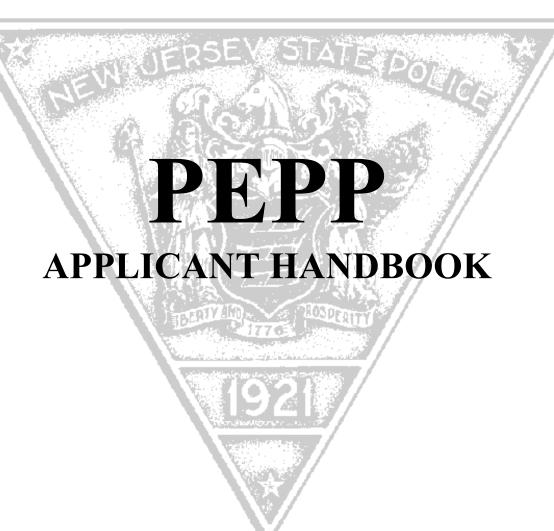
### **NEW JERSEY STATE POLICE TRAINING BUREAU**



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### **NEW JERSEY STATE POLICE TRAINING BUREAU**

# Pre Employment Preparation Program

**EXERCISE GUIDELINES** 

PRE-EMPLOYMENT PHYSICAL PRESCRIPTION

Applic	ant Name:	Date:			
Troope	er Assigned:	Badge #			
1.	Push-ups completed				
	70%				
T	4 sets of	STATEMENT AT			
	Remedial push-up program should be done ups may be substituted.	three to five times per week. Incline push-			
2.	Sit-ups completed				
	70%				
	4 sets of				
	Remedial sit-ups should be done three to five	ve times per week.			
3.	Aerobic conditioning time	<i>4)))</i>			
	Run/walk 30 minutes at 70-85% of maximum heart rate, which is the Training Heart Rate.				
	Formula for Training Heart Rate: 205 - ½	age x .85 (.7085)			
	Goal distance for 30 minutes of aerobic conditioning				
	Aerobic conditioning should be done three	to five times per week.			
NOTE	: Needed to pass the physical fitness test:	32 push-ups in two minutes 34 sit-ups in two minutes (Two-minute rest period between sets) 1.5 mile-run in 13:00 minutes or less			

NOTE: Workout schedule should have the following pattern: workout two days, rest one day. Individuals should periodically test themselves to ensure that they are improving. New scores should be utilized by replacing original or previous scores with these new numbers, and then doing 70% of these new numbers in one's workout. In aerobic conditioning, the goal distance should be increased as the individual becomes better conditioned.

New Jersey State Police Training Bureau Sea Girt, New Jersey

### **Pre-Employment Physical Program**

All Division Members are encouraged to uphold the standards set forth by S.O.P. C20: Physical Fitness Program. Members have an organizational responsibility to be physically fit, as their duties are physically demanding and serious in consequence. Members have an individual responsibility to develop and maintain personal habits and lifestyles that are suited to meet the rigors of police work. Proper exercise and diet have a direct impact on being able to perform job functions in a professional, competent manner.

Pre-Entrance Applicants who have not met the requirement of S.O.P. C20 are being provided the attached material from the State Police Academy. This material includes recommendations to assist Applicants in meeting the required physical fitness standards.

Before an exercise prescription is administered, it is imperative to have a basic working knowledge of exercise principles and their fundamental application to the mandates of the New Jersey State Police Annual Physical. The following guidelines are basic, but are traditionally proven to be beneficial to those Applicants who closely follow them. The foundation of a training program relies upon the FITT Principle (Frequency, Intensity, Time, and Type):

Frequency: How many days per week should I work out?

Intensity: How hard should I work out? What is my perceived exertion level? Time: How long should I work out? Is an easier/longer workout better for me?

Type: Should I participate in several activities rather than just one?

**FREQUENCY:** Workout sessions should be done a minimum of three days a week, with alternating days of rest (Mon.-Wed.-Fri. or Tues.-Thurs.-Sat.). One may build to workouts up to 6 days a week, which would allow for advanced progression and development (Mon.-Tues.-Wed., Thurs. off, Fri.-Sat.-Sun.). There must be a safe and logical progression to meet a targeted goal. During aerobic training, a safe increase in distance or time is 10% per week. Therefore, if one runs for 20 minutes during each workout day in Week One, then Week Two should be limited to 22 minutes of aerobic training, at the same intensity level. If one runs 2 miles during each workout day in Week One, then Week Two should be limited to an increased distance of .2 miles, for a total distance of 2.2 miles during the second week of training. An aerobic workout schedule of 3-5 days a week is the ideal, with days of rest alternated into the week.

**INTENSITY:** Aerobic training involves the ability to maximize oxygen consumption. This is predicated on the body's ability to increase the heart rate, which increases cardiac output. Thus, oxygen consumption increases through elevated heart rate training. To benefit aerobically, one must participate in continuous exercise at a strenuous rate. This can be accomplished with the utilization of a heart rate monitor. It is recommended that a training heart rate level of 60% to 85% of one's predicted maximum heart rate be maintained. The training heart rate level is determined by a formula that is based on age (see attached Training Heart Rate Guide). It is incumbent to strive to minimally keep a training heart rate of 70% to 90% to attain improvement. Consider that

this may be dependent on one's current fitness level. Appropriate training heart rate can be determined by using the following formula:

- (1) Subtract ½ one's age from 205
- (2) Multiply this # by the intended % of heart rate

Consider that the appropriate training heart rate is dependent on time or duration of the workout. Consider also that the higher the training heart rate level, the more beneficial and productive the workout.

Example:	55EY#	517
Age		28
Maximum Heart Rate (MHR	) 205 - 14 =	191
Training Heart Rate (THR)	60%	114
	65%	124
	75%	143
	80%	153
	85%	162
	90%	171

Consider that a higher THR will increase the likelihood of fatigue, which may shorten the workout.

Muscular endurance training follows a logical progression based on the results of the Physical Fitness Assessment Test. Overload and progression will allow for improvement, if done safely and correctly. Entrance level muscular endurance training requires 3 to 5 days a week of exercise (similar recommendation as for aerobic training.) Consider that muscular endurance is a number of repetitions of an exercise over a period of time. This can be accomplished in 3-5 sets of repetitions of an exercise, with no more than 2 minutes of rest between sets. The number of repetitions per set will be 70% of the total of successfully completed sit-ups or push-ups during testing. Therefore, if 20 push-ups are successfully completed during the testing, 14 would be the number of repetitions (reps) to be performed during the workout routine.

Note: It should be a maximal effort to complete the last 2-3 reps of the set. If it is not a maximal effort, increase the number of reps, providing technique and range of motion are not altered.

**TIME:** Length of time should not be confused with distance. Minimally, 30 minutes at a desired training heart rate is needed to produce an aerobic training benefit. This does not include any portion of a stretching, warm up, or cool down phase of the workout. The workout should be continuous for 30 to 50 minutes per training day. Once a level of endurance is established, an increase in intensity can be initiated to produce speed, to meet the intended and desired standard. This would include interval training, sprints of varying durations, and the common term of threshold training. The principle of time is more directly related to aerobic training when applied to the mandates of the 1.5 mile run.

**TYPE:** Participation in alternative activities (biking, swimming, running, and use of cardiovascular machinery), is permitted, and sometimes encouraged to alleviate monotony. However, the body is very exercise specific. One should make an attempt to select one of the available physical fitness cardiovascular endurance tests offered by S.O.P. C20, and workout with that same exercise. Therefore, runners run, swimmers swim, bikers utilize a stationary bike. It is strongly recommended that Applicants participate in a running/jogging/walking program. This concept may also be applied to the mandates of the timed push-ups and sit-ups.

Note: Applicants should engage in light activity to warm up prior to any workout, and to cool down upon completion of the workout. Stretching should be performed prior to the workout to enhance performance, and after the workout to reduce the potential for injury. Attached are some sample exercise prescriptions that may be modified to suit individual needs, provided that the FITT Exercise Principle guidelines are the foundation of the workout.

This information on the FITT Exercise Principle is provided to educate the Pre-Entrance Applicant, in an effort to clarify the requirements of S.O.P. C20.



**HOW TO STRETCH** 

Stretching is easy to learn, but there is a right way and a wrong way to stretch. The right way is a relaxed, sustained stretch with your attention focused on the muscles being stretched. The wrong way (unfortunately practiced by many people) is to bounce up and down, or to stretch to the point of pain. These methods can actually do more harm than good.

If you stretch correctly and regularly, you will find that every movement you make becomes easier. It will take time to loosen up muscles or muscle groups, but time is quickly forgotten when you start to feel good.

### The Easy Stretch

When you begin a stretch, spend 10-30 seconds in the easy stretch. No bouncing! Go to the point where you feel mild tension, and relax as you hold the stretch. The feeling of tension should subside as you hold the position. If it does not, ease off slightly and find a degree of tension that is comfortable. The easy stretch reduces muscular tightness and readies the tissues for the developmental stretch.

### The Developmental Stretch

After the easy stretch, move slowly into the developmental stretch. Again, no bouncing. Move a fraction of an inch further until you again feel mild tension and hold for 10-30 seconds. Be in control. Again, the tension should diminish. If it does not, ease off slightly. The development stretch finely tunes the muscles and increases flexibility.

### **Breathing**

Your breathing should be slow, rhythmic and under control. If you are bending forward to do a stretch, exhale as you bend forward and then breathe slowly as you hold the stretch. Do not hold your breath while stretching. If a stretch position inhibits your natural breathing pattern, then you are obviously not relaxed. Ease up on the stretch so you can breathe naturally.

SEPROSPERITY

### **Counting**

At first, silently count the seconds for each stretch. This will ensure that you hold the proper tension for a long enough time. After a while, you will be stretching by the way it feels, without the distraction of counting.

### The Stretch Reflex

Your muscles are protected by a mechanism called the Stretch Reflex. Whenever you stretch the muscle fibers too far (either by bouncing or overly stretching), a nerve reflex responds by sending a signal to the muscles to contract. This keeps the muscles from being injured. Therefore, when you stretch too far, you tighten the very muscles you are trying to stretch! (You get a similar involuntary muscle reaction when you accidentally touch something hot; before you think about it, your body quickly moves away from the heat.)

Holding a stretch for as far or as long as you can, or bouncing up and down strains the muscles and activates the stretch reflex. These harmful methods cause pain as well as physical damage due to the microscopic tearing of muscle fibers. This tearing leads to the formation of scar tissue in the muscles, with a gradual loss of elasticity. The muscles become tight and sore. How can you be enthused about daily stretching and exercise if these detrimental methods are used?

In our youth, many of us were told and expected to believe "No gain without pain." We learned to associate pain with physical improvement. We were taught that "...the more it hurts, the more beneficial it is." This was and is a fallacy. Don't be fooled. Stretching, when done correctly, is not painful. Learn to pay attention to your body because pain is an indication that something is wrong.

As described on the previous page, the easy and developmental stretches do not activate the stretch reflex, and do not cause pain.

This diagram will give you an idea of a "Good Stretch":



The diagram represents the stretch, which is possible with your muscles and their connective tissue. You will find that your flexibility will naturally increase when you stretch, first in the easy phase, then in the developmental phase. By regularly stretching comfortably and painlessly, you will be able to go beyond your present limits and come closer to your personal potential.

### **BODY MASS INDEX (BMI)/BODY COMPOSITION ANALYSIS**

Calculating the BMI is one of the best methods for population assessment of overweight and obesity. It is low cost and easy to use for clinicians and the general public. The use of BMI allows people to compare their own weight status to the general population. The only information required to calculate a person's BMI are height, weight and the BMI formula.

### <u>BMI = (Weight in Pounds) X 703</u> (Height in Inches) X (Height in Inches)

BMI	Weight Status
Below 18.5	Underweight
18.5 - 24.9	Normal
25.0 - 29.9	Overweight
30.0 and above	Obese

BMI is just one of many factors related to developing a chronic disease (such as heart disease, cancer, or diabetes). Other factors that may be important to look at when assessing your risk for chronic disease include: Diet, Physical Activity, Waist Circumference, Blood Pressure, Blood Sugar Level, Cholesterol Level, and Family History of Disease.

All persons who are obese or overweight should try not to gain additional weight. In addition, those who are obese or who are overweight with other risk factors should consider losing weight. A complete health assessment by a physician is the best way to decide the right steps for you.

BMI correlates with body fat. The relation between fatness and BMI differs with age and gender.

Physical activity and good nutrition are key factors in leading a healthy lifestyle and reducing the risk for disease.

