-PREP will not proceed beyond Stage 2 of the Recruit Selection Process.

CONSENT TO RELEASE FOR INFORMATION

12. As part of the common application form, each Applicant signs a general authorization for release of information before entering the Recruit Selection Process.

 In addition, each Applicant must authorize their participation in A-PREP as well as the release of their A-PREP results to Police Services and the Government of Alberta. This authorization is contained within the Applicant Consent for A-PREP, Release of Indemnity, and Information (Appendix 1).

RESULTS PORTABILITY AND VALIDITY

13. The A-PREP is a standardized assessment of an Applicant's physical ability and readiness to perform the duties of a police officer anywhere in Alberta. A-PREP results are valid in any municipal Police Service in Alberta.
14. A-PREP results are valid for six (6) months. Once an Applicant has completed the A-PREP the Appraiser will complete the A-PREP Applicant Result Record (Appendix 1) and send the results to the Recruiting Office. Applicants may be provided a copy of their results.

ASSESSMENT / REASSESSMENT PERIODS

15. Applicants who Do Not Meet Standard on their first attempt must wait at least twenty-four (24) hours before they may make a second attempt. For each subsequent failure, there is a two (2) month waiting period before they may attempt the A-PREP again.

A-PREP RESULT RECORD MANAGEMENT

16. Police Services must ensure their policies, procedures and practices facilitate the timely and accurate sharing of information. A-PREP Results Records must:
 - a. Be accessible by each of Alberta's Police Services
 - b. Adhere to assessment/reassessment periods:
 - i. 24 hour wait after first failure; two month wait after each subsequent failure
 - ii. Mandatory reassessment for Applicants whose successful (Meet Standard) A-PREP result is older than 6 months

A-PREP INSTRUCTIONS

17. Applicants who pass Stage 1 of Recruit Selection proceed to Stage 2 which includes A-PREP. Applicants who Do Not Meet Standard on A-PREP will not continue in the Recruit Selection Process.
18. A-PREP has four components:
 - a. Pre-screening
 - b. Setup
 - c. Assessments
 - d. Results management

A-PREP SCREENING

19. Only Applicants to Alberta Police Services may participate in A-PREP. Recruit Office and A-PREP Appraisers must work closely together to ensure A-PREP is effective, efficient, and timely. Police policy, procedure and practice must ensure:
 - a. Selected Applicants are fully informed of the demands of the A-PREP
 - b. Applicants are provided with the opportunity to attend an A-PREP Orientation
 - c. Applicants arrive on their A-PREP date with the required documentation

APPLICANT INFORMATION

20. Applicants who successfully complete Stage 1 of the Recruit Selection Process will be provided the A-PREP Applicant Forms Package (Appendix 1) via the Recruiting Office:
 - a. A-PREP Instructions for Applicants
 - b. Letter to Physician
 - c. Medical Clearance Forms

A-PREP ORIENTATION

21. Generally, familiarization with the A-PREP elements improves Applicant success. Applicants must be offered an opportunity to participate in an A-PREP Orientation and be given the following forms (Appendix 1):
 - a. Letter to Physician
 - b. Medical Clearance Forms
22. A-PREP Orientation must be administered by an A-PREP Appraiser and will provide Applicants with the opportunity to:
 - a. Practice the sequence of events in the Pursuit/Restraint Circuit (PRC)
 - b. Learn and practice the use of Body Control Simulator (BCS), Arm Restraint Simulator (ARS) and Body Drag
 - c. Applicants without Medical Clearance may run no further than Leger MSSR Stage 3. Those with Medical Clearance may proceed to Stage 7. (Applicants must keep their Medical Clearance forms)
23. Police Services, at minimum, should schedule A-PREP Orientations within 6 weeks of A-PREP. Police Services that offer A-PREP Orientations may charge a nominal fee to pay for the involvement of A-PREP Appraisers.

A-PREP SCHEDULING

24. Recruit Offices and A-PREP Supervisors must coordinate scheduling to ensure it meets the needs of the Police Service.
25. A-PREP Session staffing requirements:
 - a. One Supervisor
 - b. One Appraiser
 - c. One of which must be CSEP-CEP or ACSM-CEP
 - d. A minimum of two Appraisers per A-PREP Session
 - e. Appraiser to Applicant ratio must not exceed 1:8

A-PREP SETUP

26. A-PREP Supervisors and Appraisers must be aware of, and have practiced, the current Emergency Action Plan (EAP) before the Applicants arrive for A-PREP (Appendix 2: Emergency Action Plan).
27. Required first aid and emergency communication equipment must be functional and readily available to A-PREP Staff and Applicants
28. A-PREP Appraisers must set up and calibrate required A-PREP (PRC and Leger MSSR) equipment before Applicants arrive.

PRC EQUIPMENT

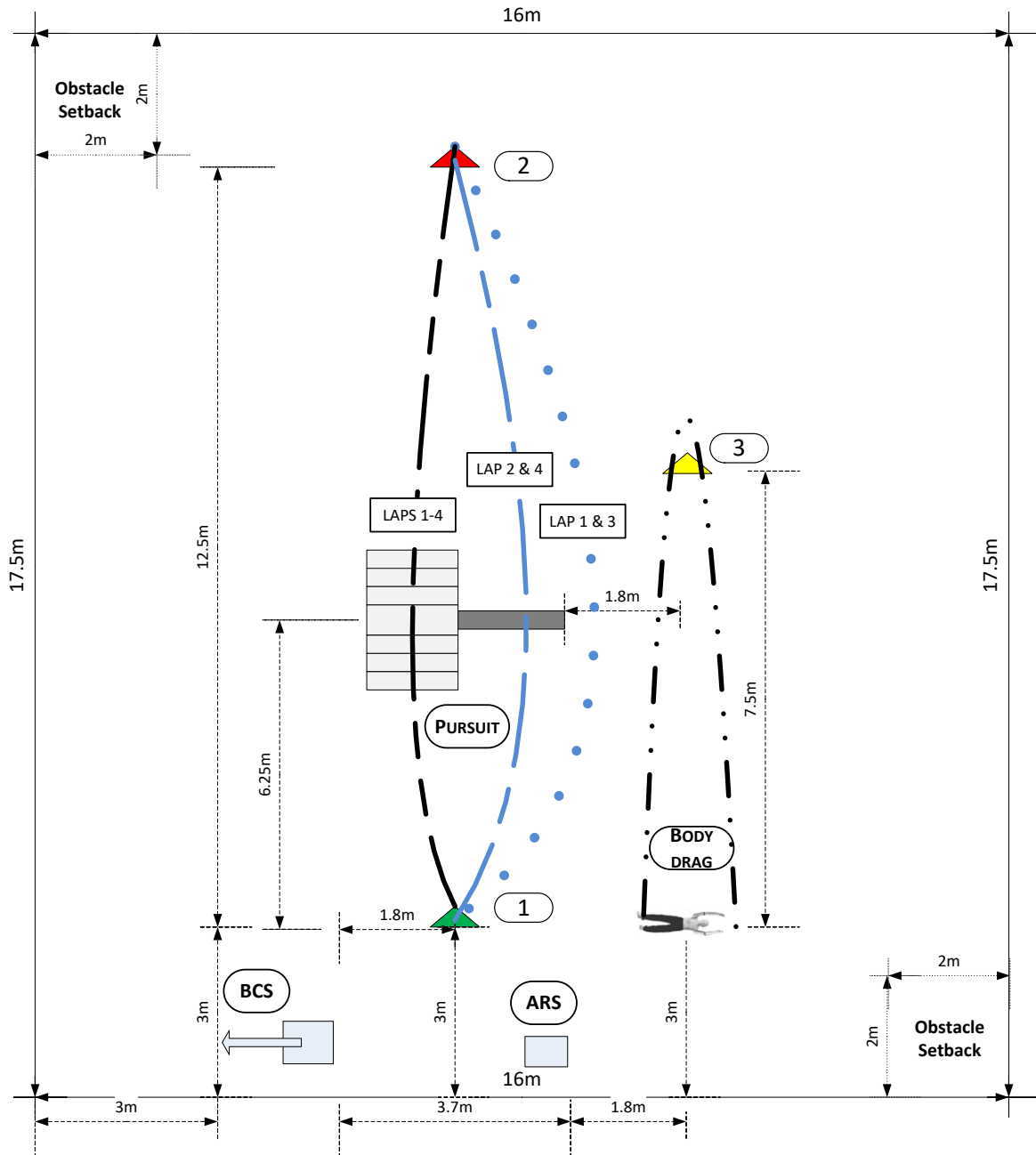
29. The PRC requires the following equipment be arranged in accordance with Diagram 1 and other relevant references including training.
30. Equipment specifications and photos are in Appendix 4.
 - a. Weighted belt (7.5kg)
 - b. Wall (1.5m)
 - c. Stairs
 - d. BCS (34kg)
 - i. Calibrated before the start of every A-PREP Session
 - ii. Secured (wall or floorplate) to prevent undesired movement during A-PREP
 - iii. Must be tested to ensure proper function
 - e. ARS (14.5kg [Grip], 16kg [Retraction])
 - i. Calibrated before the start of every A-PREP Session
 - ii. Secured (wall or floor plate) to prevent undesired movement during the A-PREP
 - iii. Must be tested to ensure proper function

- f. Mannequin (68kg)

PRC SETUP

- 31. Pursuit Restraint Circuit setup is described in Diagram 1. The minimum space required for the PRC is 280m² measuring 16m wide by 17.5m long (Diagram 1).
 - a. Pursuit element: Minimum space 12.5m x 7m to include
 - i. Stair set, fence, and mat
 - ii. Running path
 - b. Restraint element: Minimum space 6m x 3m to include
 - i. BCS and ARS
 - ii. Space to operate simulators
 - c. Body Drag: Minimum space 3m x 7.5m to include
 - i. Mannequin
 - ii. Running path
- 32. Appraisers must adhere to the measurements in Diagram 1. PRC setup includes:
 - a. Floor must be clean and non-slip
 - b. Remove obstructions, trip hazards or other injury risks
 - c. Position the BCS as all other PRC measurements are taken from its location
 - d. Sufficient space is required between the:
 - i. End pylon of the PRC and any obstruction
 - ii. Body Drag Circuit finish line and any obstructions

