



**Selected Validation Options:  
Standards and Implementation**

## **For Our Prospective Clients:**

Thank you for your interest in FitForce™. This document, provided at your request, is a brief outline of validation options as delivered by our consultant team and us. 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 ability 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™ 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 **60 person years of experience** in developing and implementing physical ability standards and programs within law enforcement.

Over the years, the consultant team has conducted over **50 standards validation projects**, nearly 40 of which were identical in scope. 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 [jfitforce@aol.com](mailto:jfitforce@aol.com) and allow us to answer any questions you may have regarding our programs, services, or products.

Respectfully,  
Jay Smith

## CONSTRUCT/CRITERION VALIDATION

**This type of validation provides maximum validity and therefore maximum defensibility. We can provide assurance that the tests and standards defined are job related and are specific to the agency. Agency personnel are tested to determine the physical demands of the job and the required physical ability levels to meet those demands are identified.**

### **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. The following are the deliverables of a validation study:

- A physical ability test battery in the form of a ***job task simulation test***. The test battery will be predictive of the ability to perform the frequent and critical physical tasks of the job. The test battery is based on and specifically validated for the client agency;
- A physical ability test battery and minimum standards in the form of ***physical fitness test***. The test standards will represent the minimum level of fitness required to perform the frequent and critical physical job tasks;
- 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 of agency coordinators (32 hours) to administer the physical performance test battery and to upgrade an existing program;
- 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 set of fitness standards. The Equal Employment Opportunity Commission's *Uniform Guidelines on Employee Selection Procedures* 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, validation, and injury/disability data.
- Provide for a focused job task analysis that only addresses physical job tasks.
- Define job tasks 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.
- Supervise or conduct testing of 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 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.

**In an effort to be responsive to the technical and administrative capabilities of our clients as well as any fiscal limitations which may exist, we have several options regarding the Study options and their cost(s).**

**Please contact us at (978) 745-3629 or via email: [jay@fitforce.org](mailto:jay@fitforce.org) for more information.**

## CONSTRUCT/COMPARATIVE VALIDATION WITH A *TRANSPORTABILITY* STUDY

This type of validation provides reasonable assurance that the recommended tests and standards are job related. The courts have recognized *Transportability Studies* as a valid means of establishing job requirements. In this approach, actual physical testing of agency personnel is not conducted. The results of job analysis data from the client agency is compared to job rating data for similar agencies with construct/criterion validated tests based on physical testing of personnel.

### 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 ability test battery in the form of a ***job task simulation test***. The test battery will be one developed for a similar agency;
- A physical ability 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 of agency coordinators (32 hours) to administer the physical performance test battery and to upgrade an existing program;
- 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 set of fitness 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 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.
- Provide for 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.

**Please contact us to discuss the option(s) associated with a transportability study.**

**Our telephone number is (978) 745-3629; we may also be reached electronically at [jay@fitforce.org](mailto:jay@fitforce.org) .**