During your first PEPP visit, your height and weight will be recorded. Based on those measurements, your BMI will be calculated. Those individuals with a BMI greater than 25.0, overweight, will be given a body composition analysis utilizing skin calipers.

Those male applicants with a body composition over 20% and those female applicants with a body composition over 26% will be placed in the Body Composition Reduction & Wellness Improvement Program as part of PEPP. These percentages are based on current Division of State Police standards for body composition.

The body composition Reduction & Wellness Improvement Program is designed to identify, educate, and motivate those individuals at risk due to BMI and Body Composition Analysis. This program consists of weekly weight monitoring and a food diary. The weekly weight monitoring helps gauge an individual's dedication to improving themselves and helps ensure a healthy and safe weight loss rate.

### **WEEK #1:**

Height:	Weight:	BMI:	Date:
_			

### INITIAL BODY COMPOSITION ANALYSIS

MALE:	Chest: BODY FAT %:	Abdomen:	Date	Thigh:	TOTAL:
FEMALE:		Suprailliac:		Thigh:	TOTAL:
WEEK #2:		ZnsF	`\##`<	. ፐሊት <b>ት</b>	
Weight:	Date:		Food D	iary:	Porn. ://
WEEK #3:	7			47.75	
Weight:	Date:		Food D	iary:	
<b>WEEK #4:</b>					3/ //
Weight:	Date:	MA	Food D	iary:	
<b>WEEK #5:</b>		\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	ZZ.		1/
Weight:	Date:		Food D		//
<b>WEEK #6:</b>		THE PARTY	irre.	LOSPERIN	//
Weight:	Date:	entermille enterte	Food D	iary:	<u>/</u>
<b>WEEK #7:</b>			92		
Weight:	Date:	liste	Food D	iary:	
<b>WEEK #8:</b>					
Weight:	Date:		Food D	iary:	
<b>WEEK #9:</b>			V		
Weight:	Date:		Food D	iary:	
FINAL BOI	OY COMPOSITION	ON ANALY	SIS		
MALE:	Chest:	Abdomen:		Thigh:	TOTAL:

	BODY FAT %:	:	Date:		_
FEMALE:	Tricep: BODY FAT %:	Suprailliac:	Date:	Thigh: _	TOTAL:
FINAL RESU	ULTS				
Initial Weight	: I	Initial BMI: _		Ini	tial Body Fat:
Final Weight:		Final BMI: _	\/#'	<del>S</del> T∧ Fi	nal Body Fat:
Weight Loss:	1 (1 ) Y	BMI Loss: _		Bo	dy Fat Loss:
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### TRAINING HEART RATE GUIDE

AGE	MAX	90	85	80	75	65	60
23/24	193	174	164	155	145	126	116
25/26	192	173	163	154	144	125	115
27/28	191	172	162	153	143	124	114
29/30	190	171	161	_152	142	123	114
31/32	189	179	160	151	141	122	113
33/34	188	169	159	150	141	122	112
35/36	187	168	158	149	139	120	111
37/38	186	167	158	148	138	119	110
39/40	185	166	156	147	137	120	111
41/42	184	165	156	147	138	119	110
43/44	183	164	155	146	137	118	109
45/46	182	163	153	144	136	118	109
47/48	181	162	152	143	135	117	108
49/50	180	162	153	144	135	117	108
51/52	179	161	152	143	134	116	107
53/54	178	160	151	143	133	115	106
55	177	159	150	141	132	115	106

# **STRETCHING**

Before Running — Stop and re-stretch if you feel any muscular tightness while running - for a series of pre-running stretches.

After Running — Stretching after running is also important to avoid muscle shortening.

Don't — Run with cold legs.

Don't — Hyper- or over-extend muscles.

Don't — Stretch if you feel a sharp pull or tear sensation. This may be a torn or ruptured muscle. Stop stretching or running immediately.

Don't — Rush through a stretching session.

### **SEA GIRT, NEW JERSEY**

### **STRETCHING EXERCISES**

**STRETCHING EXERCISE #1-Calf Raise Stretch** -Raise your heels a few inches above the ground so that you are on your tiptoes. Hold the position for a moment, and then lower your heels below the platform, feeling a stretch in your calf muscles. Perform 10-20 repetitions.

**STRETCHING EXERCISE #2 -Ankle and Knee Circles**-Stand with feet together and bend at the waist with knees slightly bent. Place hands on knee. Rotate the knees clockwise. Repeat in the opposite direction. Perform 10-20 repetitions.

**STRETCHING EXERCISE #3 -Sumo Squat Hold -**Stand with your feet positioned slightly wider than shoulders and toes pointed out. With your palms in front of your chest, slowly squat down flaring your knees out as you go. Lean forward and press your elbows against the inside of your thighs. Keep heels flat on the ground. Hold for approximately 20 seconds.

**STRETCHING EXERCISE #4 -Quad Stretch** -Stand tall with your feet hip-width apart, pull your abdominals in, and relax your shoulders. Bend your left leg, bringing your heel toward your buttocks, and grasp your left food with your right hand. Switch legs and repeat the stretch. Hold for 10-20 seconds.

**STRETCHING EXERCISE #5 -Standing Toe Touches**-Stand with some space in front and behind you: Bend at the waist, keeping your legs straight, until you can relax and let your upper body hang down in front of you. Let your arms and hands hang down naturally. Hold for 10-20 seconds.

**STRETCHING EXERCISE #6 -High Knee Hugs-**Stand with your feet shoulder-width apart and your arms at your sides. Bend your knee and lean forward slightly at your hips. Lift your right knee toward your chest, grasping it with both hands just below your kneecap. Then pull it as close to the middle of your chest as you can, while you stand up tall and hold for approximately 10-20 seconds and repeat on the other side.

**STRETCHING EXERCISE #7 -Side to Side Lunges** -Stand upright, with both feet facing forward, double shoulder-width apart. Place your hands on your hips or thighs, in order to keep your back straight. Slowly exhale, taking your bodyweight across to one side. Avoid leaning forward or taking the knee of the bent leg over your toes. As you increase the stretch, the foot of the bent leg should point slightly outward. Hold for 10-20 seconds.

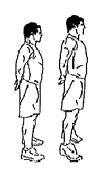
**STRETCHING EXERCISE #8 -Kneeling Hip Flexors** -Kneel and bring your right knee up so the bottom of your foot is on the floor and extend your left leg out behind you, so the top of your foot is on the floor. Shift your weight forward until you feel a stretch in your hip. Hold for 10-20 seconds, then repeat for your other side.

**STRETCHING EXERCISE #9 -Torso Twist** -Stand tall with legs shoulder width apart and hands resting on your waist. Twist from side to side about 90 degrees. Move with the shoulder and hold a moment at each side. Perform 10-20 repetitions.

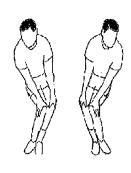
**STRETCHING EXERCISE #10 -Cross Body Shoulder Stretch** -Start standing or sitting tall. Grab one arm above your elbow with your opposite hand and pull it across your body toward your chest until you feel a stretch in your shoulder. Make sure to keep your elbow below shoulder height. Hold for at least 10-20 seconds and repeat on the other side.



### **Stretching Description**



1. Calf Raise Stretch



2. Ankle and Knee Circles



3. Sumo Squat hold



4. Quad Stretch



**5. Standing Toe Touches** 



6. High Knee Hugs



7. Side to Side Lunges



8. Kneeling Hip Flexor





9. Torso Twist 10. Cross Body Shoulder Stretch

### **Push-up and Sit-up Improvement**

PURPOSE: To introduce ways/techniques to improve push-up and sit-up performance

TRAINING OBJECTIVES: Participate in push-up / sit-up exercises.

Identify benefits of push-up and sit-up exercises.

I. FITT Principle for Push-ups /Sit-ups (Frequency/Intensity/Time/Type)

### A. FREQUENCY

How often should we work on push-ups and sit-ups?

- 1. If you are overloading and following the principle of progression, then your training sessions should be limited to 3 to 4 times a week with rest days in between to allow muscles to recover. Many Recruits, once they have reached a level with which they are satisfied, do a certain number of pushups and sit-ups daily. The important point to remember is that the body adapts to the stresses placed on it.
- 2. Example: A person's job is working on an assembly line, lifting 80-pound parts off a conveyor and placing them on a shelf. The first few days or weeks on the job that person will be very sore, unless he or she has prepared beforehand. Eventually, the muscles used in the task will adapt, the soreness will leave, and the employee will perform the job 5 or 6 days a week with no noticeable problems. The employee's body has made the adaptation; however, the employee's progress will stop there, and the muscular strength and endurance will not continue to increase substantially.
  - a. The same applies to push-ups and sit-ups. If we do 30 or so each day when we get up, our muscles will get strong enough to do 30 to 50, and not too much more than that. If we want to improve, we must overload, that is, push ourselves to work harder.
  - b. If the overload is substantial, then the muscles require more rest or recovery. To get back to frequency, if the purpose of our training is to increase push-up and sit-up performance, then working out 3 to 4 times a week is all we can handle. The additional overload will cause us to need additional recovery.

### B. INTENSITY

How hard should we work?

1. We regulate the intensity for push-ups and sit-ups by manipulating sets, rest between sets, and repetitions. Again, overload and progression play

key roles. If our maximum number of push-ups is 30, and we have a goal of someday doing 90, a logical progression should be followed.

- 2. A reasonable path to follow would be to gradually increase sets and repetitions to meet our goal. Since, to increase both push-ups and sit-ups, we will mainly be working with muscular endurance, the same type of workouts will work for both events. Intensity is based on your current level of fitness and will therefore be regulated differently for everyone. For example, if Recruit A's maximum push-up effort is 75 and Recruit B's best effort is 40, and we ask both to do 3 sets of 25 repetitions with a 15 second rest between sets, Recruit B will be working at a much higher intensity to accomplish this task.
- 3. After covering the FITT principle, we will describe a six-week training program for a Recruit who starts with a max push-up effort of 30 and a max sit-up effort of 50. This will make it easier to understand intensity and the role of overload and progression.
- 4. It is important to note at this time that a certain amount of discomfort is associated with intensity and overloading. We speak of discomfort, not pain. The more intense the activity, and the greater the overload up to a point, the greater the discomfort. Does this mean that in order to improve, you have to do workouts that are extremely uncomfortable? No! That's where progression comes in. The slower the progression, the less discomfort you experience. Remember that within the work progression is the work progress. Your progress will be measured by a combination of intensity, overload, and our next factor, time.

### C. TIME

How long must a push-up/sit-up improvement session be?

1. For beginners and poorly conditioned Recruits, some fairly intensive work for 5 to 7 minutes should be enough to enable Recruits to improve in both push-up and sit-up performance. This involves doing 4 to 6 timed sets of push-ups, and 3 to 4 timed sets of sit-ups, with short rest periods in between:

SET	EVENT	TIME		
#1	Push-up	30 Seconds		
#2	Push-up	30 Seconds		
#3	Push-up	20 Seconds		
#4	Push-up	20 Seconds		
#5	Push-up	15 Seconds		
#6	Push-up	15 Seconds		
Note: 15 Seconds of Rest Between Sets				

#1	Sit-up	60 Seconds		
#2	Sit-up	45 Seconds		
#3	Sit-up	30 Seconds		
#4	Sit-up	30 Seconds		
Note: 15 Seconds of Rest Between Sets				
Total Time: 6 Minutes, 55 Seconds				

- 2. An identical workout can be accomplished by alternating sets of push-ups and sit-ups. This will allow specific muscles additional recovery time between sets, which will, in most cases, enable the Recruit to perform more repetitions per timed sets.
- 3. By allowing the longer recover time, however, endurance training for specific muscles is somewhat hindered.
- 4. As Recruits progress 15 to 30 minutes of specific push-up/sit-up work is possible depending on the fitness level of Recruits.
- 5. Since most Recruits cannot do push-ups continuously for two minutes, particularly for multiple sets, shorter work intervals are used in the timed sets, the same goes for sit-ups. Once every two weeks or 6 to 8 workouts, Recruits should do at least one set of push-ups and sit-ups for the entire two minutes. This is an excellent way to measure progress on the two events. These trials can be followed by your planned workout.

### D. TYPE

What kind of push-up and sit-up should be done?

- 1. There are many variations of both the push-up and the sit-up. In your regular push-up/sit-up workouts, you should incorporate as many of the variations as possible, usually, doing this on a regular basis develops more of the supporting musculature. This improves test performance. For example, doing push-ups with your feet elevated increases resistance by placing more weight on your hands. It also attacks the muscle from a slightly different angle. Placing your hands wide apart forces the outer portions of the pectorals to do most of the work. Push-ups with the hands closed places more work on the inner pectorals and triceps.
- 2. Through experimentation, you should find the hand placement that feels most comfortable, and the one that gives the best results. Training, however, should include a variety of types of better overall development.