DIAGRAM 1: PRC LAYOUT



** Ensure pylon (1) and (2) are aligned with one another.*

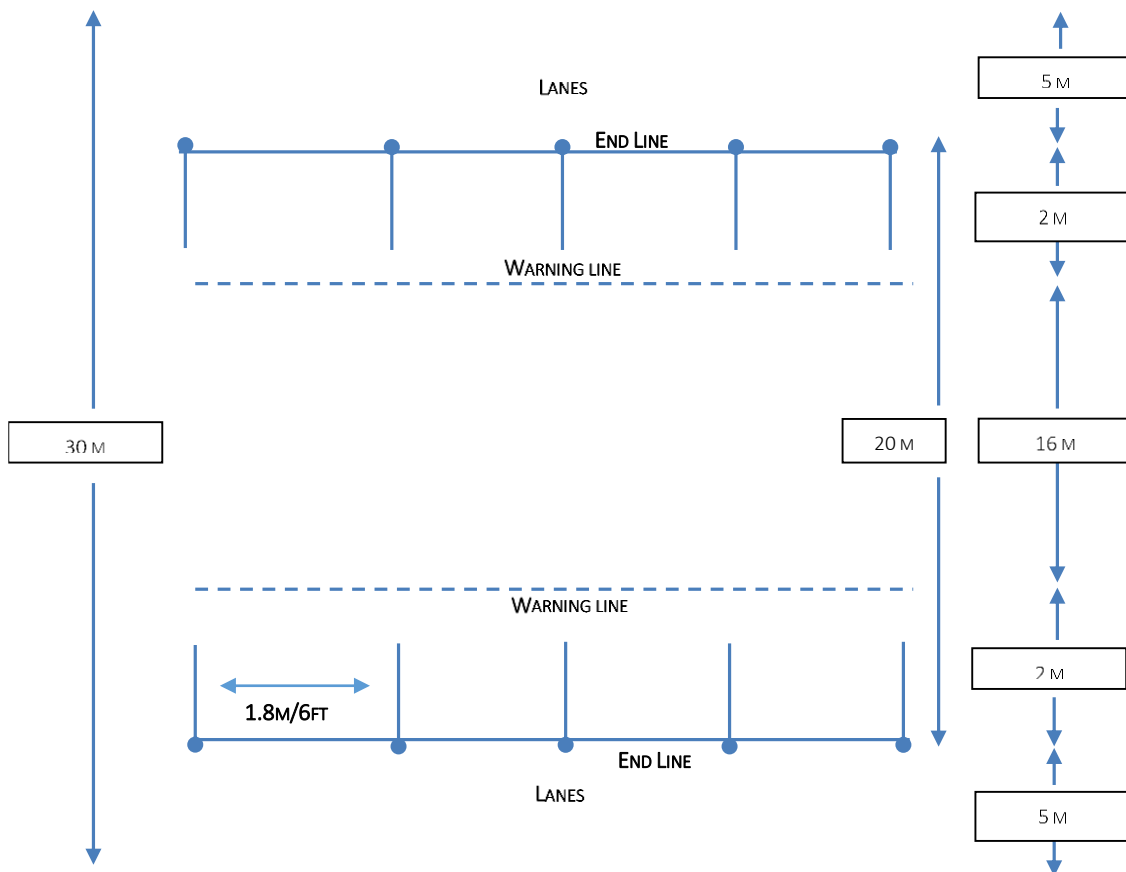
LEGER MULTI STAGE SHUTTLE RUN EQUIPMENT

33. The Leger MSSR must be arranged in accordance with Diagram 2:
- Clear visual marking of end lines, warning lines, lane tracks and numbers
 - Luc Leger 20m Shuttle Run* audio track and appropriate audio equipment

LEGER MSSR SETUP

34. The Leger MSSR is described in Diagram 2. One Applicant requires a lane two (2m) metres wide x thirty (30m) metres long. The total space required is determined by a combination of the number of Applicants being assessed, the number of Appraisers available and facility size.
35. Leger MSSR requirements ensure:
- Floor is clean and non-slip
 - Individual lanes are clearly marked and numbered
 - Individual lane warning lines and end lines are clearly marked
 - Sufficient space for Appraisers to monitor faults/warnings without interfering
 - Sufficient space between:
 - lane ends and walls or obstructions (approximately 5m),
 - outside lanes and walls or obstructions
 - Obstructions, trip hazards or other injury risks are removed

DIAGRAM 2: LEGER RUN LAYOUT



ADMINISTERING A-PREP SESSIONS

36. The A-PREP is comprised of two elements: PRC and Leger MSSR
 - a. PRC simulates a Critical Incident Scenario and includes:
 - i. Pursuit: 100m circuit run, scaling stairs, and vaulting a fence
 - ii. Restraint: Simulated control and restraint of an offender and;
 - iii. Body Drag: Simulated Body Drag using a Mannequin
 - b. Leger MSSR: A multi-stage 20m shuttle run assessment of aerobic capacity
37. Applicants must Meet Standard on both the PRC and the Leger MSSR in the same Session to pass the A-PREP.
38. The A-PREP Supervisors must ensure that A-PREP is conducted in accordance with these Guidelines, Appraiser training and Police Service policy and procedure.

APPLICANT INTAKE AND SCREENING

39. Recruit Offices and Appraisers must ensure Applicants attending an A-PREP:
 - a. Are currently engaged in the Police Recruit Selection
 - b. Successfully completed Stage 1 of the Recruit Selection Process
40. Recruit Offices must ensure Applicants scheduled for A-PREP, arrive on the appropriate date with the required documents completed correctly
 - a. Valid Government Photo Identification
 - b. A-PREP Medical Clearance Form Part 2
41. Medical Clearance prior to A-PREP
 - a. Prior to participating in the A-PREP, all Applicants must acquire a Medical Clearance from their Physician, using the A-PREP Medical Clearance Package, which includes: (a) Letter to Physician, (b) Part 1 and Part 2 of the Medical Clearance Forms.
 - b. Instructions to the Physician are contained in the letter and it must accompany Part 1 and 2 of the Medical Clearance Form. The Physician must fill out both Part 1 and Part 2 as well as provide the Applicant with the Medical Clearance Form to participate in A-PREP (Part 2). The Applicant should make a copy of Part 2 and keep it for their records. Part 2 must be presented at the A-PREP.
 - c. **IMPORTANT NOTE:** The Applicant's Medical Clearance is valid for a period of six (6) months from the date it was signed. It is the responsibility of the Applicant to ensure that their Medical Clearance is valid at the time of their A-PREP. Applicants with an invalid Medical Clearance will not participate in A-PREP. Applicants should keep a copy of their Medical Clearance (Part 2), in the event they must be reassessed.
42. A-PREP Instructions to Applicants
 - a. Applicants must follow the information and direction contained in the A-PREP instructions for Applicants. These instructions will expedite the screening procedure and contribute to a safe experience for the Applicant.
43. On the day of A-PREP, Applicants must:
 - a. Submit their Medical Clearance (Part 2)
 - b. Provide a government issued photo ID
 - c. Complete the A-PREP Readiness Questionnaire
 - d. Sign the Applicant Consent for A-PREP
 - e. Sign the Consent for Release of Information
 - f. If required, meet blood pressure screening criteria (160/90mmHGg or less). Note: If a second reading is necessary, wait a minimum of 5 mins between measurements.
44. **IMPORTANT NOTE:** The Applicant will be required to answer three questions pertaining to their health, and other questions about their physical activity behaviour. This information is used, in conjunction with the Medical Clearance, to determine the Applicant's suitability to participate in A-PREP. The decision to postpone the A-PREP can be made by either the Applicant or the A-PREP Appraiser.

45. Appraisers will inform the A-PREP Supervisor of any issues that may preclude an Applicant from proceeding. The Supervisor will address any issues with the Applicant and notify the Recruit Office of the issue(s).
46. Only A-PREP Appraisers will complete the remaining Applicant Section of the A-PREP Applicant Result Record.
47. When the A-PREP video is complete, all Applicants who have been cleared to proceed will move to the demonstration.

DEMONSTRATION AND WARMUP

48. The EAP must be discussed prior to the start of A-PREP (Appendix 2):
 - a. Location of First Aid kit and AED
 - b. Emergency exit(s) and muster point(s)
49. Each A-PREP demonstration will begin with the reading of the script to Applicants (Appendix 3), while one of the Appraisers demonstrates the PRC.
50. At the end of the demonstration Applicants must be given 10 minutes to warm up. Applicants will be permitted to practice individual components (not the entire PRC). Appraisers must be available to answer Applicant questions.

PRC PROTOCOL

51. The detailed script for the PRC is in Appendix 3. The following is a summary of the Pursuit Restraint Circuit.
 - a. During the PRC, Applicants will wear a weighted belt (7.5kg)
 - b. PRC time will start on the command "Ready, Go"
 - i. Lap 1: From start pylon (1), around the fence, around the far pylon (2), over stairs, back to start pylon (following instructions)
 - ii. Lap 2: From start pylon (1) over the fence (1.5m), around the far pylon (2), over stairs and back to start pylon (following instructions)
 - iii. Lap 3: Same as Lap 1; going around the fence
 - iv. Lap 4: Same as Lap 2; going over the fence
 - v. When 4th lap is complete move to the BCS
 - c. BCS 1: Successful operation of the BCS requires execution (34kg) of the following sequence of actions
 - i. Starting at center, push the handle all the way in; pull the handle all the way out and move to the right until reaching the end-range of the machine;
 - ii. Push the handle all the way in and return to center
 - iii. Pull the handle all the way out and move to the left until reaching the end-range of the machine
 - iv. Push the handle all the way in, return to center and release the weight
 - v. Applicants are directed to the ARS
 - d. ARS 1: Successful operation of the ARS requires execution of the following sequence of actions
 - i. Wrap thumbs around handles, grasp and depress both handles (14.5kg)
 - ii. Maintain grip and retract (16kg) both arms together or one after the other, until the collars touch
 - iii. Maintain grip and return both arms together or one after the other, to their start point
 - iv. Applicants return to the BCS
 - e. BCS 2: same as BCS 1. When complete return to the ARS
 - f. ARS 2: Same as ARS 1. When complete, Applicants move to Body Drag
 - g. Body Drag (68kg):
 - i. Using one or two hands, grasp the rope affixed to the Mannequin's ankles (or hands)
 - ii. Drag the Mannequin around the pylon (3) and back to the start line (15m)
 - iii. Time stops when the entire Mannequin, including hands and feet, crosses the start line

52. Appraisers will monitor Applicant performance throughout the PRC to ensure compliance and safety. Applicants who do not perform the elements as instructed will be directed to repeat the task when and where required, until performed correctly.
53. The Meets Standard time for the PRC is 2 minutes and 10 seconds or less
- a. As each Applicant completes the PRC, the Appraiser will complete the results section of the A-PREP Applicant Result Record (Appendix 1)
 - b. A maximum of six (6) Applicants may participate in the PRC prior to running the Leger MSSR.
 - c. All Applicants will receive a minimum 10 minute rest period between the end of the PRC and the start of the Leger MSSR
 - d. Applicants who Do Not Meet Standard in the PRC are encouraged to complete the Leger MSSR