- 3. The various types of sit-ups develop different portions of the abdominal muscles, the hip flexor muscles, and the external oblique muscles. Since the upper abdominals and the hip flexor muscles are the ones primarily used in the sit-up event, (when your feet are being held) we must train these.
- 4. Types of sit-ups
  - a. Feet elevated sit-up (hands behind head)
  - b. Feet elevated twisting sit-up (hands behind head)
  - c. Feet elevated curl (arms across chest)

NOTE: Additional weight can be held across the chest to increase resistance.

- d. Regular sit-up (feet held)
- e. Regular twisting sit-up (hands beside head)
- f. Curl-up (hands across chest)
- g. Abdominal crunch (elbows and knees come together in one motion)

### II. Sample 6-Week Program

A. This program is based on an individual being able to do 30 push-ups and 50 situps. All sets are timed sets.

NOTE: The intensity of the program that follows can be revised to fit either greater or lesser individual needs.

PUSH-UP PROGRAM				
Push-up Goal = Push-up + 5				
Workout Volume =	Push-up Goal 50 X 2.			
Number Push-ups in Set =	70% of Push-ups			
	or			
3 less than Amount in In	itial Burst (See Example)			
Number of Sets =	Workout Volume Divided by Number in Set			
Rest Between Sets =	1 Minute			
Example: Recruit Alpha Did 38 Push-ups				
Goal = $38 + 5 = 43$				
Volume = $43 \times 2^{1/2} = 107$				
#Per Set = $38 \times 70\% = 26$				
#Of Sets = 107 / 26 = 4				
Workout = 4 Sets of 26 Push-ups with One Minute of Rest Between Sets				
Workout Execution =				
(A) Set #1: 26 Without Arching or Shaking out				

(B) Rest 1 Minute

(C) Sets #2-4: 26, May Arch or Shake out If Necessary

Maximum push up goal should not be less than 50 push-ups upon completion of the program.

SIT-UP PROGRAM		
Sit-up Goal = Sit-up Goal + 5 to 8		
Workout Volume =	Goal X 2.5	
Number per Set =	Sit-up Goal X 70 %	
Number of Sets =	Volume / Number in Set	
Rest Between Sets =	1 Minute	

Example: Recruit Beta Did 55 Sit-ups

Goal = 55 + 5 to 8 = 60 to 63

Volume =  $60 \times 2.5 = 150$ 

# per Set =  $55 \times 70\% = 38$ 

# of Sets = 150 / 38 = 4

Workout =

4 Sets of 38 Sit-ups with 1 Minute of Rest Between Sets

Workout Execution =

- (A) No Resting During First 2 Sets
- (B) May Rest 5-10 Seconds During next 2 Sets

Maximum sit up goal should not be less than 50 sit-ups upon completion of the program.

SAMPLE PRE	-EMPLOYMENT PHYSIC	CAL PROGRAM
WEEK #1 (MON., WED., FR	(.)	
	PUSH-UPS	
TYPE	TIME	REST INTERVAL
Regular	30 Seconds	15 Seconds
Regular (Wide)	30 Seconds	15 Seconds
Regular (Close)	30 Seconds	15 Seconds
Regular (On Knees)	20 Seconds	15 Seconds
	SIT-UPS	
Regular	60 Seconds	15 Seconds
Regular Twisting	40 Seconds	15 Seconds
Curl-up	30 Seconds	15 Seconds
Abdominal Crunch	30 Seconds	End

### WEEK #2 (MON., WED., FRI.)

PUSH-UPS			
TYPE	TIME	REST INTERVAL	
Feet Elevated	30 Seconds	15 Seconds	
Regular (Wide)	30 Seconds	15 Seconds	
Regular (Close)	30 Seconds	15 Seconds	
Regular	20 Seconds	30 Seconds	
SIT-UPS			
Feet Elevated	40 Seconds	15 Seconds	
(Hands Beside Head)			
	に/徐くて/半端	STATE OF A	

Regular	60 Seconds	15 Seconds
Regular Twisting	40 Seconds	15 Seconds
Curl-ups	30 Seconds	End

PUSH-UPS		
TYPE	TIME	REST INTERVAL
Feet Elevated	30 Seconds	15 Seconds
Regular (Close)	30 Seconds	15 Seconds
Regular (Wide)	30 Seconds	15 Seconds
Regular	30 Seconds	15 Seconds
Regular (On Knees)	20 Seconds	30 Seconds
	SIT-UPS	* 1/
Feet Elevated (Twisting)	30 Seconds	15 Seconds
Feet Elevated	30 Seconds	15 Seconds
(Hands Beside Head)		
Regular	60 Seconds	15 Seconds
Curl-up	40 Seconds	15 Seconds
Crunch	30 Seconds	End

WEEK #4	rental and the second	
PUSH-UPS		
ТҮРЕ	TIME	REST INTERVAL
Partner Resisted (Reg)	20 Seconds	15 Seconds
Partner Resisted (Wide)	20 Seconds	15 Seconds
Partner Resisted (Close)	20 Seconds	15 Seconds
Regular	30 Seconds	10 Seconds
Regular	25 Seconds	10 Seconds
	SIT-UPS	
Feet Elevated (Twisting)	40 Seconds	15 Seconds
Feet Elevated	40 Seconds	15 Seconds
(Hands besides head)		
Regular	60 Seconds	15 Seconds

Curl-ups	40 Seconds	15 Seconds
Crunch	40 Seconds	END

WEEK #5			
PUSH-UPS			
TYPE	TIME	REST INTERVAL	
Partner Resisted (Reg)	30 Seconds	15 Seconds	
Feet Elevated (Wide)	30 Seconds	15 Seconds	
Feet Elevated (Reg)	30 Seconds	15 Seconds	
Regular (Close)	15 Seconds	10 Seconds	
Regular (On Knees)	15 Seconds	10 Seconds	
SIT-UPS			
Feet Elevated (Twisting)	60 Seconds	15 Seconds	
Feet Elevated	60 Seconds	15 Seconds	
(Hands Beside Head)	こうしん ハー		
Regular	60 Seconds	End	

WEEK #6	WX ->->7/		
PUSH-UPS			
TYPE	TIME	REST INTERVAL	
Partner Resisted (Reg)	40 Seconds	15 Seconds	
Regular	60 Seconds	15 Seconds	
Regular (Close)	30 Seconds	15 Seconds	
Regular (Wide)	30 Seconds	15 Seconds	
Regular (On Knees)	45 Seconds	30 Seconds	
SIT-UPS			
Feet Elevated	1:30 Seconds	15 Seconds	
(Twisting)		/	
Feet Elevated	45 Seconds	15 Seconds	
(Hands Beside Head)			
Regular	30 Seconds	15 Seconds	
Curl-ups	30 Seconds	End	

During endurance events, individuals do not work at their maximal capacity (VO2 max). Rather, they work at a percentage of their VO2 max, slightly below their lactate (anaerobic) threshold. The lactate threshold is a critical factor in determining endurance performance. It is defined as the work intensity at which blood lactic acid levels begin to rise exponentially. This work intensity is usually accompanied by extremely labored breathing (hyperventilation), and a perception that the work intensity is "hard" or "very hard" in terms of the Rating of Perceived Exertion Scale (RPE). Generally speaking, most individuals can only sustain this level of intensity for a few minutes before muscular fatigue sets in. Good competitive endurance athletes typically race at a pace slightly below their lactate threshold.

An untrained individual typically has a lactate threshold that is only about 50-60% of VO2 max, while a highly trained endurance athlete may have a lactate threshold of 85-90% of VO2 max. Therefore, the trained individual can work at a much higher percentage of their maximal capacity for a longer period of time than the untrained individual can. In fact, two individuals with a **similar** VO2 max may have **very different** levels of performance, if they have different lactate thresholds. Let's use two runners as an example. Joe has a VO2 max of 60 ml/kg/min and a lactate threshold of 75%. Pete has a VO2 max of 57 ml/kg/min and a lactate threshold of 85%. Who would likely win a 5K or 10K race between the two? **Pete would!** Although Joe has a slightly higher VO2 max, Pete has a much higher lactate threshold than Joe, and can sustain a higher level of effort (i.e., a faster pace) than Joe.

One of the primary purposes of **interval training** (speed work) is to improve/increase the lactate threshold. Competitive distance runners, cyclists, swimmers, cross county skiers and tri-athletes will usually perform interval training twice a week, but not on consecutive days, nor on the days prior to or following a race. Interval training can also be used to **improve 1.5 mile run time** or performance on a maximal treadmill exercise test, since the lactate threshold is a crucial issue for all endurance activities. One **should not** attempt to perform interval training unless he/she has been participating regularly in aerobic activities for at least several weeks.

The initial goal during interval training is to run/bike/swim/skate at goal race pace in small segments. As interval training progresses, the goal is to perform at slightly faster than goal race pace in small segments. The following is an example of how to set up an interval training program for a 5K (3.1 mile) running race. Jenny currently has a personal best time of 23 minutes 30 seconds for the 5K. This is about a 7 minute 35 seconds, per mile pace. Her training currently consists of running long, slow distances (between 8 minutes and 8 minutes and 30 seconds per mile) several days per week. She has a goal of running a 5K race in 21 minutes 30 seconds (about 7 minutes per mile) several weeks from now and wants to begin incorporating interval training into her routine. Twice a week she will follow the interval training workout below. Interval training can be done on a standard running track, or anywhere else where distance can be measured accurately. She will continue to run long, slow distances on her other training days.

Week 1- Jog 1 mile warm up. Run 800 meters (½ mile) in 3 minutes 30 seconds (goal race pace), then walk (or jog slowly) for 4 minutes. Repeat 3 additional times. Jog 1 mile cool down.

Week 2- Jog 1 mile warm up. Run 800 meters in 3 minutes 30 seconds, then walk (or jog slowly) for 4 minutes. Repeat 4 additional times. Jog 1 mile cool down.

Week 3- Jog 1 mile warm up. Run 800 meters in 3 minutes 30 seconds, then walk (or jog slowly) for 4 minutes. Repeat 5 additional times. Jog 1 mile cool down.

Week 4- Jog 1 mile warm up. Run 800 meters in 3 minutes 30 seconds, then jog slowly (no walking) for 3 minutes and 30 seconds. Repeat 6-7 additional times. Jog 1 mile cool down.

Week 5- Jog 1 mile warm up. Run 800 meters in 3 minutes 20 seconds (slightly faster than goal race pace), then jog slowly for 3 minutes and 30 seconds. Repeat 6-7 additional times. Jog 1 mile cool down.

**Week 6-** Jog 1 mile warm up. Run 800 meters in 3 minutes 20 seconds, then jog slowly for 3 minutes. Repeat 6-7 additional times. Jog 1 mile cool down.

Week 7- Jog 1 mile warm up. Run 800 meters in 3 minutes 15 seconds, then jog slowly for 3 minutes. Repeat 5 additional times. Jog 1 mile cool down.

Week 8 (race week) - Do the following interval training workout once, 5-6 days prior to race: jog 1 mile warm up. Run 800 meters in 3 minutes 15 seconds, and then jog slowly for 2 minutes 45 seconds. Repeat 5 additional times. Jog 1 mile cool down. Taper off your training on the following days; do not run at all day before the race.

The interval given in this example was 800 meters (½ mile). This distance and the times recommended for Jenny are not cast in stone. Jenny could have chosen a distance of 400 meters (¼ mile) as well. Or she might choose to run 800 meters during one interval, and 400 meters the next. **Again, the objective is to train at or slightly faster than goal race pace in small segments.** To improve 1.5-mile time, use intervals of 400 meters (¼ mile.) To improve marathon time, use longer intervals (example, 1 mile.) Always include some light stretching before doing your interval training and jog slowly to warm up and cool down. If you feel exhausted after your first interval, or you don't feel ready to repeat the interval after a 3–4-minute jog, slow your pace a bit during the next interval.

For additional information on interval (speed) training, see current or older issues of Runner's World magazine, or visit their website at www.runnersworld.com.



### NEW JERSEY STATE POLICE TRAINING BUREAU

# PRE EMPLOYMENT PREPARATION PROGRAM

PHYSICAL TRAINING/SELF-DEFENSE PROCEDURES

NEW JERSEY STATE POLICE TRAINING BUREAU SEA GIRT, NEW JERSEY

PHYSICAL TRAINING /SELF-DEFENSE PROCEDURES

- 1. Warm up before each exercise period by double timing to physical training and performing stretching exercises.
- 2. Do not laugh, talk or look to the side when performing physical training exercises.

3. Breathing: Exhale during exertion.

Inhale on the recovery motion.

DO NOT HOLD YOUR BREATH!

- 4. Use only exercises and training methods shown or approved by the State Police physical staff.
- 5. All injuries are to be reported at once. If injured, start RICE as soon as possible.

Rest	Stop Exercising
Ice	Decrease Bleeding on Injured Part
Compression	Limit Swelling
Elevation	Drain Excess Fluid

- 6. No unsupervised resistance training.
- 7. No unsupervised contact sports (boxing, karate, etc.).
- 8. While out on authorized duty leave, the Recruit will refrain from participating in unauthorized athletic activity.



### PHYSICAL TRAINING/SELF-DEFENSE REGULATIONS

- A. Group Movements (Section/Platoon/Class)
  - 1. When in P.T. gear, ALWAYS double time. Hurry up and be on time to class.
  - 2. Movements controlled by Platoon/Section Leader.
  - 3. Line up in Formation at the east end of the dormitory.
  - 4. Start stretching and warming up in Formation.
  - 5. Upon arrival/appearance of P.T. Instructor, the first person observing same will sound off the command of "Attention" at class. Platoon/Section Formation will be executed.
  - 6. Platoon/Section Leader report:
    - a. Ballpoint pen and neatly written.
    - b. 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> Platoon (1-8 Section).
    - c. Platoon/Section Leader's name.
    - d. Date.
    - e. Names of Recruits on light duty (partial participation).
    - f. Names of Recruits physically absent and why.
  - 7. No jewelry/watches will be worn at any time while participating in physical or self-defense classes.
  - 8. Uniform for the day. Platoon Leaders will inquire from the Physical Training Coordinator what the P.T. uniform will be.
  - 9. No gum/candy/tobacco products chewed during physical and self-defense classes.
  - 10. Physical gear to be laundered, repaired, and kept clean at all times (sewing kit). No soiled or ripped clothing to be worn to P.T. or self-defense.
  - 11. No talking while waiting for Instructors. Just stretch and warm up.
  - 12. All injuries will be reported immediately to the Physical Training Coordinator or a member of the Academy Staff.

- 13. Military bearing will always be maintained.
- 14. Shower after each P.T. and self-defense class. Splash down, quick shower 1 to 2 minutes.
- 15. Clothing will be hung and dried on the drying racks and washed accordingly.
- B. Explain Exercises 1 through 14
  - 1. Handouts memorize word-for-word.
- C. P.T. Uniform and Markings
  - 1. Men will always wear athletic supporter. Women will always wear supportive bra.
  - 2. Navy blue gym shorts always worn. Not stenciled
  - 3. White (all white) crew neck t-shirts always worn.
    - a. Last name stenciled from breast to breast across chest. Stencil will be provided to you during Academy.
  - 4. Navy blue sweatshirt iron on/sewn on 2-inch gold block letters, last name on chest, breast to breast. 2-inch gold block letters, last name on the back of shirt. Same location as front of shirt.
  - 5. Navy blue sweatpants Not stenciled

Note: If two (2) people in class have the same last name, first initial of first name is to follow last name on uniform (ex. Jones, J.). When letters fade, restencil.

- 6. White athletic socks-mid-calf length
  - a. To be worn in good condition not falling down.
  - b. Initials inside.
- 7. Running shoes always worn to P.T.
  - a. Option to wear cross training sneakers to self-defense.
  - b. Running shoes/sneakers marked with last name on inside edge of sole.

- 8. Field jacket (cold weather).
  - a. Zipped and all buttons buttoned.
- 9. Navy blue knitted watch cap (cold weather).
  - a. No decorations on cap.
- 10. Dark gloves, navy blue or black (cold weather).



# NEW JERSEY STATE POLICE TRAINING BUREAU SEA GIRT, NEW JERSEY

### PHYSICAL TRAINING EXERCISE PROCEDURE

### A. Physical Training Basic Procedures

- 1. Preparation and muster for physical training will be done between buildings #17 and #18, unless otherwise instructed. Recruits will assemble in a four-column formation, will not speak to each other, stretch, and take roll call.
- 2. Formation outside the gymnasium will be a four-column formation, formed facing east, just west of the stairwell adjacent to door/bay #3. Recruits will be appropriately dressed on the existing line on the pavement.

Note: Refer to the Military Drill Handbook referencing Marching Class into the Mess Hall/ Bldg #26/Gym.

- 3. Formation inside the gymnasium will be the four column formation, facing west, appropriately dressed on the baseline and three point line just east of the stand.
- B. A Recruit will be selected to prepare the class for exercises. Once selected the Recruit will turn towards the center of the formation, and double time to the rear of the formation, make way onto the stand without using hands assume the position of attention facing away from the class, then performing an about face.
  - 1. Proper commands and procedure to open ranks are:
    - a. Class extend to the left, march!

Note: Column to extreme right remains stationary.

Columns 2, 3 and 4 make a left face, simultaneously stepping off with the left foot.

Column 2 takes 3 steps.

Column 3 takes 6 steps.

Column 4 takes 9 steps.

- b. Columns right face!
- c. From front to rear, count off! Recruit(s) will count off, turning their heads over their right shoulder. Each column will count off in unison.
- d. Even numbers to the left, uncover!
- e. Half right, face!
- f. Remove towels to the left, move!
  (Towels and water bottles will be removed together).
- C. Physical Training

- 1. To start the exercise: Recruit will state the exercise number and name and place the class in the proper starting position if applicable. (Ex. "Class, exercise number 11, mountain climbing exercise, starting position, move.") The Recruit will then state, "Ready, by the numbers, exercise", then immediately begin the exercise, counting the exercise movements from 1 to 4. (Exercise #1: The movements will only be counted for 1 sequence. After the first sequence movement "1" will only be counted every other sequence.)
- 2. Upon command "Class" given by the Physical Training Instructor, the Recruit will then stop the exercise on movements 3 and 4 utilizing the command, "Class halt, one, two".
- 3. Upon command, "Hydrate move," given by the Physical Training Instructor, the Recruit will efficiently and with military discipline, retrieve his/her water bottle, hydrate as needed, return the water bottle to its original position, and return to the position of attention.
- D. Recruit leading the class will prepare the class to close ranks.
  - 1. Proper commands and procedure to close ranks are:
    - a. Class pick up towels, move! -(Towels and water bottles will be picked up off the ground at the same time)
    - b. Half right or left, face!
    - c. Even numbers to the right, recover!
    - d. Assemble to the right, march!
    - e. Columns left face!

### E. Class Runs

- 1. All Recruits will keep formation on the run and will stay aligned, four paces behind the lead instructor.
- 2. During a two column interval training run, Recruits will stay six paces behind the lead instructor.
- 3. During formation runs, if the command of "Road Guards Post" is given, the Recruit in the second position in column #1 and column #4 will sprint out ahead of the formation, check that no on-coming traffic is approaching, and take position in the center of the roadway, and stop any on-coming traffic. Recruits will extend their

strong hand straight out in front of their body and place their support hand in the small of their back, maintaining control of their water bottle.



NEW JERSEY STATE POLICE TRAINING BUREAU SEA GIRT, NEW JERSEY

PHYSICAL CONDITIONING EXERCISES

### EXERCISE NO. 1 – SIDE STRADDLE JUMP

STARTING POSITION: Position of Attention.

- No. 1 Swing arms outward to the side and overhead, palms of hands faced inward, simultaneously assuming a straddle position. Feet approximately eighteen inches apart.
- No. 2 Recover to starting position.
- No. 3 Repeat count No. 1.
- No. 4 Recover to starting position.

### EXERCISE NO. 2 – SQUAT-LUNGE EXERCISE

STARTING POSITION: Feet shoulder width apart, lower body to a point where the

legs form a 90-degree angle at the knees, feet pointed out at approximately a 45-degree angle and hands placed (palms

forward) at sides of head.

- No. 1 Take a large step forward with your left leg (app. 2-3 feet). Lower hips and bend your knees app. 90-degrees. Front knee should not extend over your toes and your back knee should not touch the ground.
- No. 2 Return to the starting position.
- No. 3 Take a large step forward with your right leg (app. 2-3 feet). Lower hips and bend your knees app. 90-degrees. Front knee should not extend over your toes and your back knee should not touch the ground.
- No. 4 Return to the starting position.

### **EXERCISE NO. 3 – SHOULDER ROTATION EXERCISE**

STARTING POSITION: Feet slightly spread apart, arms extended to the sides with

elbows locked and fingers extended and joined, palms

facing upward.

No. 1 - The arms inscribe a circle approximately one foot in diameter, in which the arm is moving in a rearward direction at its apex.

- No. 2 Repeat count No. 1.
- No. 3 Repeat count No. 1.
- No. 4 Repeat count No. 1.

### EXERCISE NO. 4 – SQUAT THRUST EXERCISE

STARTING POSITION: Position of Attention.

- No. 1 Bend knees assuming a squatting position, while placing both hands on the ground, shoulder-width apart, tucking elbows inside knees.
- No. 2 Thrust both legs backwards, assuming a front leaning rest position.
- No. 3 Return to position No. 1.
- No. 4 Return to starting position.

### EXERCISE NO. 5 – LEG RAISE AND SPREAD

STARTING POSITION: On back, hands with palms down under buttocks, heels

three inches above the ground, knees locked and legs

together.

- No. 1 The legs are raised simultaneously to a 90-degree angle, keeping knees locked.
- No. 2 Return to starting position.
- No. 3 The legs are spread, knees locked, heels three inches above the ground.
- No. 4 Return to starting position.

### EXERCISE NO. 6 – PUSH-UP EXERCISE

STARTING POSITION: Front leaning rest position.

- No. 1 Bend elbows until they form a 90-degree angle, keeping weight supported by the arms.
- No. 2 Straighten elbows, and recover to starting position.
- No. 3 Repeat count No. 1.

### **EXERCISE NO. 7 – PRONE CYCLING EXERCISE**

STARTING POSITION: Lying flat on back, hands under buttocks, heels three inches

above ground, left leg drawn to chest.

No. 1 - Extend left leg straight out, while drawing right knee to chest.

No. 2 - Extend right leg while drawing left knee to chest.

No. 3 - Repeat No. 1.

No. 4 - Repeat No. 2.

### **EXERCISE NO. 8 – BODY WEIGHT SQUATS**

STARTING POSITION: Feet shoulder width apart, knees slightly flexed, feet

pointed out at approximately a 45-degree angle, hands

placed (palms forward) at sides of head.

No. 1 - Slowly lower body to point where the legs form a 90-degree angle at the knees.

No. 2 - Slowly return to the starting position.

No. 3 - Repeat count No. 1.

No. 4 - Repeat count No. 2.

### EXERCISE NO. 9 – QUADRIPLEX

STARTING POSITION: Kneeling position on all fours, maintain a natural arch in

the lower back, with a slightly flexed elbow.

No. 1 - Simultaneously extend the right arm and left leg.

No. 2 - Return to the starting position.

No. 3 - Simultaneously extend the left arm and right leg.

No. 4 - Repeat count No. 2.

### **EXERCISE NO. 10 – CRUNCHES**

STARTING POSITION: On back, knees slightly bent, hands placed on side of head.

- No. 1 Upper body is raised so that elbows touch knees.
- No. 2 Return to the starting position.
- No. 3 Repeat count No. 1.

No. 4 - Repeat count No. 2.

### **EXERCISE NO. 11 - MOUNTAIN CLIMBING EXERCISE**

STARTING POSITION: Sprinter starting position with left leg drawn forward, knee up into chest inside elbows.

- No. 1 Simultaneously both feet leave ground, left leg shoots straight back, as right leg shoots forward.
- No. 2 Simultaneously both feet leave ground, return to starting position.
- No. 3 Repeat count No. 1.
- No. 4 Repeat count No. 2.

### EXERCISE NO. 12 – JACKKNIFE EXERCISE

STARTING POSITION: Lying flat on back, arms straight down along sides, feet together.

- No. 1 Simultaneously raise legs (locked straight at knees) and upper torso off the ground, reaching for toes with hands.
- No. 2 Return to starting position.
- No. 3 Repeat count No. 1.
- No. 4 Repeat count No. 2.

### EXERCISE NO. 13 – INCLINE PUSH-UP EXERCISE

STARTING POSITION: Front leaning rest position with feet spread extremely wide

apart, hands directly under shoulders, chin placed on chest.