LEGER MSSR PROTOCOL

54. The detailed script for the Leger MSSR is in Appendix 3.
- a. The Applicant's objective is to follow a progressively faster pace, back and forth over a 20m shuttle.
 - b. The Leger MSSR begins with a count-down from "5". Applicants begin running when they hear the "beep" signal.
 - c. An Applicant's foot must be on or over the 20m end line at every signal. Applicants must not leave an end line before the signal sounds.
 - d. Applicants must remain in their lane and pivot on the 20m end line to turn
 - e. Appraisers will monitor Applicant performance throughout the Leger MSSR to ensure compliance and safety. The Leger MSSR will be terminated if:
 - i. 3 end-line faults occur at any time during the Leger MSSR, or
 - ii. An Applicant misses two consecutive warning lines.
 - f. All Applicants who complete Stage 7 Meet Standard, after which the assessment is terminated.
 - g. The Leger must stop at Stage 7
 - h. Applicants who self-terminate or fault-out before Stage 7 will exit the circuit through the end of their lane
 - i. Appraisers will enter the Applicant's exit Stage number on their A-PREP Applicant Result Record

POST-A-PREP

55. A-PREP Appraisers must observe Applicants for a minimum of ten (10) minutes for indications of physical distress or injury. If Applicants show signs of physical distress or injury, A-PREP Staff will immediately:
- a. Address concerns in accordance with the Emergency Action Plan and/or Police Service Health and Safety policies and procedures
 - b. Document their concerns and actions on the A-PREP Applicant Result Record and
 - c. Report the incident to Recruit Office through the A-PREP Supervisor
56. Following the A-PREP Session, A-PREP Appraisers will ensure
- a. A-PREP Applicant Result Records and A-PREP Session data records are entered into the A-PREP stats database (Excel)
 - b. The Applicant Results Records are submitted to the Recruit Office
 - c. Equipment repairs are completed and documented. Any required maintenance follow-ups are documented and submitted. Calibration and Maintenance forms are completed.
 - d. A-PREP equipment is stored securely

PART II: GUIDELINES FOR A-PREP

RISK MANAGEMENT

1. Managing risk demands that individuals and organizations are aware of risks they are exposed to and how those risks will be managed. Awareness requires that those responsible for A-PREP understand the role A-PREP plays along with their authorities and responsibilities. Police Services must ensure their record management system provides the data and information required for the development, monitoring and improvement of risk management practices.

AUTHORITIES AND RESPONSIBILITIES

2. The Recruit Office is ultimately responsible for the A-PREP. In the second Stage of the Recruit Selection Process, A-PREP receives Applicants from Stage 1 and provides information regarding which Applicants will continue to Stage 3.
3. Only the Recruit Office has the authority to approve Applicant progress from one Stage to the next. However, in making these decisions, the Recruit Office relies on information received from A-PREP Staff.
4. The Recruit Office:
 - a. Is responsible for overseeing A-PREP as a component of the Recruit Selection Process
 - b. Ensures compliance with the License Agreement, Guidelines, training, and other provincial direction
 - c. Ensures Applicants who successfully complete Stage 1 participate in A-PREP
 - d. Coordinates with the A-PREP Supervisor to schedule assessments
 - e. Checks with other A-PREP sites to determine:
 - i. Whether A-PREP was conducted at another location,
 - ii. Results of other A-PREP and
 - iii. A-PREP dates comply with assessment/reassessment guidelines
 - f. Reviews A-PREP Applicant Result Record and other relevant information to determine whether an Applicant may proceed
5. Only A-PREP Appraisers have the authority to determine whether an Applicant Meets Standard.
6. A-PREP Appraisers:
 - a. Are responsible for the day to day operation of A-PREP Orientation and A-PREP
 - b. Ensure A-PREP structure and operation complies with the A-PREP License and Sub-licenses, A-PREP Guidelines and Police Recruit Selection Guidelines
 - c. Assesses each Applicant's physical abilities to ensure they meet the requirements to continue in the Recruit Selection Process
 - d. Must maintain appropriate certification as established in Appendix 6
7. Specific A-PREP Supervisor and Appraiser roles and responsibilities are defined in Appendix 6
8. Policing Standards and Audits Section (PSAS) is responsible for the management of the Alberta Provincial Policing Standards and all related guidance and direction on police practices.
9. PSAS A-PREP responsibilities include:
 - a. Assuring compliance with license and sub-licenses, Guidelines, and other provincial direction
 - b. Issuing Guidelines for A-PREP, Forms Packages and supporting documents
 - c. Working with the A-PREP sub-committee to develop and maintain standards and training materials

POLICIES AND PROCEDURES

10. The Recruit Office and the A-PREP Supervisor must confirm policies and procedures ensure:
 - a. Recruiting Office responsibility for oversight of the A-PREP
 - b. A-PREP Staff are responsible for day to day administration of the A-PREP
 - c. Only Applicants who successfully complete Recruit Selection Process Stage 1 advance to Stage 2 (A-PREP)
 - d. Applicants receive the information required to participate in A-PREP and A-PREP Orientation
 - e. A-PREP Sessions are coordinated
 - f. Recruit Office informs Applicants of A-PREP Session dates
 - g. A-PREP and A-PREP Orientation are administered by currently qualified A-PREP Appraisers
 - h. A-PREP data collection, reporting and analysis supports Recruit Selection Process
11. Each A-PREP site must have an Emergency Action Plan (Appendix 2)

SUPERVISION AND REPORTING

12. The Police Recruit Selection Process and A-PREP rely on data to review and revise practice effectiveness. The annual review and analysis of A-PREP data informs decisions on the effectiveness of A-PREP to identify Applicants with the best chance to successfully complete recruit training.
13. A-PREP Staff must collect and share A-PREP data that supports analysis as a component of the Recruit Selection Process.

DATA COLLECTION

14. A-PREP Staff are required to collect A-PREP data (Appendix 6).
15. A-PREP Supervisors must ensure A-PREP results report are sent to Recruit Office at the end of each A-PREP.
16. Annual reporting must include:
 - a. Currently qualified A-PREP Appraisers and Supervisors
 - b. Number of A-PREP sessions and number of Applicants assessed
 - c. Test results
 - d. A-PREP success rates by gender and age
17. Applicant A-PREP attempts must be recorded and tracked by the Recruit Office.

ANNUAL MEETING

18. A-PREP Master Trainers and Supervisors must attend annual A-PREP Sub-Committee meeting. Annual meeting agenda (Appendix 8) must include:
 - a. Summary of A-PREPs performed, staffing, training (intervals aka what timing)
 - i. Volume of A-PREPs and demographics
 - ii. Analysis of Meets/Does Not Meet Standard using
 1. Recruit Selection Process: Stage 1 to 2; Stage 2 to enter Recruit Training
 2. Assessment/reassessments
 3. Gender, age
 4. Influence of Orientation Session on results
 - b. Other issues: licensing agreement, policy, procedure, training, qualifications, assessment issues with equipment, facilities, training aids, improving A-PREP/validation

TRAINING

19. A-PREP training is designed to ensure the Recruit Selection Process is delivered in accordance with the Provincial Standards.
20. A-PREP training is only provided to individuals who currently hold at least one certification from any of these certifying bodies:
 - a. Canadian Society for Exercise Physiology (CSEP)
 - b. American College of Sports Medicine (ACSM)
 - c. National Strength Conditioning Association (NSCA)

A-PREP SUPERVISORS AND APPRAISERS

21. A-PREP Supervisor and Appraiser roles, responsibilities and qualifications are outlined in Appendix 6.
22. Appraiser training will be delivered by qualified A-PREP Supervisors. Supervisors delivering Appraiser Training must have:
 - a. Successfully completed Sub-Committee approved Appraiser training,
 - b. Successfully completed additional Sub-Committee approved instruction on A-PREP License agreement and A-PREP program management
 - c. Broad experience with A-PREP:
 - i. Served as an A-PREP Supervisor for a minimum of two (2) years
 - ii. Assisted an A-PREP Master Trainer in the delivery of an PSES A-PREP Appraiser Course (classroom and practical lessons)
 - iii. Manage and deliver A-PREP Stats for analysis
23. PSAS will work with the A-PREP Sub-Committee to ensure there are sufficient A-PREP Appraisers to meet the needs of all A-PREP providers. The A-PREP Sub-Committee will ensure Appraiser training is provided when needed. Ideally this training will be scheduled to coincide with the annual A-PREP Sub-Committee meeting.

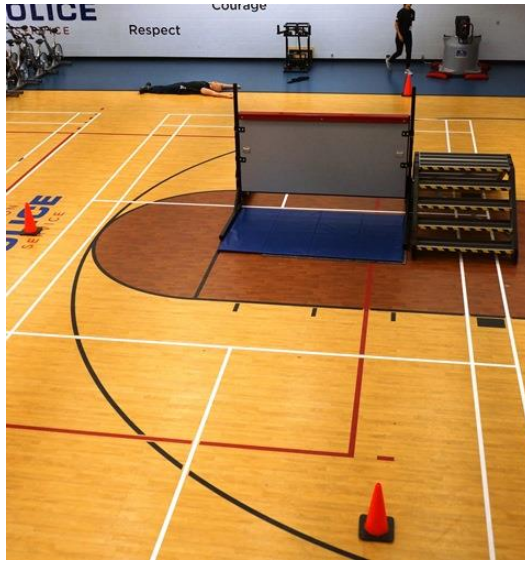
A-PREP MASTER TRAINER

24. A-PREP Master Trainer (MT) are appointed by PSAS in consultation with the A-PREP Sub-Committee
25. The Calgary and Edmonton Police Services must have a MT appointed at all times.

**** PSAS, in consultation with A-PREP Sub-Committee, may appoint a MT or Supervisor if necessary to meet the needs of a Police Service.***

PHOTOS

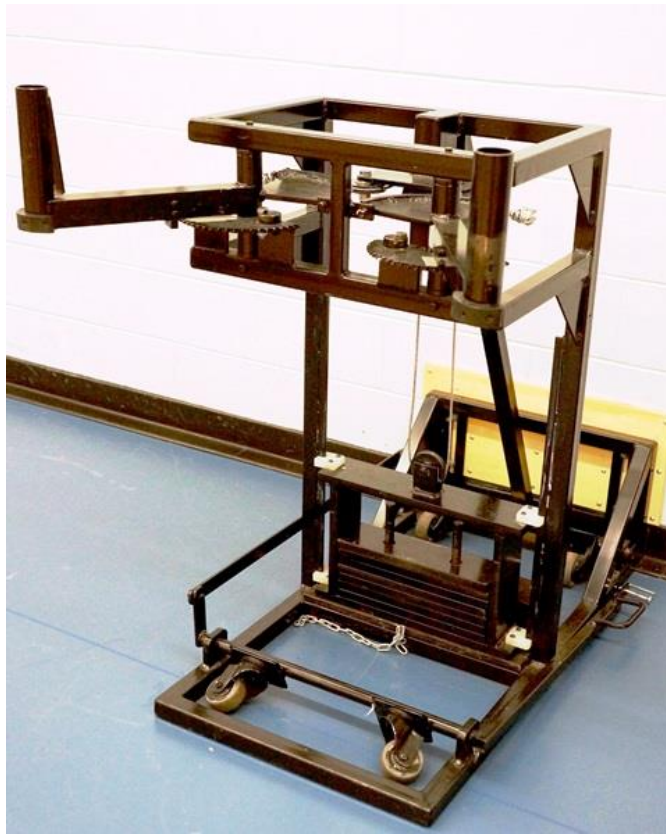
PURSUIT RESTRAINT CIRCUIT



BODY CONTROL SIMULATOR



ARM RESTRAINT SIMULATOR



WALL AND STAIRS



MANNEQUIN



APPENDIX 1.0

APPENDIX 1.1 (APPLICANT FORMS)

1.1.1 A-PREP INSTRUCTIONS FOR APPLICANTS

1.1.2 LETTER TO PHYSICIAN

1.1.3 A-PREP MEDICAL CLEARANCE FORM: PART 1 & 2

APPENDIX 1.2 (ORIENTATION)

1.2.1 A-PREP ORIENTATION READINESS QUESTIONNAIRE

1.2.2 APPLICANT CONSENT FOR A-PREP ORIENTATION (1 AND 2)

APPENDIX 1.3 (ASSESSMENT DAY)

1.3.1 A-PREP READINESS QUESTIONNAIRE

1.3.2 APPLICANT CONSENT FOR A-PREP (1 AND 2)

1.3.3 A-PREP APPLICANT RESULTS RECORD

1.3.4 LEGER MSSR RECORDING SHEET

A-PREP INSTRUCTIONS FOR APPLICANTS

Alberta Physical Readiness Evaluation for Police (A-PREP) is physically demanding and incorporates the physical tasks often carried out by police officers. A-PREP includes running, climbing, vaulting, pushing, pulling, and dragging. A-PREP is very strenuous and may require maximal effort. Applicants should be training regularly for 4-6 weeks prior to A-PREP.

A-PREP Instructions

Applicants must:

- Bring valid Government issued photo ID
- Bring completed Medical Clearance Form Part 2 (signed, stamped, and dated)
- Come dressed in suitable physical activity attire and bring clean exercise footwear that allow for grip.

Prior to A-PREP, Applicants should abstain from:

- Using short-acting bronchodilators for at least 2 hours*
- Using any stimulants for at least 24 hours prior to A-PREP, (i.e. products containing ephedrine, pseudoephedrine, ephedra, or other similar stimulants).*
- Vigorous exercise in the preceding 24 hours.
- Eating a large meal before participating in A-PREP. A light meal or snack approximately 2 hours before the A-PREP begins is recommended. As the A-PREP Session might be lengthy, Applicants may bring a snack with them, in case they get hungry during the Session.
- Alcohol for at least 6 hours.
- Smoking for at least 2 hours.
- Caffeine products for at least 2 hours.

*Applicants who answer **YES** to these questions may have their blood pressure taken to determine suitability for A-PREP.

Applicants should be prepared to answer the following questions at time of A-PREP:

Since your most recent Medical Clearance:

- Have you had any significant changes in your health?
- Have you had any new illnesses or injuries?
- Are you regularly taking any new medications?

If the Applicant answers **YES** to any of these questions, they may be asked to obtain a new A-PREP Medical Clearance to determine their suitability for A-PREP.

LETTER TO PHYSICIAN

Dear Physician,

This patient is seeking your Medical Clearance to undertake the Alberta Physical Readiness Evaluation for Police (A-PREP).

A-PREP is an occupational physical abilities assessment directly linked to police work and training. **It is a maximal exertion assessment equivalent to an exercise stress test at the 11.9 MET level.** A-PREP simulates a scenario where a police officer engages in a foot chase, takes physical control of the suspect, and then drags a person or an object away from the scene while wearing a 7.5kg weighted belt around their waist. It is divided into the following sections:

- 1. Obstacle Circuit:** Completing a 100m run including four sets of stairs and scaling 1.52m fences.
- 2. Push/Pull:** 34kg weight on a Body Control Simulator as well as 14.5kg and 16kg on an Arm Restraint Simulator.
- 3. Body Drag:** dragging a 68kg Mannequin 7.5m and back for a total of a 15m drag.
- 4. Aerobic Fitness Component:** complete Stage 7 of the Leger 20m Multi Stage Shuttle Run

The first three sections are timed; A-PREP Applicants must complete these sections in 2:10 minutes or less. During the 4th section, A-PREP Applicants must reach Stage 7 of the Leger 20m Multi Stage Shuttle Run, which is equivalent to an exercise stress test of 11.9 METS.

Please complete, sign and date the attached form. Place a copy of **Part 1** on the patient's medical file and give **Part 2** to the patient (Signed, dated, and with your office stamp).

A-PREP MEDICAL CLEARANCE FORM: PART 1 - **For Doctors Use Only**

Patient Information						
Surname:		Given Names:		Gender		Age (YRS)
				M	F	
Height (cm)	Weight (kg)	Resting Heart Rate (BPM)		Resting Blood Pressure (mmHg)		

Risk Factors

Note to Physician:
 The A-PREP is a physically demanding assessment and is equivalent to an Exercise Stress Test at an **11.9 Metabolic Equivalents (MET) level**. The following risk factors must be considered when assessing patient suitability for A-PREP.

Section A: Pulmonary and Musculoskeletal Restrictions for all individuals

If **YES** to **any** risk factor in Section A, patient should **not** undertake A-PREP.

Pulmonary obstruction, restriction that would prevent maximal testing	YES	NO
Needs to use a short acting inhaler immediately prior to participation in maximal testing. Short acting inhalers can only be used after the test, if needed. Long acting or combined inhalers are allowed.	YES	NO
Musculoskeletal restrictions that could interfere with strenuous activities or maximal testing	YES	NO

Section B: High or Very High Cardiovascular Risk Factors for all individuals

If **YES** to **one or more** risk factors in Section B, it is recommended to send the patient to an Exercise Stress Test before clearing for A-PREP.

Previous CVA, MI, vascular surgery, or any clinical evidence of atherosclerosis	YES	NO
Diabetes	YES	NO
Metabolic Syndrome	YES	NO

Section C: Coronary Artery Disease Risk Factors for Men > Age 40 and Women > 50

If **YES** to **two or more** risk factors in Section C, it is recommended to send patient to an Exercise Stress Test before clearing for A- PREP.

Family history of premature cardiovascular disease	YES	NO
Cigarette smoking	YES	NO
Hypertension	YES	NO
Dyslipidemia	YES	NO
Abnormal fasting glucose level	YES	NO
Obesity	YES	NO
Physical Inactivity	YES	NO

Section D- Exercise Stress Test (when required)

Clinically Positive for ischemia	YES	NO
Electrically positive for ischemia	YES	NO
Number of MET reached (11.9 MET are required prior to undertaking A-PREP)		
Additional tests (if needed, specify):		

A-PREP MEDICAL CLEARANCE FORM: PART 2 - **Must Bring To A-PREP**

PATIENT INFORMATION						
SURNAME		GIVEN NAMES		GENDER		AGE (YEARS)
				M	F	Other
HEIGHT (CM)	WEIGHT (KG)	RESTING HEART RATE (BPM)		RESTING BLOOD PRESSURE (MMHG)		
PHYSICIAN'S RECOMMENDATIONS						
After reviewing A-PREP Medical Clearance PART 1 and evaluating the following risk factors: <ul style="list-style-type: none"> Pulmonary Obstruction/ Restriction Coronary Artery Disease Risk Factors Musculoskeletal Restrictions Exercise Stress Test to 11.9 MET, if applicable High or Very High Cardiovascular Risk Factors It is in my professional opinion that the above-named patient is (select opinion below):						
SELECT		OPINION				
<input type="checkbox"/>		MEDICALLY FIT to participate in the Alberta Physical Readiness Evaluation for Police				
<input type="checkbox"/>		NOT MEDICALLY FIT to participate in the Alberta Physical Readiness Evaluation for Police				
Comments:						
PHYSICIAN SIGNATURE: MANDATORY				Physician stamp: (If unavailable, clinic information must be provided) MANDATORY		
DATE: MM / DD / YYYY MANDATORY						

A-PREP ORIENTATION READINESS QUESTIONNAIRE

APPLICANT'S STATEMENT

Since your last medical check-up and/or Medical Clearance (if applicable) for A-PREP:

1. Have you had any significant changes in your health?	YES	NO
2. Have you had any new illness or injury?	YES	NO
3. Are you taking any new medications on a regular basis?	YES	NO
4. Are there any other factors which you feel may affect your ability to participate in A-PREP today?	YES	NO

If you answer yes to any of these four questions, you may be asked to obtain a new A-PREP Medical Clearance.

Prior to A-PREP Orientation, I have:

Used an inhaled short-acting bronchodilator within the past 2 hours	YES	NO
Used any stimulants within the past 24 hours (i.e. products containing ephedrine, pseudoephedrine, ephedra, etc.)	YES	NO
Been inactive for the past 4-6 weeks (less than 3-5 cardio training sessions per week of moderate to vigorous intensity)	YES	NO
Smoked cigarettes or used other tobacco products within the past 2 hours	YES	NO
Consumed caffeine products within the past 2 hours	YES	NO
Consumed alcohol within the past 6 hours	YES	NO
Participated in any vigorous exercise within the past 24 hours	YES	NO

One of the below must be initialed

After discussing my circumstances, outlined above, with the A-PREP Appraiser, I have decided to continue with the A-PREP Orientation today. I have made this decision freely and voluntarily, after being informed that I may participate in the A-PREP Orientation on another date, at my option, without penalty or adverse consequence. I understand my attendance at the A-PREP Orientation may be shared with AACCP, the AACCP – licensed assessment agency and/or all police agencies to which I apply.	Initial
After discussing my circumstances with the A-PREP Appraiser, I will not participate in A-PREP Orientation.	Initial

Appraisers Comments/Clarification:

I have read and understood the above information

Applicant Name (Print)	Applicant Signature	Date MM/DD/YYYY
Appraiser Name (Print)	Appraiser Signature	Date MM/DD/YYYY
Witness Name (Print)	Witness Signature (at time of A-PREP)	Date MM/DD/YYYY

APPLICANT CONSENT FOR A-PREP ORIENTATION, RELEASE OF INDEMNITY AND RELEASE OF INFORMATION PAGE 1 OF 2

Applicant information

Surname (Print)	Given Names (Print)	Read and initial
-----------------	---------------------	------------------