- No. 1 Maintain chin-to-chest position, bend elbows and lower upper body to ground, keeping weight supported by deltoid muscles.
- No. 2 Return to starting position.
- No. 3 Repeat count No. 1.
- No. 4 Repeat count No. 2.

### EXERCISE NO. 14 – ISOMETRIC NECK EXERCISE

STARTING POSITION: Seated with legs apart for balance, interlace fingers and place hands on forehead.

- No. 1 Exert strong push forward with head countering, with equal force back with your hands. (Hold 10 seconds)
- No. 2 Interlace fingers and place hands behind head. Exert strong push backward with head countering, with equal force forward with your hands. (Hold 10 seconds)
- No. 3 Place palm of left hand on left side of head. Exert strong push to left with head countering, with equal force to right with left hand. (Hold 10 seconds)
- No. 4 Place palm of right hand on right side of head. Exert strong push to right with head countering, with equal force to left with right hand. (Hold 10 seconds)



### **DEFENSIVE TACTICS OPENING PROCEDURES**

- A. Self-Defense Training Basics Procedures
  - 1. For all Self-Defense sessions Recruits will assume a modified position of attention. This modified position of attention will acclimate the Recruits to always protecting themselves. The modification for the position of attention only pertains to the Recruit's hand placement. The Recruit's feet will remain the same as in the regular position of attention. The modified position of attention will have the Recruits make a fist and curl their arms up in front of their chin, with their palms facing their face. Their hands will be touching in front of their face and their elbows will be close as possible protecting their bodies. If the Recruits are carrying their water bottle and gloves, they will remain in their hands while assuming the modified position of attention.
  - 2. Recruits will fall out for Self-Defense with their head gear on, holding their gloves in their right hand, water bottles in left hand, and standing at the modified position of attention. The Recruits will store their mouth pieces in their left sock.
  - 3. Once the Recruits ground and don their proper gear, they will form up facing west, in front of the stand in the modified position of attention.
- B. A Recruit will be selected to prepare the class for drills. Once selected the Recruit will turn towards the center of the formation, and double time to the rear of the formation, making way to the North wall and center themselves on the formation.
  - 1. Proper commands and procedure to open the class:
    - a. Class extend to the left, march.

Note: Column to extreme right remains stationary.

Columns 2, 3 and 4 make a left face, simultaneously stepping off with the left foot.

Column 2 takes 3 steps.

Column 3 takes 6 steps.

Column 4 takes 9 steps.

b. Columns, about face.

Note: Columns 2, 3 and 4 make an about face, while column 1 makes a right face, so all columns are facing North.

c. As soon as the about face is completed, every Recruit will extend their right arm out to the side, pushing the Recruit next to them out an arm's length,

then immediately recovering to the modified position of attention.

d. The class is now ready to begin the Self-Defense Drills.



NEW JERSEY STATE POLICE TRAINING BUREAU SEA GIRT, NEW JERSEY

**SELF-DEFENSE WARM-UP DRILLS** 

### **DRILL NO. 1 - MODIFIED SIDE STRADDLE JUMP:**

STARTING POSITION: Modified Position of Attention

No. 1 - Swing arms straight out from torso shoulder height, palms of hands facing down, simultaneously assuming a straddle position. The feet approximately 18 inches apart.

No. 2 - Recover to starting position.

No. 3 - Repeat count # 1.

No. 4 - Recover to starting position.

### **DRILL NO. 2 - THREE WAY LUNGES:**

STARTING POSITION: Passive Stance (feet slightly spread apart, hands in fighting position.)

- No. 1 Take a large step to the left with your left leg into a low lunge (keep knee over ankle). Maintain balance and keep your back erect.
- No. 2 Explode back up and kick at the top as high as possible with the same leg. (Do not put foot down before kicking).
- No. 3 Repeat count #1. (Note Every #1 count you lunge on a different angle, 90 degree, 45 degree followed by a forward lunge. Complete all three angles than switch legs.)

### **DRILL NO.3 - SQUAT JUMP DRILL:**

STARTING POSITION: Assume a squat position with feet slightly wider than shoulder width apart, hands in front of your body in a

defensive position and balanced on the balls of your feet.

No. 1 - Jump straight up off the ground, raising your knees to chest, as high as possible. Keep your hands in a defensive position in front of your body while keeping your back straight.

No. 2 - Repeat count # 1.

No. 3 - Repeat count # 1.

No. 4 - Repeat count # 1.

### **DRILL NO. 4 - SHOULDER ROTATION DRILL:**

STARTING POSITION: Feet slightly spread apart. Arms extended to the sides

(parallel to the floor) with elbows locked and palms facing

downward.

No. 1 - The arms inscribe a circle approximately one foot in diameter in which the arms is moving in a rearward direction at its apex.

No. 2 - Repeat count # 1.

No. 3 - Repeat count # 1.

No. 4 - Repeat count # 1.

### DRILL NO. 5 - BREAK FALL/TACTICAL STAND DRILL:

STARTING POSITION: Fighting position

- No. 1 Fall backwards while lowering your body to the ground keeping your chin tucked and slap the ground with your arms on a 45-degree angle. Quickly assume the ground defense position (strong side).
- No. 2 While your strong arm is posted, lift your body high off the ground and swing your strong leg under your body and post it as far back as possible. Stand-up to the rear and assume the fighting position.
- No. 3 Repeat count # 1, but assume the ground defensive position (support side).
- No. 4 Repeat count # 2 (support leg).

### **DRILL NO. 6 - SCORPION TWIST DRILL:**

STARTING POSITION: Front Leaning Rest.

- No. 1 Bring your right leg over your left leg and touch the ground with the right foot. Simultaneously raise the right arm straight up so that you are posted on your left arm.
- No. 2 Raise your left leg off the ground about head height and touch your toe with your right hand.

- No. 3 Recover to the # 1 position.
- No. 4 Recover to the starting position. (Repeat opposite side after each four count).

### DRILL NO. 7 - SPRAWL / TACTICAL STAND DRILL:

STARTING POSITION: Fighting Stance (Feet slightly spread apart, hands in the

fighting position).

- No. 1 Kick legs out to the rear, dropping chest and right hip to the ground, breaking fall with your hands.
- No. 2 -Use hands to push off the ground and spring back to both feet in one motion into the starting position.
- No. 3 Kick legs out to the rear, dropping chest and left hip to the ground, breaking fall with your hands.
- No.4 Use hands to push off the ground and spring back to both feet in one motion into the starting position.



### **NEW JERSEY STATE POLICE TRAINING BUREAU**

# PRE EMPLOYMENT PREPARATION PROGRAM

**WATER SAFETY** 

### **Water Safety Program**

Recruits will begin their Water Safety Program by taking a swim test. This swim test is designed to assess each Recruits swimming ability. The test is as follows:

- 1. Front crawl or breaststroke continually for 50 yards, without stopping.
- 2. Five-minute water tread without touching sides of pool or lane lines.

If a Recruit cannot meet the requirements, he/she will be placed in the remedial swim program. This remedial assistance consists of limited one-on-one instruction by certified Water Safety Instructors, regarding swim stroke refinement.

## Note: A Recruit must pass the swim test to proceed in the Water Safety program. Failure could result in dismissal from the academy.

The Water Safety Program is a rapidly moving block of Instruction. Recruits placed in remedial swimming will be responsible in performing all water safety drills that were missed during their remedial training.

Successful completion of the Water Safety Program requires the participation in all water safety drills.

If an Applicant/Recruit has difficulty swimming, he/she is strongly urged to seek outside private swim instructor prior to entering the Academy.

Water Safety program is a progressive program. Each session, Recruits will be required to perform the following participation requirements:

### **Participation Requirements**

Front crawl
Side stroke
Back stroke
Breaststroke
Water tread
Stride jump entry
Long shallow dive

Compact jump
Surface dives
Flotation drills
Class "A" winter uniform
drills
Rescue drills
\* Passive victim

\* Aggressive victim

Escape drills
Blocking drills
Water emergency first aid
Victim removal drills
Survival Floating
Breathing drills

### NEW JERSEY STATE POLICE TRAINING BUREAU

## PRE ENSE STATE OF THE PROPERTY OF THE PROPERTY

**MILITARY DRILL** 

### A. <u>BASIC DEFINITIONS</u>

1. Formations An arrangement of Recruits in line, in column, or in another prescribed manner.

- 2. Rank A line of Recruits placed side by side.
- 3. Element An individual, squad, section, platoon, company or larger unit formed.
- 4. Column A formation in which the Recruits are placed one behind the other. A platoon is in line when its squads are in line and one behind the other.
- 5. File A single column of Recruits one behind the other.
- 6. Flank The right or left extremity of a unit, either in line or in column.
- 7. Cadence A rhythmic rate of March at a uniform step.
- 8. Quick Time Cadence at 120 steps per minute. It is the normal cadence for drill and ceremonies.
- 9. Double Time Cadence at 180 steps per minute.
- 10. Step The distance from heel to heel between the feet of a marching Recruit. The steps in quick and double time are 30 and 36 inches, respectively.
- 11. Distance Space between Recruits in the direction of depth. Between Recruits, the space between your chest and the Recruit to the front.
- 12. Interval

  The lateral space between Recruits on the same line. Interval is measured between Recruits from shoulder to shoulder. Normal interval between Recruits is one arm's length. Close interval is the horizontal distance between shoulder and elbow when the left hand is placed on the left hip.
- 13. Alignment The dressing of several elements on a straight line.

### B. INSTRUCTIONS/COMMANDS

The purpose of drill is to enable a leader to move their unit from one place to another in an orderly manner; to aid in disciplinary training by instilling habits of precision and response to the leader's orders; and to provide for the development of all Recruits in the practice of commanding others.

### 1. <u>INSTRUCTORS</u>

When acting as military drill instructors or assistant instructors, academy instructors and, when appropriate, recruit military drill leaders go wherever they are needed. They correct mistakes and ensure steadiness and proper performance in ranks. When an individual shows that they are unable to execute the proper movements or assume the proper position, the instructor may physically assist the Recruit.

### 2. COMMANDS

When at the halt, the individual in charge of the formation faces the Recruits when giving commands. When marching, the individual in charge of the formation turns their head in the direction of the formation to give commands.

### 3. TWO PART COMMANDS

Most drill commands have two parts: <u>THE PREPARATORY COMMAND</u> and <u>THE COMMAND OF EXECUTION</u>. Neither part is a command by itself, but the parts are termed commands to simplify instruction.

The <u>PREPARATORY COMMAND</u> states the movement to be carried out and mentally prepares the Recruit for its execution. In the command **FORWARD**, **MARCH**, the preparatory command is **FORWARD**.

The <u>COMMAND OF EXECUTION</u> tells when the movement is to be carried out. In **FORWARD**, **MARCH**, the command of execution is **MARCH**.

To change direction of a unit when marching, the preparatory command and command of execution for each movement are given so they begin and end on the foot in the direction of the turn: RIGHT FLANK, MARCH is given as the right foot strikes the marching surface, and LEFT FLANK, MARCH as the left foot strikes the marching surface. The interval between the preparatory command and the command of execution is always one step or count. The preparatory command and command of execution are always given when the same foot strikes the marching surface.

**NOTE:** 

The individual in charge of the formation gives the command "AS YOU WERE" to revoke a preparatory command that he has given. The command "AS YOU WERE" must be given before the command of execution. The individual in charge of the formation cannot cancel the command of execution with "AS YOU WERE".

If an improper command is not revoked, the personnel execute the movement in the best manner possible.

### 4. <u>COMBINED COMMANDS</u>

In some commands, the preparatory command and the command of execution are combined; for example, **AT EASE**, **COVER and RECOVER**. These commands are given without inflection and at a uniformly high pitch and loudness comparable to that for a normal command of execution.

### 5. <u>COMMAND VOICE</u>

A correctly delivered command will be understood by everyone in the unit. Correct commands have a tone, cadence, and snap that demand willing, correct, and immediate response. The best way to develop a command voice is to practice. The loudness of a command is adjusted to the number of Recruits in the unit. Normally, the individual in charge of the formation is to the front and center of the unit and speaks facing the unit so that their voice reaches everyone. Distinctiveness depends on the correct use of the tongue, lips, and teeth, which form the separate sounds of a word and group the sounds into syllables. Distinct commands are effective; indistinct commands cause confusion. Cadence, in commands, means a uniform and rhythmic flow of words. This is necessary so that everyone in the unit will be able to understand the preparatory command and will know when to expect the command of execution. The most important muscle used in breathing is the diaphragm—the large muscle that separates the chest cavity from the abdominal cavity. The diaphragm automatically controls normal breathing and is used to control the breath in giving commands. Inflection is the rise and fall in pitch and the tone changes of the voice.

The preparatory command is the command that indicates movement. Pronounce each preparatory command with a rising inflection. A common fault with beginners is to start the preparatory command in a pitch so high that, after employing a rising inflection for the preparatory command, it is impossible to give the command of execution with clarity or without strain. The command of execution is the command that indicates when a movement is to be executed. Give it in a sharper tone and in a slightly higher pitch than the last syllable of the preparatory command.

Note: All commands are given from the Position of Attention.

### C. INDIVIDUAL DRILL

This section contains most of the individual positions and stationary movements required in drill. These positions and the correct execution of the movement, in every detail, should be learned before proceeding to other drill movements.

### 1. POSITION OF ATTENTION

Two commands can be used to put personnel at the Position of Attention: **FALL IN** is used to assemble a formation or return it to its original configuration.

The two-part command for Attention is used for Recruits at a rest position. The preparatory command is **CLASS/PLATOON** and the command of execution is **ATTENTION**.

Assume the Position of Attention on the command **FALL IN** or the command of execution **ATTENTION** of Class/Platoon, ATTENTION.

To assume this position, bring the heels together sharply on line, with the toes pointing out equally, forming a 45-degree angle. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square. Keep the head erect and face straight to the front with the chin drawn in so that alignment of the head and neck is vertical. Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers. Remain silent and do not move unless otherwise directed.

NOTE: This position is assumed by Recruits when addressing instructors.

### 2. REST POSITIONS AT THE HALT (PARADE REST/AT EASE)

Any of the positions of rest may be commanded and executed from the Position of Attention. **PARADE REST** is commanded only from the Position of Attention. The command for this movement is **PARADE**, **REST**.

On the command of execution **REST**, move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet.

Simultaneously, place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward.

Keep the head and eyes as in the Position of Attention. Remain silent and do not move unless otherwise directed.

AT EASE. The command for this movement is AT EASE. AT EASE may be commanded from the position of attention or parade rest. On the command AT EASE, the Recruit will assume a relaxed Position of Parade Rest. The Recruit may move; however, they must remain standing and silent with their right foot in place. The Recruit may relax their arms with the thumbs interlaced.

NOTE: On the preparatory command for Attention, immediately assume Parade Rest when at the Position of At Ease.

### 3. FACING AT THE HALT

Five facing movements can be executed from the Position of Attention: LEFT/RIGHT, FACE, HALF LEFT/HALF RIGHT, FACE, and ABOUT, FACE.

Facing to the Flank is a two-count movement. The command is **LEFT/RIGHT**, **FACE**.

On the command of execution FACE of LEFT FACE, slightly raise the right heel and left toe, and turn 90 degrees to the left on the left heel, assisted by a slight pressure on the ball of the right foot. Keep the left leg straight without stiffness and allow the right leg to bend naturally. On count two, place the right foot beside the left foot, resuming the Position of Attention. Arms remain at the sides, as in the Position of Attention, throughout this movement. When facing to the right flank the movement is simply reversed.

Facing to the HALF LEFT/HALF RIGHT is the same as facing to the LEFT/RIGHT except the Recruits turn 45 degrees in the desired direction instead of the full 90 degrees required in a full facing movement.

Facing to the Rear is a two-count movement. The command is **ABOUT**, **FACE**. On the command of execution **FACE**, move the toe of the right foot to a point touching the ground about half the length of the foot to the rear and slightly to the left of the left heel. Rest most of the weight of the body on the heel of the left foot and allow the right knee to bend naturally.

On count two, turn to the right 180 degrees on the left heel and ball of the right foot, resuming the Position of Attention. Arms remain at the sides, as in the Position of Attention, throughout this movement

NOTE: Throughout these movements, the remainder of the body remains as in the Position of Attention.

### 4. HAND SALUTE

The Hand Salute is a one-count movement. The command is **PRESENT**, **ARMS**. The Hand Salute may be executed while marching. When marching, only the individual in charge of the formation salutes and acknowledges salutes. When double-timing, an individual Recruit must come to **QUICK TIME** before saluting.

When wearing headgear with a visor, on the command of execution **ARMS**, raise the right hand sharply, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The

hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal.

**ORDER ARMS** from the **HAND SALUTE** is a one-count movement. The command is **ORDER**, **ARMS**. On the command of execution **ARMS**, return the hand sharply to the side, resuming the Position of Attention.

When reporting or rendering courtesy to an individual, turn the head and eyes toward the person addressed and simultaneously salute. In this situation, the actions are executed without command. The salute is initiated by the subordinate at the appropriate time (six paces) and terminated upon acknowledgment.

### D. MARCHING

This section contains all of the steps in marching of the individual Recruit. These steps should be learned thoroughly before proceeding to platoon/class drill.

### 1. BASIC MARCHING INFORMATION

This basic marching information pertains to all marching movements. All marching movements executed from the Halt are initiated from the Position of Attention. When executed from the Halt, all steps except Right Step begin with the left foot.

For short-distance marching movements, the individual in charge of the formation may designate the number of steps forward, backward, or sideward by giving the appropriate command: One step to the right (left), MARCH; or, Two steps backward (forward), MARCH. On the command of execution MARCH, step off with the appropriate foot, and halt automatically after completing the number of steps designated. All marching movements are executed in the cadence of Quick Time (120 steps per minute). A step is the prescribed distance from one heel to the other heel of a marching Recruit.

All 15-inch steps are executed for a short distance only.

### 2. 30 INCH STEP

To march with a 30-inch step from the halt, the command is **FORWARD**, **MARCH**. On the preparatory command forward, shift the weight of the body to the right foot without noticeable movement. On the command of execution **MARCH**, step forward 30 inches with the left foot and continue marching with 30-inch steps, keeping the head and eyes fixed to the front. The arms swing in a natural motion, without exaggeration and without bending at the elbows, approximately 9 inches straight to the front and 6 inches straight to the rear of the trouser seams. Keep the fingers curled as in the Position of Attention so that the fingers just clear the trousers.

To HALT while marching, the command CLASS (PLATOON), HALT is given. The preparatory command CLASS (PLATOON) is given as either foot strikes the marching surface as long as the command of execution HALT is given the next time that same foot strikes the marching surface. The Halt is executed in two counts. After HALT is commanded, execute the additional step required after the command of execution and then bring the trail foot alongside the lead foot, assuming the Position of Attention and terminating the movement.

### 3. CHANGE STEP

This movement is executed automatically whenever a Recruit finds themselves out of step with all other members of the formation. It is only executed while marching forward with a 30-inch step. To change step, the command CHANGE STEP, MARCH is given as the right foot strikes the marching surface. On the command of execution MARCH, take one more step with the left foot, then in one count place the right toe near the heel of the left foot and step off again with the left foot. The arms swing naturally. This movement is executed automatically whenever a Recruit finds himself out of step with all other members of the formation.

### 4. MARCHING TO THE REAR

This movement is used to change the direction of a marching element 180 degrees in a uniform manner. It is only executed while marching forward with a 30-inch step. To march to the rear, the command **REAR**, **MARCH** is given as the right foot strikes the marching surface. On the command of execution **MARCH**, take one more step with the left foot, pivot 180 degrees to the right on the balls of both feet, and step off in the new direction taking a 30-inch step with the trail foot. Do not allow the arms to swing outward while turning.

### 5. 15-INCH STEP, FORWARD/HALF STEP

Use the following procedures to execute the 15-inch step, forward/half step. To march with a 15-inch step from the halt, the command is **HALF STEP**, **MARCH**. On the preparatory command **HALF STEP**, shift the weight of the body to the right foot without noticeable movement. On the command of execution MARCH, step forward 15 inches with the left foot and continue marching with 15-inch steps. The arms swing as in marching with a 30-inch step.

To alter the march to a 15-inch step while marching with a 30-inch step, the command is **HALF STEP**, **MARCH**. This command may be given as either foot strikes the marching surface. On the command of execution MARCH, take one more 30-inch step and then begin marching with a 15-inch step. The arms swing as in marching with a 30-inch step.

To resume marching with a 30-inch step, the command **FORWARD**, **MARCH** is given as either foot strikes the marching surface. On the command of execution **MARCH**, take one more 15-inch step and then begin marching with a 30-inch step.

The HALT while marching at the HALF STEP is executed in two counts, the same as the HALT from the 30-inch step.

### 6. <u>MARCHING IN PLACE (MARK TIME)</u>

To march in place, use the following procedures. To MARCH in place, the command MARK TIME, MARCH is given as either foot strikes the marching surface and only while marching with a 30-inch or 15-inch step forward. On the command of execution MARCH, take one more step, bring the trailing foot alongside the leading foot, and begin to march in place. Raise each foot (alternately) 6 inches off the marching surface; the arms swing naturally, as in marching with a 30-inch step forward.

NOTE:

While marking time in formation, the Recruit adjusts position to ensure proper alignment and cover. The proper distance between Recruits while marching is one arm's length plus 6 inches (approximately 40 inches).

To resume marching with a 30-inch step, the command FORWARD, MARCH is given as either foot strikes the marching surface. On the command of execution MARCH, take one more step in place and then step off with a 30-inch step. The halt from mark time is executed in two counts, basically the same as the halt from the 30-inch step.

### 7. 15-INCH STEP, RIGHT/LEFT

To march with a **15-Inch STEP RIGHT/LEFT**, use the following procedures: To march with a **15-Inch Step, RIGHT/LEFT**, the command is **RIGHT/LEFT STEP, MARCH**. The command is given only while at the halt. On the preparatory command of **RIGHT/LEFT STEP**, shift the weight of the body without noticeable movement onto the left (right) foot. On the command of execution **MARCH**, bend the right knee slightly and raise the right foot only high enough to allow freedom of movement. Place the right foot 15 inches to the right of the left foot, and then move the left foot (keeping the left leg straight) alongside the right foot as in the Position of Attention. Continue this movement, keeping the arms at the sides as in the **POSITION OF ATTENTION**.

To HALT when executing RIGHT/LEFT STEP, the command is SQUAD/PLATOON, HALT. This movement is executed in two counts. The preparatory command is given when the heels are together; the command of execution HALT is given the next time the heels are together. On the command

of execution **HALT**, take one more step with the lead foot and then place the trailing foot alongside the lead foot, resuming the **POSITION OF ATTENTION**.

### 8. DOUBLE TIME

To march forward with a 36 inch step at 180 steps per minute (double time), use the following procedures: "DOUBLE TIME, MARCH" can be given from the halt in the same manner as "FORWARD, MARCH", or from quick time march (marching forward). "DOUBLE TIME" is the preparatory command and "MARCH" is the command of execution. If given while marching, the preparatory command and command of execution are given as previously instructed for other marching commands. On the command of execution "MARCH", of "DOUBLE TIME, MARCH" all Recruits will assume a natural running position and begin running forward with a 36 inch step at a rate of double time (180 steps per minute).

The command "QUICK TIME, MARCH" must be given, and the element must return to a quick time march (regular marching format, 30 inch step, 120 steps per minute), prior to giving the command to mark time or halt.

### 9. 15-INCH STEP, BACKWARD

To march backward using the 15-inch step, use the following procedures: To march with a 15-Inch Step Backward, the command is **BACKWARD**, **MARCH**. The command is given only while at the Halt. On the preparatory command **BACKWARD**, shift the weight of the body without noticeable movement onto the right foot. On the command of execution **MARCH**, take a 15-inch step backward with the left foot and continue marching backward with 15-inch steps. The arms swing naturally. The **HALT** from **BACKWARD MARCH** is executed in two counts, basically the same as the HALT from the 30-inch step.

### E. FORMATIONS AND MOVEMENTS

This section describes the formations and movements of the platoon/class. Individual drill movements are executed as previously prescribed while performing as a platoon/class member.

### 1. FORMING/DISMISSING THE PLATOON/CLASS

To form at normal interval, the individual in charge of the formation comes to the Position of Attention and commands **FALL IN**. On the command **FALL IN**, the following actions occur simultaneously:

Each member double-times to their position in the formation. The right flank Recruits position themselves so that when the squad is formed it is approximately three steps in front of and centered on the squad leader. The right flank Recruits comes to the Position of Attention and raises their left arm laterally at shoulder level, elbow locked, fingers and thumb extended and joined, and palm facing down. They ensure that the left arm is in line with the body. The Recruit to the immediate left of the right flank Recruit comes to the Position of Attention, turns their head and eyes to the right, and raises their left arm in the same manner as the right flank Recruit. They obtain proper alignment by taking short steps forward or backward until they are on line with the right flank Recruit. They then obtain exact interval by taking short steps left or right until their shoulder touches the extended fingertips of the right flank Recruit. As soon as the Recruit to the left has obtained normal interval, each Recruit individually lowers their arm to their side, sharply turns their head and eyes to the front, and assumes the Position of Attention. The right flank Recruit then sharply returns to the Position of Attention. All other members of the squad form in the same manner except that the left flank Recruit does not raise their left arm.