Applicant's state of preparedness

I understand A-PREP Orientation is a familiarization with occupational physical abilities assessment directly linked to police work and training. It has the potential to require maximal exertion equivalent to an exercise stress test at the 11.9 MET level. A-PREP simulates a scenario where a Police Officer engages in a foot chase, takes physical control of a suspect, and then drags a person or an object away from the scene.	Initial
--	---------

Physical Demands

I understand A-PREP (and elements of it) can be a physically demanding. It will challenge my muscular strength and coordination skills. During the A-PREP I am about to undertake, my heart rate may reach its maximal level and may remain there for several minutes, placing me under heavy physical stress.	Initial
--	---------

Knowledge of A-PREP

I understand that the components of A-PREP that I am about to practice will be explained and demonstrated to me. Specific instructions will be given as to what constitutes a fault. I will be given time to practice, ask questions, and gain confidence in my abilities to undertake A-PREP. During the A-PREP Orientation, I will follow all safety procedures as outlined. I will have the opportunity to ask questions at any time prior to undertaking the A-PREP.	Initial
--	---------

Screening and Safety

It is my obligation to immediately inform the A-PREP Appraiser of any pain, discomfort, fatigue, or other symptoms that I may suffer during or immediately following the test. I understand that there are potential risks associated with practicing this test. These risks include but are not limited to light headedness, fainting, chest discomfort, musculoskeletal injury, and nausea. I am fully aware of these risks. I understand that I am not compelled to continue the A-PREP should I decide to stop. I will also follow the safety instructions, including slowing down or stopping immediately, when instructed to do so by the A-PREP Appraiser. Heart rate and blood pressure screening may be required before and after the A-PREP. I will remain at the A-PREP site until officially released by the A-PREP Appraiser.	Initial
--	---------

Orientation Requirements

I will be given the opportunity to practice the individual physical tasks of the A-PREP which are: simulated foot pursuit while wearing a 7.5kg belt around the waist and running 100m while climbing stairs, climbing 1.52m fences, engaging in a "resistor control" simulation with a Body Control Simulator weighted with 34kg and an Arm Restraint simulator which requires 14.5kg of force to depress the handles and 16kg of force to retract the handles and dragging a 68kg mannequin 15m. I will be allowed to practice the Leger Shuttle Run. I will only be allowed to run Stage 7 of the Leger 20 m Shuttle Run if I have completed an A-PREP Medical Clearance form.	Initial
---	---------

Applicant Signature	Date MM/DD/YYYY
Name of Witness (Please Print)	Witness Signature
	Date MM/DD/YYYY

Release of Information

I, the undersigned, have been informed about A-PREP Orientation, and direct that the information regarding my attendance may be provided to the _____ Police Service, the Alberta Association of Chiefs of Police (AACP), the Alberta Ministry of Public Safety and Emergency Services, Her Majesty the Queen in Right of Alberta and all or any of their respective servants, agents and employees, for tracking and gathering statistical information regarding the A-PREP orientation.

Release of Indemnity

I, the undersigned, in consideration of my being given the opportunity to participate in A-PREP Orientation do hereby release, indemnify and forever discharge _____ Police Service, the Alberta Association of Chiefs of Police (AACP), the Alberta Ministry of Public Safety and Emergency Services, Her Majesty the Queen in Right of Alberta and all of their respective servants, agents and employees, from any and all actions, cause of action, claims, demands, prosecutions and remedies for any and all damages, losses, injuries, and expenses of any nature or kind howsoever arising out of the A-PREP Orientation engaged in by myself.

And for the aforesaid consideration, I further agree not to make any claim or to take any proceedings against any other person or corporation who might claim contribution or indemnity from Her Majesty, the AACP, the _____ Police Service and all of their respective servants, agents and employees, of from any one or more of them. And for the aforesaid consideration, I further agree that this Release and Indemnity shall apply to and be binding on my heirs, administrators, executors and assigns each of them.

Name of Applicant (Please Print)	Applicant Signature	Date MM/DD/YYYY
Name of Witness (Please Print)	Witness Signature	Date MM/DD/YYYY

A-PREP READINESS QUESTIONNAIRE

APPLICANT'S STATEMENT

Since your last medical check-up and/or Medical Clearance (if applicable) for A-PREP:

1. Have you had any significant changes in your health?	YES	NO
2. Have you had any new illness or injury?	YES	NO
3. Are you taking any new medications on a regular basis?	YES	NO
4. Are there any other factors which you feel may affect your ability to perform the A-PREP today?	YES	NO

If you answer yes to any of these three questions, you may be asked to obtain a new A-PREP Medical Clearance.

Prior to A-PREP, I have:

Used an inhaled short-acting bronchodilator within the past 2 hours	YES	NO
Used any stimulants within the past 24 hours (i.e. products containing ephedrine, pseudoephedrine, ephedra, etc.)	YES	NO
Been inactive for the past 4-6 weeks (less than 3-5 cardio training sessions per week of moderate to vigorous intensity)	YES	NO
Smoked cigarettes or used other tobacco products within the past 2 hours	YES	NO
Consumed caffeine products within the past 2 hours	YES	NO
Consumed alcohol within the past 6 hours	YES	NO
Participated in any vigorous exercise within the past 24 hours	YES	NO

One of the below must be initialed

After discussing my circumstances, outlined above, with the A-PREP Appraiser, I have decided to participate in A-PREP today. I have made this decision freely and voluntarily, after being informed that I may participate in A-PREP on another date, at my option, without penalty or adverse consequence. I understand that the results of the testing which will be performed today will become part of my application file and will be available to the AACP, the AACP – licensed assessment agency and/or all Alberta-based Police Services to which I apply.

Initial

After discussing my circumstances with the A-PREP Appraiser, I will not participate in the A-PREP today.

Initial

Appraisers Comments/Clarification:

I have read and understood the above information

Applicant Name (Print)	Applicant Signature	Date MM/DD/YYYY
Appraiser Name (Print)	Appraiser Signature	Date MM/DD/YYYY
Witness Name (Print)	Witness Signature (at time of A-PREP)	Date MM/DD/YYYY

APPLICANT CONSENT FOR A-PREP, RELEASE OF INDEMNITY AND RELEASE OF INFORMATION PAGE 1 OF 2

APPLICANT INFORMATION

Surname (Print)	Given Names (Print)	Read and initial
-----------------	---------------------	------------------

Applicant's State of Preparedness

I understand that A-PREP is an occupational physical abilities assessment directly linked to police work and training. It is a maximal exertion assessment equivalent to an exercise stress test at the 11.9 MET level. A-PREP is a job specific assessment, which simulates a scenario where a Police Officer engages in a foot chase, takes physical control of a suspect, and then drags a body or an object away from the scene.	Initial
--	---------

Physical Demands

I understand A-PREP can be physically demanding. It will challenge my muscular strength and coordination skills. During the assessment I am about to undertake, my heart rate may reach its maximal level and may remain there for several minutes, placing me under heavy physical stress.	Initial
---	---------

Knowledge of A-PREP

I understand that the A-PREP I am about to participate will be explained and demonstrated to me. Specific instructions will be given as to what constitutes a fault. I will be given time to practice the various test items so I can develop a basic mastery of the skills to be demonstrated, and gain confidence in my abilities to participate in A-PREP. During the A-PREP, I will follow all safety procedures as outlined. I will have the opportunity to ask questions at any time prior to A-PREP.	Initial
---	---------

Screening and Safety

It is my obligation to immediately inform the A-PREP Appraiser of any pain, discomfort, fatigue, or other symptoms that I may suffer during or immediately following A-PREP. I understand that there are potential risks associated with taking this assessment. These risks include but are not limited to: light headedness, fainting, chest discomfort, musculoskeletal injury, and nausea. I am fully aware of these risks. I understand that I am not compelled to continue the A-PREP should I decide to stop. I will also follow the safety instructions, including slowing down or stopping immediately, when instructed to do so by the A-PREP Appraiser. Heart rate and blood pressure screening may be required before and after A-PREP. I will remain at the A-PREP site until officially released by the A-PREP Appraiser.	Initial
---	---------

A-PREP Requirements

I must complete the A-PREP which is a simulated foot pursuit while wearing a 7.5kg weighted belt around the waist and running 100m while climbing stairs, climbing 1.52m fences, engaging in a "resistor control" simulation with a Body Control Simulator weighted with 34kg and an Arm Restraint Simulator which requires 14.5kg of force to depress the handles and 16kg of force to retract the handles and dragging a 68kg Mannequin 15m along with completing Stage 7 of the Leger 20m Shuttle Run.	Initial
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Applicant Signature	Date MM/DD/YYYY
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Name of Witness (Please Print)	Witness Signature	Date MM/DD/YYYY
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**APPLICANT CONSENT FOR A-PREP, RELEASE OF INDEMNITY AND RELEASE OF INFORMATION PAGE 2
OF 2**

Release of Information

I, the undersigned, have been informed about the A-PREP and standards employed in the assessment of physical abilities, and direct that the information determined during my assessment on these standards is to be provided to the _____ Police Service, the Alberta Association of Chiefs of Police (AACP), the Alberta Ministry of Public Safety and Emergency Services, Her Majesty the Queen in Right of Alberta and all or any of their respective servants, agents and employees, for consideration in the evaluation of my application for employment as a Police Officer.

Release of Indemnity

I, the undersigned, in consideration of my being given the opportunity to participate in the Alberta Police Recruit Selection Process, do hereby release, indemnify and forever discharge _____ Police Service, the Alberta Association of Chiefs of Police (AACP), the Alberta Ministry of Public Safety and Emergency Services, Her Majesty the Queen in Right of Alberta and all of their respective servants, agents and employees, from any and all actions, cause of action, claims, demands, prosecutions and remedies for any and all damages, losses, injuries, and expenses of any nature or kind howsoever arising out of the physical abilities assessment engaged in by myself as part of the aforesaid Police Officer Recruit Selection Process.

And for the aforesaid consideration I further agree not to make any claim or to take any proceedings against any other person or corporation who might claim contribution or indemnity from Her Majesty, the AACP, the _____ Police Service and all of their respective servants, agents and employees, of from any one or more of them. And for the aforesaid consideration I further agree that this Release and Indemnity shall apply to and be binding on my heirs, administrators, executors and assigns each of them.