The commands to terminate the formation are **DISMISSED OR FALLOUT**. Both are combined commands. They may be given to the entire formation or designated Recruits only (i.e. **FIRST AND THIRD RANKS, FALL OUT**) on the command of **DISMISSED or FALLOUT**, designated Recruits will simply terminate the formation and follow previous instructions given.

### 2. ALIGNING THE PLATOON/CLASS

To align the platoon/class, use the following procedures:

To align the platoon/class at normal interval, the commands are **DRESS RIGHT**, **DRESS** and **READY**, **FRONT**. On the command of execution **DRESS**, the right flank Recruit stands fast. Each member, except the right flank Recruit, turns their head and eyes to the right and aligns themselves with the Recruit on their right. Each member, except the left flank Recruit, extends their left arm laterally at shoulder level, elbow locked, fingers and thumb extended and joined, palm facing down. They ensure their left arm is in line with their body and positions themselves by short steps right or left until their right shoulder touches the fingertips of the Recruit on their right. On the command of execution **FRONT**, each member returns sharply to the **POSITION OF ATTENTION**.

If the platoon leader wants exact alignment, on the command of execution **DRESS**, they face to the **HALF LEFT** in marching and marches by the most direct route to a position on line with the squad, halts one step from the right flank Recruit, and faces down the line. From their position, they verify the alignment of the squad, directing the Recruits to move forward or backward, as necessary, calling them by name or number: "Recruit Jones, forward 2 inches;" "Number eight, backward 4 inches." The squad leader remains at attention, taking short steps to the right or left as necessary to see down the squad. Having aligned the squad, they center themselves on the right flank Recruit by taking short steps left

or right. Having aligned the first squad, the platoon leader, after centering themselves on the first squad, faces to the left (right) in marching, taking two (three if at open ranks) short steps to the next rank, halts, faces down the line, and aligns the squad in the same manner.

After the last rank is aligned, the platoon leader centers themselves on the squad leader by taking short steps left or right, faces to the right in marching, returns to their position (centered on the platoon), halts perpendicular to the formation, faces to the left, and commands **READY**, **FRONT**.

To align the platoon/class at close interval, the commands are At CLOSE INTERVAL, DRESS RIGHT, DRESS and READY, FRONT. The movement is executed in the same manner prescribed for alignment at normal interval except that the squad members obtain close interval. To dress at close interval, the movement is completed in the manner prescribed for normal interval, except that the command is CLOSE INTERVAL, DRESS RIGHT, DRESS, platoon members obtain CLOSE INTERVAL by placing the heel of the left hand on the left hip even with the waist, fingers and thumb joined and extended downward, and with the elbow in line with the body and touching the arm of the Recruit to the left.

### 3. OPENING AND CLOSING RANKS

To open or close ranks, use the following procedures:

**OPEN RANKS, MARCH** is executed from a line formation while at the halt. The command for this movement is **OPEN RANKS, MARCH**. On the command of execution **MARCH**, the front rank takes two steps forward, the second rank takes one step forward, the third rank stands fast, and the fourth rank takes two steps backward. If additional ranks are present, the fifth rank takes four steps backward, and the sixth rank takes six steps backward.

To CLOSE RANKS, the command is CLOSE RANKS, MARCH. On the command of execution MARCH, the first rank takes four steps backward, the second rank takes two steps backward, the third rank stands fast, and the fourth rank takes one step forward. On the command of execution MARCH, the individual in charge of the formation take the appropriate number of steps to maintain their post.

### 4. <u>BREAKING RANKS</u>

When the situation requires one or more individuals to leave the formation or to receive specific instructions from the individual in charge of the formation, the individual in charge of the formation directs: "Recruit Doe (pause), front and center"; or, "The following personnel front and center—Recruit Doe (pause), Recruit Smith." When the individual's name is called, they assume

the position of attention, raise their arm and reply, "Here Sir/Ma'am." They then take ONE (15-inch) STEP BACKWARD, HALT, FACE TO THE RIGHT/LEFT in MARCHING, and exit the formation by MARCHING to the nearest FLANK. The Recruit does not look left or right. Once the individual has cleared the formation, they begin to DOUBLE TIME and HALT two steps in front of and centered on the individual in charge of the formation.

## 5. <u>CHANGING THE DIRECTION OF A COLUMN TO THE LEFT OR RIGHT</u> (COLUMN LEFT/RIGHT)

During a column movement, the base element is the squad on the flank in the direction of the turn.

To change the direction 90 degrees, the command is COLUMN RIGHT/LEFT, MARCH. The preparatory command COLUMN RIGHT/LEFT or COLUMN HALF RIGHT/LEFT is given as the foot (in the desired direction) strikes the marching surface. The command of execution MARCH is given the next time the foot in the desired direction strikes the marching surface. On the command of execution MARCH, the lead Recruit of the base element takes one additional step, pivots in the commanded direction as the pivot foot strikes the marching surface, and continues to march in the new direction at a half step.

Other members continue to march forward and execute the pivot in the same manner as the first Recruit in the rank. The squad leader continues marching with the Half Step until the other squad leaders come abreast. The other squad leaders, while maintaining correct (offset) interval, execute a 45-degree pivot and continue marching in an arc. All other platoon members march forward on the command of execution and execute the column movement at approximately the same location as their squad leaders and in the same manner. As the other squad leaders come on line (abreast) with the base squad leader, they take up the Half Step. When all squad leaders are abreast, the command "FORWARD MARCH" will be given by the individual in charge of the formation. On the command of execution MARCH, all Recruits will stomp with their next step and step off with a 30 inch step.

To change the direction 45 degrees, the command is **COLUMN HALF RIGHT/LEFT**, **MARCH**. On the command of execution MARCH, the platoon executes the movement in the same manner as a 90-degree turn except that the base squad leader, as well as the other squad leaders, execute a column half right (Left).

To avoid an obstacle in the path of the march, the individual in charge of the formation directs **INCLINE or GUIDE AROUND** (name obstacle).

### E. ACADEMY SPECIFIC MILITARY DRILL PROCEDURES

### 1. <u>CLASS FORMATIONS</u>

Class Formation(s)-Recruits are positioned by Height (Tallest to Shortest)

Two Platoons-Four Squads Four Platoons-Eight Squads

Platoon Leaders (Two/Four)

1st Platoon to the left

2nd Platoon to the right and/or any additional platoons

Two Platoons-Squads
1st Platoon consisting of first and second squads
2nd Platoon consisting of third and fourth squads

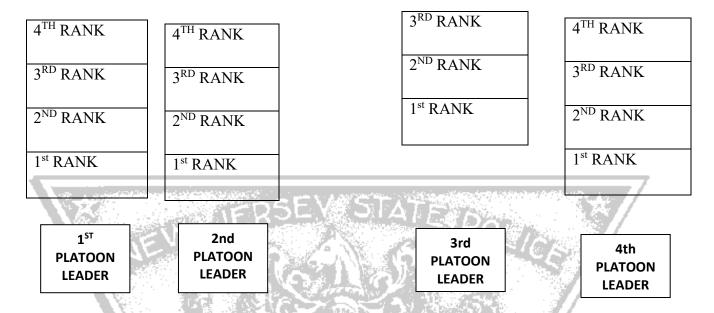
Four Platoons-Squads
1st Platoon consisting of first and second squads
2nd Platoon consisting of third and fourth squads
3rd Platoon consisting of fifth and six squads
4th Platoon consisting of seventh and eighth squads

### Two Platoon Formation

1 <sup>ST</sup> PLATOON LEADER		2nd PLATOON LEADER
1 <sup>st</sup> RANK		2 <sup>ND</sup> RANK 1 <sup>st</sup> RANK
2 <sup>ND</sup> RANK		3 <sup>RD</sup> RANK
3 <sup>RD</sup> RANK		
4 <sup>TH</sup> RANK	1777	4 <sup>TH</sup> RANK

Four Platoon Formation

4<sup>TH</sup> RANK



### 2. MORNING FORMATION

Class will form centered on the center sidewalk of building #8.

After conducting roll call, Platoon Leaders will put the class at parade rest, then execute an about face and go to parade rest themselves.

When NOD, or other instructor, is observed approaching the class, Platoon Leaders will come to the position of attention, execute an about face, bring the respective platoons to attention (1st Platoon first, 2nd Platoon, 3rd Platoon, and 4th Platoon), execute an about face and stand by at the position of attention.

NOD or other instructor will give the command "PLATOON LEADERS REPORT." Platoon Leaders will then turn their head and eyes in the direction of the NOD or other instructor. The NOD or other instructor will look in the direction of the reporting Platoon Leader. 1st Platoon Leader will salute the NOD and respond, "SIR/MA'AM, 1ST PLATOON ALL PRESENT OR ACCOUNTED FOR." NOD or other instructor will return the salute and drop salute (Order Arms)

The NOD or other instructor will face each of the Platoon Leaders in sequential order. After the 4th Platoon Leader is complete, the NOD or other instructor will recover to the Position of Attention facing forward. NOD will execute a facing movement to face forward again, and command "PLATOON LEADERS POST ON ME."

Platoon Leaders will execute a center face, March until centered on NOD or other instructor, and execute proper facing movements simultaneously, positioning

themselves in front of NOD or other instructor. Platoon Leaders will then hand morning reports to NOD.

### 3. MARCHING CLASS INTO THE MESS HALL/BLDG #26/GYM

When together, the class will march as a single element. After facing the class, the platoon leader or designee will give the command "SECOND, THIRD, AND FOURTH PLATOONS (IF APPLICABLE) CLOSE TO THE REAR OF THE FIRST PLATOON, FORWARD MARCH". On the command of execution MARCH, the second platoon will march forward until they reach the rear of the lead element. They will then mark time until they have obtained their appropriate position in the combined formation and then halt on their own.

Once halted, the Platoon Leader or designee will center themselves to the front of and facing the element, and one step past the pivot point necessary to move to the new destination. If it is impractical for the leader to center themselves to the front of the element, they may give the commands from their position centered on the side of the element.

If applicable, the element leader will command "SPECIAL DETAILS FALL OUT TO THE LEFT/RIGHT, FALL OUT." Any special details will break ranks, fall out to the side of the element ordered to and form an additional column.

If applicable, the element leader will give the command "SPECIAL DETAILS, FILE INTO THE MESS HALL/OTHER DESIGNATED LOCATION COLUMN LEFT/RIGHT, MARCH."

The element leader will give the command "CLASS, FILE FROM THE LEFT/RIGHT INTO THE MESS HALL/OTHER DESIGNATED LOCATION., COLUMN (LEFT/RIGHT/FORWARD), MARCH."

On the preparatory command of **COLUMN LEFT/RIGHT**, **THE COLUMN DESIGNATED TO FILE IN STANDS FAST**. The remaining Column Leaders will execute a half-left/right face simultaneously in the direction of the designated column and then stand fast.

On the command of execution MARCH, the designated column will execute the appropriate column movement to file into the destination. When the second to the last person in the first column passes the first person in the second column, that first person in the second column will execute a half-left/right face and execute a column movement as that last person passes him/her.

The remaining columns will march into destination exactly as the first column.

NOTE:

The class/platoon can file into a building as pairs to expedite the movement of the class. "CLASS, COLUMN OF TWOS. FROM THE LEFT/RIGHT (INTO), COLUMN LEFT/RIGHT, MARCH."

### 4. <u>MESS HALL PROCEDURES</u>

### a. ENTERING THE CHOW LINE:

When Recruits enter the mess hall they will quickly remove their cover, place it in their rear waistband, and proceed to the rear of the chow line, directly behind the last Recruit, eyes forward and no talking. Recruits will align themselves flush against the west wall. Recruits will be subject to a gig-line, shoeshine, and uniform inspection in addition to testing on general training knowledge.

### b. CHOW LINE:

When a Recruit is at the beginning of the chow line, they will retrieve one tray and eating utensils.

From that point they will sidestep, using 15-inch steps, smartly down the chow line with their arms bent at a 90-degree angle holding their tray, retrieving the meal that is distributed to them. At no time will they place their tray down. At the conclusion of the chow line, the Recruit will exit same. The Recruit will then conduct a half left facing movement and will step off smartly with their left foot towards the drink station. (Recruit's will not make a left face.)