Name of Applicant (Please Print)	Applicant Signature	Date MM/DD/YYYY
Name of Witness (Please Print)	Witness Signature	Date MM/DD/YYYY

A-PREP APPLICANT RESULT RECORD											
TO BE COMPLETED BY APPLICANT											
APPLICANT NAME (LAST, FIRST)											
GENDER			BIRTH DATE			TEST DATE			ATTENDED ORIENTATION		
M	F	OTHER	MM	DD	YYYY	MM	DD	YYYY	Y	N	
A-PREP LOCATION:											
PRE- SCREEN TO BE COMPLETED BY APPRAISER											
PHOTO ID	Y	N	MED CLEARANCE		MED CLEARANCE DATE		READINESS Q		INFORMED CONSENT		
TYPE	NUMBER		Y	N	MM	DD	YYYY	Y	N	Y	N
CONCERNS/ISSUES:											
RESTING BLOOD PRESSURE	1 ST READING				TIME (24 HR CLOCK)		:		MEETS STANDARD		STANDARD ≤160/90 MMHG
	2 ND READING				TIME (24 HR CLOCK)		:		Y	N	
APPLICANT ASSESSMENT RESULTS											
PURSUIT RESTRAINT CIRCUIT			MEETS STANDARD		STANDARD			PRC END (24 HR CLOCK)			
PRC TIME	MIN	SEC	Y	N	≤ 2MIN 10SEC			:			
PRC OBSERVATIONS:											
LEGER			MEETS STANDARD		STANDARD			LEGER START (24 HR CLOCK)			
STAGE COMPLETED			Y	N	= STAGE 7			:			
LEGER OBSERVATIONS:											
RESULTS					APPLICANT RELEASE						
MEETS STANDARD			STANDARD		TIME (24HR CLOCK)			:			
PRC	Y	N	≤ 2MIN 10 SEC		REASON FOR RELEASE DELAY:						
LEGER	Y	N	=STAGE 7								
A-PREP	Y	N									
APPRAISER											
NAME						SIGNATURE					
SUPERVISOR											
NAME						SIGNATURE					

LEGER 20M MULTI STAGE SHUTTLE RUN – RECORDING SHEET

Last Completed Stage	Check (✓) Each Completed Stage											
Lane #												
Name / ID #												
End Line Misses												
Last Completed Stage	✓	Warning Line	✓	Warning Line	✓	Warning Line	✓	Warning Line	✓	Warning Line	✓	Warning Line
0.5												
1.0												
1.5												
2.0												
2.5												
3.0												
3.5												
4.0												
4.5												
5.0												
5.5												
6.0												
6.5												
7.0												
Comments:												

APPENDIX 2.0

EMERGENCY ACTION PLAN (EAP)

The A-PREP Supervisor is responsible for ensuring the Emergency Action Plan (EAP) is developed in accordance with the Police Service's or provider's Occupational Health and Safety policies.

The EAP must:

- Be reviewed, communicated, and practiced regularly to promote emergency awareness
- Be specific to the assessment site and provide guidance during an emergency
- Address immediate threats to life as well as non-life threatening situations and include such basic information as:
 - Building address
 - A-PREP site location in building (Fitness Unit, gymnasium)
 - Building, A-PREP site and/or Security contact number (if applicable)
 - Emergency exit route(s) and location of muster point(s)
 - Phone location(s) and dialing instructions (if applicable)
 - First aid kit and AED location(s)

CHAIN OF COMMAND

Assigning authorities and responsibilities in emergencies supports decision making under pressure.

In emergencies, A-PREP Supervisors are responsible for ensuring:

- Scene and bystanders are kept safe during an incident or evacuation
- Staff and/or others provide first aid and support as required
- Emergency medical services (and building security) are contacted
- Required report(s) are recorded

In emergencies, A-PREP Appraisers are responsible for:

- Assisting A-PREP Supervisor as required
- Assuming A-PREP Supervisor responsibilities as required

APPENDIX 3.0

A-PREP SCRIPT (2024)

Note: Highlighted text is not read aloud!

Direct applicants to an area where they can observe the running component of the PRC, and begin with general housekeeping points:

Where to place their belongings and remain throughout the test

Directions to the nearest washrooms, water fountain, first aid kit/AED, emergency exits, etc.

General format & order of events for the session, including scheduled breaks

Next, proceed to the following A-PREP description and demonstration

The A-PREP consists of two parts, both of which require a result of Meets Standard to be successful:

Part 1, the Pursuit/Restraint Circuit, or “PRC”, is a series of job-simulation tasks, and

Part 2, the Leger 20m Multistage Shuttle Run, or “Leger” for short, which is an assessment of aerobic fitness.

These components are used to assess the physical ability competency of policing applicants in Alberta and are not tests of police procedure or defensive tactics.

PURSUIT/RESTRAINT CIRCUIT

The PRC simulates the physical demands an officer might experience in a critical incident. This includes:

Running 100m while scaling four sets of stairs and two, 1.5m fences

Performing a simulation of the control and restraint of an offender and

Dragging a 68kg Mannequin a distance of 15m

These activities are done as a continuous circuit while wearing a 7.5kg weighted belt around the waist. This simulates the weight of standard police-issued equipment. Pacing should be somewhat urgent, yet controlled, allowing you to follow instructions and make corrections.

Throughout the circuit, observers are not to provide any encouragement to an applicant until they reach the Body Drag. This ensures applicants can hear the appraiser’s instructions and warnings.

Demonstrate proper selection and wearing of the weighted belts.

Include agency-specific details as needed

Weighted belts are sized and labelled Small, Medium, and Large.

Wear the belt above your hips and below the ribs, ensuring it is snug.

Jump up and down to confirm the belt fits and is secure.

Should the belt come loose or fall off, you must stop and put it back on, which adds to your time.

Standing at the start pylon, you will begin Lap 1 on the command “Ready, Go”. You will run around the fence, between the fence and the side pylon. The side pylon is only used for the Body Drag portion of the test.

Loop around the far pylon and back to the start, going over the stairs. On the stairs you must:

Touch at least one step on the way up,

Touch the top step, and

Touch at least one step on the way down.

You may use more steps, if necessary, to navigate the stairs safely.

If you do not meet these criteria, you will be directed to repeat the stairs.

On Lap 2, you will scale the fence. When scaling the fence, you must:

Use the toehold,

Keep your chest and both hands on top of the fence, and

Land facing the fence, holding the top with both hands.

If you do not meet these criteria, you will be directed to scale the fence again.

Once over the fence, go around the far pylon, over the stairs and back to the start.

Lap 3 is the same as Lap 1; going around the fence, while Lap 4 is the same as Lap 2; going over the fence.

On all four laps, you will go over the stairs.

Upon completion of the 4th lap, you will move to the BodyControl Simulator (BCS).

Direct applicants to an area where they can observe the Body Control

This simulates an altercation with an offender, pushing and pulling against a force of 34kg.

Successful completion requires the following:

Starting at center, push the handle all the way in, then pull the handle all the way out. Move to the right until reaching the end-range of the machine.

Next, push the handle all the way in and return to center.

Next, pull the handle all the way out and move to the left until reaching the end-range of the machine.

Finally, push the handle all the way in, return to center and release the weight with control.

You must execute the “push” and “pull” actions with as much control as possible. Overly aggressive use of the machine will cause a loss of control and may also dislodge the weights. If this happens, you will stop and wait while the weights are replaced, which adds to your time.

If you do any of the following you must repeat that arc:

Contact with the handle by any body part other than the hands, notably the chest and/or chin

Failure to execute the correct “push” or “pull” action

Incomplete execution of the full 90° arc

Failure to execute an arc with the arm indicator in the green or yellow zones

After the first Body Control you will move to the Arm Restraint Simulator (ARS).

Direct applicants to an area where they can observe the Arm Restraint

This simulates the forces required to grip and retract an offender's arms. The grip requires a force of 14.5kg per hand, while the retraction requires a force of 16kg per arm.

Successful completion requires the following:

Wrap your thumbs and fingers around the handles and depress both handles.

Maintaining grip on both handles, retract both arms (together or individually) until the collars touch.

While maintaining grip on both handles, return both arms to their starting point.

If you do any of the following you must repeat the entire sequence:

Thumbs not wrapped around the handle, i.e. open-palm or thumbs-up grip

Incomplete depression or release of handle grip once retraction has begun. This includes any "teeth chatter" caused by partial release.

Returning to the start position without touching the collars

Incomplete return to the start position by either or both arms

After the first Arm Restraint, you will perform a second Body Control, followed by a second Arm Restraint.

After the second Arm Restraint, you will move to the Body Drag.

Direct applicants to an area where they can observe the Body Drag

This simulates dragging a passive resister or an accident victim to safety.

Grab the rope around the Mannequin's ankles.

Walking forward or backward, using one hand or two, drag the Mannequin around the pylon and back, until the entire body, including hands, crosses the finish line.

The Mannequin weighs 68kg and the total distance is 15m.

You must treat the Mannequin with the same care as you would a real person.

The PRC is finished when all four components; Run, Body Control, Arm Restraint and Body Drag, are complete.

You will receive a result of *Meets Standard* for the PRC if your time is 2 minutes and 10 seconds or less. This is plenty of time to complete the circuit. We recommend that you move in a controlled manner and follow all instructions.

When you have completed the PRC, you will have a minimum of ten minutes rest before beginning the Leger 20m Shuttle Run.

LEGER 20M MULTISTAGE SHUTTLE RUN

Direct applicants to the Leger start line.

The Leger 20m Shuttle Run evaluates aerobic fitness. The objective is to follow a progressively faster pace, back and forth, over a 20m circuit.

Each stage is roughly one minute in length and is faster than the previous stage.

There are also half-stages announced on the recording. However, there is no change of pace on these announcements.

The stage number heard on the audio recording is the stage that you have completed.

To complete one 20m shuttle you must:

Start on this end line Point to the appropriate line. When you hear the beep, move to the far end line Point to the appropriate line.

One foot must be on or over the 20m end line at every beep.

If you do not touch an end line, or if you leave the end line before the beep, appraisers will raise an arm, call out your lane number and state, "End line warning".

If you commit three of these at any time during the test your test will be stopped, and you will receive a result of Does Not Meet Standard.

Identify the end line and demonstrate what "one foot on or over the end line" looks like

If you arrive early, you must slow down for two reasons:

First, you will not "get credit" for running faster than required, and

Second, you may influence others to run faster than the assigned pace.

You must pivot on the end line remain in your lane for the entire test.

Demonstrate what "pivot" looks like

Each end of the course has a warning line 2m from the end line.

Identify the warning line

If you are behind the warning line when you hear the beep, appraisers will raise an arm, call out your lane number and state, "Warning". You will be directed to adjust your pace to ensure that you reach the next warning line before the beep.

If you receive a warning line fault you must still touch the end line on that shuttle, before starting the next one.

Demonstrate what "fail to reach the warning line" and "still touch the end line" look like.

If you commit two consecutive warning line faults your test will be stopped, and you will receive a result of Does Not Meet Standard.

Do not stop running if you receive a warning. Simply follow the appraiser's direction.

If, for any reason, you stop running before the test is over, you must exit out the end of your lane. Do not cross into other applicants' lanes.

Ensure that your shoes are tied.

The test is finished when the recording signals "Stage 7". If you complete Stage 7 you will receive a result of Meets Standard.

LEGER PRE-TEST SCRIPT

This step is performed for each flight of the test.

Direct applicants to the Leger start line, ensuring they are in their respective lanes.

The test begins with a count-down from five, followed by a beep.

You must wait for the beep before leaving each end line.

Three end line faults or two consecutive warning-line faults will result in a score of *Does Not Meet Standard*.

Continue running even if you receive a warning. Stop only when an appraiser instructs you to do so.

Remember your lane number, as the appraisers will address you as such during the test.

APPENDIX 4.0

EQUIPMENT LIST

A-PREP EQUIPMENT LIST		
EQUIPMENT	DESCRIPTION	SUPPLIER
PRC layout Map (Diagram 1)		A-PREP Guidelines / Manual
Applicant Results Record		A-PREP Guidelines / Manual
Weighted belt	Standard weight: 7.5kg Length: small, medium, large	Must be sourced locally and on specs
Fence: Sturdy construction, non-splinter top rail	1.52m high x 2m wide Toe hold (approx. 5 cm wide): top edge at 45.7cm	PTM
Fence mat	2.5cm thick mat	Must be sourced locally and on specs
Stairs: Sturdy construction, non-slip walking surfaces, front and top edge of stair marked by high-visibility tape.	4 stairs each side with top platform Tread: 30.5cm deep x 20.4 high Stair width: 61cm Platform: 61cm deep x 61cm wide	BCS, Stairs, and Wall Supplier Jeremy Lane, President/CEO PTM Equipment Inc. #18 - 43915 Industrial Way Chilliwack BC V2R 3A4 Canada +(778) 240-3452 http://www.lepat.com/ptm-home
Body Control Simulator (BCS): as per manufacturer specifications, secure mount to wall or floor plate. May use non-slip mat.	Power Training Machine	BCS, Stairs, and Wall Supplier Jeremy Lane, President/CEO PTM Equipment Inc. #18 - 43915 Industrial Way Chilliwack BC V2R 3A4 Canada +(778) 240-3452 http://www.lepat.com/ptm-home
Arm Restraint Simulator (ARS): Constructed as per specifications, secure mount to wall or floor plate. May use non-slip mat.		ARS Supplier Jamie Crane Dotmar Fitness Equipment Inc. Tel: 905-272-3663 3035 Wharton Way, Mississauga, ON. L4X-2B4 Sales and Service Since 1982 www.dotmarfitness.com
Pylons (3 large) – approximately 46cm	Pursuit circuit: 2 Body Drag: 1	
Mannequin	Weight: 68kg Height: 1.80m Clothing: Coverall (denim blend) and patrol boots (issued) (5kg max) Body Drag handle: Loop of braided nylon fabric attached at ankles to create 30cm handle	Rescue Randy
Leger 20m Multi Stage Shuttle Run	Lane end and lane fault line markers Lane separation markers Lane numbers	
Luc Leger 20m Multi Stage Shuttle Run audio file and Audio Equipment	MP3 (or CD) player sufficient to allow all Applicants to hear Leger audio track	TestLucLeger.com

Tools and fasteners	Tools: hammer, drivers, wrenches Fasteners: nuts, bolts, washers, screws	
Measurement and calibration equipment	Tape measure Specified luggage scale/hand dynamometer Tape/straps	
Transport equipment	Dolly, carts, ropes	

APPENDIX 5.0

EQUIPMENT CALIBRATION AND TROUBLE SHOOTING

EQUIPMENT CALIBRATION AND MAINTENANCE RECORD

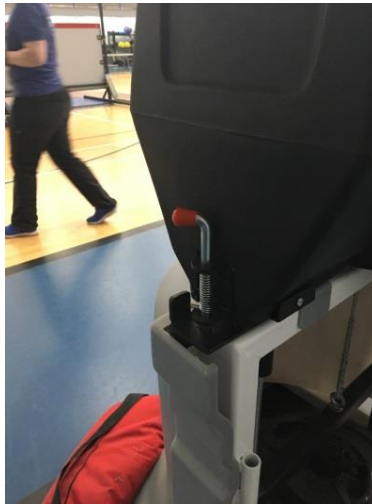
A-PREP location:		A-PREP Session date:	
Appraiser name:		Signature:	
EQUIPMENT	√	Comments/Action Required	Action Taken/Date - M/D/Y
ARM RESTRAINT SIMULATOR (ARS)			
ARS secured, stable, immobile			
Inspect sprocket teeth and rod assembly for wear			
Nuts inside handles tight			
Handle release lever movement adequate			
Inspect guide rods and pulleys, clean / lubricate			
Check cables for wear			
Calibrate handle release lever (14.5kg, +/- 1kg)			
Calibrate arm retraction (16kg; +/- 1kg)			
BODY CONTROL SIMULATOR (BCS)			
BCS secured, stable, immobile			
Inspect guide rods, pulleys. Clean / lubricate			
Check cables for wear			
Calibrate push (34kg, +/- 1kg)			
Calibrate pull (34kg; +/- 1kg)			
STAIRS			
Nuts and bolts tight			
Stairs stable, and immobile			
No obstructions on stairs			
High visibility markings and grip are intact			
FENCE: 1.53 m H (toe hold 45.7cm) x 2m W			
Fence stable, immobile, locks/nuts secure			
Top/toe hold secure			
No breaks/splinters			
Mat on dismount side			
MANNEQUIN (68.2kg)			
Clothing, duty boots in good condition			
Pull handle secure			
Limbs secure, fasteners tight			
LEGER MSSR			
Circuit clearly marked (lanes, fault, and finish lines)			
Lanes clearly numbered			
Audio track, audible in facility			
OVERALL			
7.5kg Weighted Belts in working order (Velcro and or Buckle)			
Floor clean and hazard free			
Equipment in proper location (Diagram 1 and 2)			

BCS AND ARS SETUP AND CALIBRATION

*Two (2) A-PREP Appraisers are required for BCS and ARS Setup and Calibration

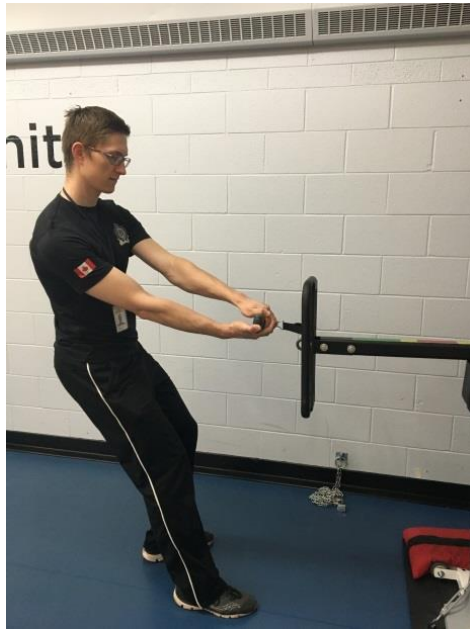
Body Control Simulator

- Secure BCS prior to use:
 - Place on non-skid surface to provide secure footing during A-PREP
 - Attach securely (wall or a base) to prevent movement during operation
- BCS function
 - Ensure cables run properly through pulleys
 - Check cables for fraying and replace if necessary
 - To prevent damage to weights, during operation, the following is recommended:
 - Place rubber stopper on the cable just above the weight cradle
 - Place rubber spacers beneath and above the stack of weights reduce impact on the cotter pin and hose clamp.
 - Clean and re-grease weight guide rods and bearings when required
- Calibrate BCS before use
 - Prior to calibration, ensure that rotating BCS arm is locked (1BCS1):



- Check calibration frequently on high volume test days (Approximately 20 Applicant tests)
- Calibration device: Modified handgrip dynamometer or luggage scale (Calibration Device) plus a small section of rope or chain. Calibrate dynamometer or luggage scale by suspending a verified weight from the device

- BCS calibration: Pull requires 34kg of force (+/- 1kg)
 - Attach the Calibration Device to the centre of the BCS handle
 - Stand in front of the handle. Grip Calibration Device, pull SLOWLY in line with the guide rod away from the BCS until the indicator has moved just beyond the transition from yellow to green (1BCS2):



- Hold Calibration Device steady until the reading settles
- BCS calibration: Push requires 34kg of force (+/- 1kg)
 - Attach the Calibration Device to the centre BCS handle
 - Stand to the rear of the BCS handle in line with the guide rod. Grip Calibration Device, pull SLOWLY in line with the guide rod towards the BCS until the indicator has moved just beyond the transition from yellow to green (1BCS5):



- Hold Calibration Device steady until the reading settles

Arm Retraction Simulator (ARS)

- Secure ARS prior to use:
 - Place on non-skid surface to provide secure footing during A-PREP
 - Attach securely (wall or a base) to prevent movement during operation
- ARS function
 - Ensure cables run properly through pulleys
 - Check the cables for fraying and replace if necessary
 - To prevent damage to weights, during operation, the following is recommended:
 - Place rubber stopper on the cable just above the weight cradle
 - Place rubber spacers beneath and above the stack of weights reduce impact on the cotter pin and hose clamp.
 - Clean and re-grease weight guide rods and pulleys after approximately 100 simulated arm retractions
 - Check wear and function of hand grip lock mechanism
 - Lock rod, sprockets, and springs
 - Hand grip lock/release trigger pin and nut tightness
- Calibrate ARS before use
 - Check calibration frequently on high volume test days (Approximately 20 Applicant tests)
 - Calibration device: Modified handgrip dynamometer or luggage scale (Calibration Device) plus a small section of rope or chain. Calibrate dynamometer or luggage scale by suspending a verified weight from the device
- ARS calibration: Grip release 14.5kg of force (+/- 1kg)
 - Place device strap on ARS hand grip
 - Pull device until trigger causes locking pin to clear the sprocket teeth (2ARS1):



- Hold device steady until reading settles

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- ARS calibration: Arm retraction 16kg (+/- 1kg)
 - Depress and secure grip release using tape so that lock rod is clear of the sprocket teeth.
 - Place Calibration Device strap on handle
 - Stand in front of the ARS. Gradually apply force on the Calibration Device in the normal retraction direction until the weight stack lifts off the base (2ARS4):



- Hold Calibration Device steady until reading settles

Mannequin

- Mannequin must weigh 68.2kg
- Check and tighten arm and leg attachment bolts before and after each Session

TROUBLE SHOOTING GUIDE

BCS calibration failure

- Ensure correct weight is on the BCS (34kg)
 - Start with 34kg and remove weight as necessary based on weight of the carriage. Calibrate the BCS machine using the Calibration Device
- Ensure the rope is connected and moves freely around pulleys
- Ensure guide rods are cleaned and lubed

ARS calibration failure

Adjustments necessary when ARS equipment will not calibrate correctly

- Micro adjustment
 - ARS small nut adjustment on spring: Nut can often be hand tightened on the eyebolt otherwise, use a wrench.
- Macro adjustment
 - Adjust spring along guide rod by loosening the set screw to increase or decrease spring tension as needed.
- Cables may have stretched or frayed and may need replacing.
- If pulleys are damaged, they may need to be replaced.
- Ensure guide rods are clear of obstructions. Clean and lube as necessary. If there is damage, they may need to be replaced.

Hand grip

- The force required to depress the handle grips can be adjusted by tightening or loosening the nuts holding the tension spring under the arm. The use of lock nuts or “lock tight” adhesive will generally stop the nuts from loosening so that the calibration of the handle grips is maintained.

Restraint simulator

- After the ARS arm retraction has been initially calibrated by adding the appropriate weight to the stack, any discrepancy from 16kg in the calibration (+/- 1kg) of the arm retraction is likely due to increased friction in the weight/pulley system caused by dirt on the guide rods on either side of the weight stack, fraying of the cables or stiffness in the pulley movement.
- Check the cables for fraying and if necessary, replace the cables. Clean and lubricate the guide rods and pulleys after approximately 100 uses (simulated arm retractions) so that all parts move freely.

Weighted Belt

Weighted belts wear over time. The Velcro loses its grip and needs to be monitored for replacement. Each Police Service should source a supplier for repair or consider replacement.

APPENDIX 6.0

REPORTING AND JOB DESCRIPTIONS

A-PREP MANDATORY REPORTING (ANNUAL EXCEL DATA TABLES)

A-PREP providers must report the following data in their Annual A-PREP summaries:

Applicant Summary

1. Police Service name
2. A-PREP date
3. Gender
4. Date of birth
5. A-PREP Orientation attended
6. Date of Medical Clearance
7. PRC time and result (Meets/Does Not Meet Standard)
8. Leger MSSR Stage and result (Meets/Does Not Meet Standard)
9. A-PREP result (Meets/Does Not Meet Standard)
10. Reported injury (if applicable)

Appraiser Summary

1. Annual Appraiser Roster (Separate Excel File)

A-PREP APPRAISER JOB DESCRIPTIONS

A-PREP MASTER TRAINER RESPONSIBILITIES

1. Oversight and delivery of PSES A-PREP Appraiser Course and exam
2. Oversight and delivery of PSES A-PREP Supervisor Course and exam
3. Liaise with Recruiting Office and Recruit Training
4. Advise PSAS, Chiefs, DLE on A-PREP and police physical training
5. Organize annual A-PREP meeting as required. Deliver presentations during annual meeting
6. Collaborate with all A-PREP Providers, Recruiting Offices, PSAS, and AACP Recruit Selection Committee
7. Attend all AGMs

Qualification

1. Are A-PREP Supervisors and Appraisers
2. Hold a CSEP-CEP or ACSM-CCEP designation
3. Successfully completed Sub-Committee approved training

Training

1. Successfully completed the PSES A-PREP Appraiser and Supervisor Courses

Experience

1. MT must have a minimum two years of experience as an A-PREP Supervisor
2. Supervising a minimum of one A-PREP Session every two (2) months and appraising a minimum of three (3) Applicants per Session

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3. Organized and delivered a minimum of 2 Appraiser Training Sessions as an A-PREP Supervisor
4. Demonstrated active involvement in reviews of A-PREP Stats

A-PREP SUPERVISOR RESPONSIBILITIES

1. Overall management of A-PREP to support Recruit Offices
2. Ensure compliance with License Agreement, Guidelines, training, and other provincial direction
3. Ensure A-PREP Appraisers retain credentials, annual requalification, Calibration and Maintenance Logs, and the A-PREP Stats log (Excel)
4. Create the EAP
5. Coordinate with Recruit Offices to schedule A-PREP Sessions
6. Maintain adequate Staff levels and performance
7. Monitor A-PREP Sessions and Tests to ensure compliance with all direction
8. Assist Appraisers as required
9. Monitor equipment status assuring optimal calibration and maintenance practices
10. Ensure A-PREP records and record management system meet the needs of Police Services and Applicants
11. Ensure A-PREP data is collected and reported to Recruit Office
12. All appraiser responsibilities
13. Assist in Appraiser training
14. Should attend all AGMs. **** If Police Service does not have a Master Trainer, the A-PREP Supervisor must attend.***

**** PSAS, in consultation with A-PREP Sub-Committee, may appoint a MT or Supervisor if necessary to meet the needs of a Police Service.***

Qualifications

1. Education: Undergraduate degree or diploma in exercise science or related field
2. Current CPR and First Aid Certification
3. Currently hold a specified certification from one or more of the following:
 - a. Certified Exercise Physiologist (CEP) from the Canadian Society for Exercise Physiology (CSEP), or
 - b. Certified Clinical Exercise Physiologist (CCEP) from the American College of Sports Medicine (ACSM), or
 - c. Certified Strength and Conditioning Specialist (CSCS) from the National Strength and Conditioning Association (NSCA), designation
4. A-PREP Supervisor training

**** A CSEP-CPT can be a Supervisor if CSEP-CEP or an ACSM-CEP is present during A-PREP***

Training

1. Successfully completed the PSES A-PREP Appraiser Course
2. Participate and present at two (2) annual A-PREP meetings.

Experience (Supported with documentation)

1. 2 years A-PREP Appraiser
2. Minimum one (1) A-PREP Session per quarter, minimum of three (3) assessments per Session
3. Assisted an A-PREP Master Trainer in the delivery of an PSES A-PREP Appraiser Course (classroom and practical lessons)

**** PSAS, in consultation with A-PREP Sub-Committee, may appoint a MT or Supervisor if necessary to meet the needs of a Police Service.***

A-PREP APPRAISER RESPONSIBILITIES

1. Assist in management of A-PREP program
2. Ensure compliance with License Agreement, Guidelines, training, and other provincial direction
3. Applicant pre-screening including: Medical Clearance Form, verify Applicant government issued photo ID
4. Equipment calibration and maintenance, minor repairs, and adjustments
5. Maintain A-PREP equipment
6. A-PREP setup
7. Demonstrate, guide Applicants, evaluate performance (warnings, faults)
8. Complete all A-PREP records, maintain records system
9. Orientation Session. Provide pre-participation fitness/physical performance advice to facilitate individual success in A-PREP and eventually recruit training
10. Maintain Appraiser qualification

Qualifications

1. Education: Undergraduate degree or post-secondary education required to obtain necessary certification
2. A-PREP Appraiser training is only provided to individuals who currently hold a specified certification from one or more of the following:
 - a. Certified Exercise Physiologist (CEP) or Certified Personal Trainer (CPT) from the Canadian Society for Exercise Physiology (CSEP), or
 - b. Certified Clinical Exercise Physiologist (CCEP) from the American College of Sports Medicine (ACSM), or
 - c. Certified Strength and Conditioning Specialist (CSCS) from the National Strength and Conditioning Association (NSCA), designation
3. Hold current First Aid and CPR qualification

Training

1. Successfully complete PSES approved A-PREP Appraiser training
2. Attend annual A-PREP meeting

Experience

1. Minimum one (1) A-PREP Session or 12 assessments per year
2. Supervisor must ensure appraiser proficiency against A-PREP Appraiser Course Training Standard

APPENDIX 7.0

CUEING

Pursuit Circuit:

Ready, Go
Around the fence
Around the far cone
Over the stairs, at least one on the way up, the top, at least one on the way down
Around the cone
Over the fence, use the toe-hold, roll over the top, both hands on top, land facing the fence
Around the far cone

Body Control Simulator:

To the body control
Push all the way in
Pull all the way out
Move Right
Push In
Move Center
Pull Out
Move Left
Push In
Move Center
Release

Arm Restraint Simulator:

To the arm restraint
Grasp both handles
In
Out
Release

Body Drag

To the body
All the way around the cone
Finished

Other cues as required:

Stay in control
Chest and hips touching the fence
Land facing the fence
Do not slam the weights
Thumbs inside
Depress both handles

APPENDIX 8.0

MEETING AGENDA TEMPLATE

A-PREP APPRAISER WORKSHOP (AGENDA TEMPLATE)

DATE:

ADDRESS:

TIME	TOPIC
0800-0830	Introductions and overview
0830-0900	Contractual Obligations & Compliance Sol Gen - New Issues - Tracking, trends (Appendix 6 Spreadsheet) - Certifications - Revalidation update
0900-1000	Review of Applicant Screening Process and Forms -Review EAP requirements -Issues/Challenges, questions
1000-1030	BREAK
1030-1200	Maintenance & Calibration Protocols -Set up and Discussion
1200-1300	LUNCH
1300-1500	PRC – Review of Protocol -Updates, questions, challenges/issues -Coaching points with checklist, scenarios (This may be used as an opportunity to update, refresh, or qualify new or experienced Master Trainers, Supervisors and Appraisers. Bring in Police Officer Volunteers if required)
1500-1530	BREAK
1530-1600	Leger 20m SR Protocol – Review of Protocol -Updates, questions, challenges/issues (This may be used as an opportunity to update, refresh, or qualify new or experienced Master Trainers, Supervisors and Appraisers. Bring in Police Officer Volunteers if required) -Orientations- 6 weeks to a faster Leger A-PREP Orientation -Trends, updates, questions, challenges/issues -Q&A / Wrap up Discussions -Moving forward? Written Exam (*Only if A-PREP Appraiser Training is delivered concurrently with the workshop)

APPENDIX 9.0

ACRONYMS AND DEFINITIONS

ACRONYMS

Alberta Association of Chiefs of Police (AACP)

Alberta Director of Law Enforcement (DLE)

Alberta Physical Readiness Evaluation for Police (A-PREP)

Alberta Police Recruit Selection Process (Recruit Selection Process)

American College of Sports Medicine (ACSM)

A-PREP Master Trainer (MT)

Arm Restraint Simulator (ARS)

Body Control Simulator (BCS)

Canadian Society for Exercise Physiology (CSEP)

Certified Clinical Exercise Physiologist (CCEP)

Certified Exercise Physiologist (CEP)

Certified Strength and Conditioning Specialist (CSCS)

Emergency Action Plan (EAP)

Job Demand Analysis (JDA)

Leger 20m Multi Stage Shuttle Run (Leger MSSR)

Metabolic Equivalent (MET)

Modified handgrip dynamometer or luggage scale (Calibration Device)

National Strength and Conditioning Association (NSCA)

Policing Standards and Audits Section (PSAS)

Pursuit/Restraint Circuit or (PRC)

DEFINITIONS

Applicant: An individual currently involved in Alberta Police Recruit Selection Process.

A-PREP: Alberta Physical Readiness Evaluation for Police

A-PREP Orientation: Is a planned opportunity for Applicants to learn about A-PREP and practice using equipment. Orientation Sessions are led by qualified A-PREP Appraisers are offered within 6 weeks, at a minimum, ahead of A-PREP.

A-PREP Session: A specific date and time in which Applicants participate in A-PREP

Recruit Office: Police employees responsible for processing Applicants for police recruit training