### c. DRINK STATION:

There are two drink stations. Both are to be utilized to minimize time. That requires the Recruit to make an immediate half right turn when exiting the chow line. The Recruit will not 'cover the hatch' or block the free passage of the chow line entrance with their tray or person. The second drink station requires the Recruit to march forward with their left foot, take approximately 5 steps and position themselves into the second drink station line. When positioned correctly, the Recruit should make a final, half-right face to square themselves correctly into the second drinking line.

When it is clear, a Recruit will position themselves adjacent to the drink station, make a right face and retrieve one cup for their meal. They then choose their drink and fill up their cup. At no time will they place their tray down. They must continue to hold their tray while they fill their cup. When their cup is filled, they make a left face and prepare to exit the

drinking station area. When clear, they will make a column left and enter the salad bar area.

### d. SALAD BAR AREA:

Use of the salad bar is strictly granted by the Class Coordinator. There are two sides to the salad bar. Both sides are to be utilized to minimize time. Recruits will move along the salad bar line sidestepping, utilizing 15-inch steps, smartly. At no time will they place their tray down. They must continue to hold their tray while they choose their salad bar selections. When a Recruit comes to the end of the salad bar, they will perform a facing movement (left or right) and enter a table column line to begin eating.

### e. TABLE AREA:

The number of tables to be utilized is strictly granted by the Class Coordinator.

A Recruit will move down the appropriate column holding their tray with their arms at a 90-degree angle. When the Recruit finds the next available table, they will go around the table and fill in the furthest seat, first. The Recruit will stand behind their chair, hold their tray, and wait until all chairs have a Recruit behind them. At that time, the entire table, in unison, places their trays down, repositions their chairs, sit, and begin eating. No talking is permitted. (Recruits will raise their hand and call for an instructor if the need arises; such as a Recruit who is having difficulty eating or some other emergent situation) When one Recruit is finished eating, the entire table is finished eating. The entire table will rise simultaneously, push their chairs in, ensure no debris is left behind, and move directly to the southernmost wall. There they will make a column right and prepare to enter the refuse area. Recruits will not continue to chew food after departing the table.

### f. REFUSE AREA:

There are two lines to be utilized for the refuse area to minimize time. Each line requires the Recruit to make a column left to enter same. The Recruit will scrape all remaining food into the garbage cans. No food is to be taken from the Mess Hall. Recruits will move along the refuse line sidestepping, utilizing a 15-inch step, smartly. The Recruits will place their utensils and cups in the appropriate containers. They will then return their trays and plates by placing same in the tray/plate return area. The Recruit will then prepare to exit the Mess Hall.

When a Recruit exits the mess hall, they will don their cover and form up outside, adjacent to the building, in groups of four. No talking. When four Recruits are formed up, the right rear will give the following command, "**DETAIL, FORWARD MARCH!**" The detail shall utilizer the cement path around the mess hall to their next destination, utilizing the proper column movements. Recruits will not use the same walkway as entering the Mess Hall. More often than not, that destination will be Building 8.

### 5. MARCHING OUT OF THE CLASSROOM

Platoon Leader commands "PREPARE TO FALL OUT." The class will square away their area and stand at attention behind their seats. Platoon Leader commands "READY, FACE." All Recruits will execute a left or right facing movement toward the center aisle.

Platoon Leader commands "FORWARD, MARCH."

Class will file out in an orderly fashion, starting from the front rows, to a predetermined location.

### 6. MARCHING IN SMALL GROUPS

(ONE) Recruit: March alone, pivoting at corners.

(TWO) Recruits: March together in line formation. No cadence, pivoting at

all corners.

(THREE) or more Recruits: Recruit to the **RIGHT REAR** will call **CADENCE**.

### **NEW JERSEY STATE POLICE TRAINING BUREAU**

# PRE EMPLOYMENT PREPARATION PROGRAM



### NEW JERSEY STATE POLICE ACADEMY SEA GIRT, NEW JERSEY 159TH 1ST PLATOON

	DAY#1	DAY#2	DAY#3	DAY#4	DAY#5
DAY DATE	MONDAY	TUESDAY 29-Jan-19	WEDNESDAY 30-Jan-19	THURSDAY 31-Jan-19	FRIDAY 1-Feb-19
NOD	28-Jan-19	∠9-Jan-19	30-Jan-19	31-Jan-19	1-L6D-13
NOD					
Supervisor					
5:30		REVEILLE	REVEILLE	REVEILLE	REVEILLE
6:00	ROLL CALL	ROLL CALL/MIL DRILL	ROLL CALL/MIL DRILL	ROLL CALL/MIL DRILL	ROLL CALL/MIL DRILL
6:30		Breakfast	Breakfast	Breakfast	Breakfast
7:15	ROLL CALL / MILITARY DRILL	MILITARY DRILL	COMPUTER SKILLS	PHYSICAL TRAINING	MILITARY DRILL
	ROOM ASSIGNMENTS		LAPTOP ASSIGNMENT	WATER SAFETY	
то :			&	ASSESSMENT	
			ELECTRONIC SYSTEMS		
8:00	EQUIPMENT ISSUE		TECHNICIAN		UNIT I SESS. 11
8:05	EQUIPMENT ISSUE		& LOGONS		DUTIES OF A
то			(RMS/CAD)		TROOPER
			,		
8:50					
8:55	RULES AND REGULATIONS	*			
то					
9:40		3		_	
9:45	DAY #1 PAPERWORK	UNIT I SESS. 1	UNIT I SESS. 4	"	SOCIAL MEDIA
	-	PROGRESSIVE/ACTION	CONFLICT RESOLUTION		
то		CENTERED LEARNING			
10:30	DAY #1 PAPERWORK	UNIT I SESS. 2	LINIT LICEGE R		
10:35	MESS HALL PROCEDURES	GROUP DYNAMICS	CIVIL RIGHTS		
то	MESS HALL PROCEDURES	GHOUP DYNAMICS	CIVIL HIGHTS		
11:20					
11:30-12:10	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:15	DAY #1 PAPERWORK - CONT'D	PHYSICAL TRAINING	PHYSICAL TRAINING	UNIT I SESS, 5	RULES & REGULATIONS
		AEROBIC CONDITIONING	NUTRITION LECTURE	STATE POLICE ORGANIZATIONAL	EXAMINATION
то		LECTURE		STRUCTURE	
					*
1:00					
1:05	PLATOON / SQUAD	PHYSICAL TRAINING	PHYSICAL TRAINING	UNIT I SESS, 7 CARE OF EQUIPMENT	UNIT I SESS. 10
	ASSIGNMENTS / UNIFORMS /	INTRO TO	PT TEST		MANAGING STRESS
то	ACADEMY ORDERS	PHYSICAL TRAINING	&		
	ACADEMY ORDERS				
1:50		PHYSICAL TRAINING	&	*	COLONEL'S
	ACADEMY ORDERS	PHYSICAL TRAINING  CLOSING DETAIL	&	UNIT I SESS. 8	COLONEL'S WELCOME
1:50 1:55		PHYSICAL TRAINING	&	*	
1:50	ACADEMY ORDERS	PHYSICAL TRAINING  CLOSING DETAIL	&	UNIT I SESS. 8	
1:50 1:55	ACADEMY ORDERS SICK CALL PROCEDURES	PHYSICAL TRAINING  CLOSING DETAIL	&	UNIT I SESS. 8	
1:50 1:55 TO	ACADEMY ORDERS	PHYSICAL TRAINING  CLOSING DETAIL	&	UNIT I SESS. 8	
1:50 1:55 TO 2:40	ACADEMY ORDERS SICK CALL PROCEDURES	PHYSICAL TRAINING  CLOSING DETAIL	&	UNIT I SESS. 8	
1:50 1:55 TO 2:40	ACADEMY ORDERS SICK CALL PROCEDURES FIRE ORDER PROCEDURES	PHYSICAL TRAINING  CLOSING DETAIL	&	UNIT I SESS. 8	
1:50 1:55 TO 2:40 2:45	ACADEMY ORDERS SICK CALL PROCEDURES FIRE ORDER PROCEDURES	PHYSICAL TRAINING  CLOSING DETAIL	&	UNIT I SESS. 8	
1:50 1:55 TO 2:40 2:45 TO 3:30	ACADEMY ORDERS  SICK CALL PROCEDURES  FIRE ORDER PROCEDURES  ACADEMIC ORIENTATION	PHYSICAL TRAINING  CLOSING DETAIL  PROCEDURES	&	UNIT I SESS. 8  QUALITIES OF A TROOPER	WELCOME "
1:50 1:55 TO 2:40 2:45	ACADEMY ORDERS SICK CALL PROCEDURES FIRE ORDER PROCEDURES	PHYSICAL TRAINING  CLOSING DETAIL  PROCEDURES  UNIT1 SESS. 3	&	UNIT ISESS, 8 QUALITIES OF ATROOPER  PRESIDENT TRANSPORTER  PRESIDEN	WELCOME " เกษารถเกลา
1:50 1:55 TO 2:40 2:45 TO 3:30 3:35	ACADEMY ORDERS  SICK CALL PROCEDURES  FIRE ORDER PROCEDURES  ACADEMIC ORIENTATION	PHYSICAL TRAINING  CLOSING DETAIL  PROCEDURES  UNIT I SESS. 3  EFFECTIVE	&	UNIT I SESS. 8  QUALITIES OF A TROOPER	WELCOME "
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1:50 1:55 TO 2:40 2:45 TO 3:30 3:35 TO 4:20 4:25	ACADEMY ORDERS  SICK CALL PROCEDURES  FIRE ORDER PROCEDURES  ACADEMIC ORIENTATION	PHYSICAL TRAINING  CLOSING DETAIL  PROCEDURES  UNIT I SESS. 3  EFFECTIVE PRESENTATION	& 1ST C20 ASSESSMENT	UNIT I SESS. 8  QUALITIES OF A TROOPER  I HAVSICAL TRAINING  PT TEST (CONT.)	WELCOME " เกษารถเกลา
1:50 1:55 TO 2:40 2:45 TO 3:30 3:35 TO 4:20 4:25	ACADEMY ORDERS  SICK CALL PROCEDURES  FIRE ORDER PROCEDURES  ACADEMIC ORIENTATION  BUNK & LOCKER SET-UP	PHYSICAL TRAINING  CLOSING DETAIL  PROCEDURES  UNIT I SESS. 3  EFFECTIVE	&	UNIT ISESS, 8 QUALITIES OF A TROOPER  INVEROAL TRAINING PT TEST (CONT.)  "  SUPPER	WELCOME " เกษารถเกลา
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1:50 1:55 TO 2:40 2:45 TO 3:30 3:35 TO 4:20 4:25 TO 5:10 5:30P-6:05P 6:15	ACADEMY ORDERS  SICK CALL PROCEDURES  FIRE ORDER PROCEDURES  ACADEMIC ORIENTATION  BUNK & LOCKER SET-UP	PHYSICAL TRAINING  CLOSING DETAIL  PROCEDURES  UNIT I SESS. 3  EFFECTIVE  PRESENTATION  SUPPER	& 1ST C20 ASSESSMENT  " " " " " " " " " " " " " " " " " "	UNIT ISESS, 8 QUALITIES OF A TROOPER  INVEROAL TRAINING PT TEST (CONT.)  "  SUPPER	WELCOME " เกษารถเกลา
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1:50 1:55 TO 2:40 2:45 TO 3:30 3:35 TO 4:20 4:25 TO 5:10 5:30P-6:05P 6:15	ACADEMY ORDERS  SICK CALL PROCEDURES  FIRE ORDER PROCEDURES  ACADEMIC ORIENTATION  BUNK & LOCKER SET-UP	PHYSICAL TRAINING  CLOSING DETAIL  PROCEDURES  UNIT I SESS. 3  EFFECTIVE  PRESENTATION  SUPPER	& 1ST C20 ASSESSMENT  " " " " " " " " " " " " " " " " " "	UNIT I SESS. 8  QUALITIES OF A TROOPER  DRIVSICAL TRAINING PT TEST (CONT.)  "  SUPPER RULES & REGULATIONS	WELCOME " เกษารถเกลา
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1:50 1:55 TO 2:40 2:45 TO 3:30 3:35 TO 4:20 4:25 TO 5:10 5:300-6:05P 6:15 TO 7:00 7:15	ACADEMY ORDERS  SICK CALL PROCEDURES  FIRE ORDER PROCEDURES  ACADEMIC ORIENTATION  BUNK & LOCKER SET-UP  SUPPER INSPECTION	PHYSICAL TRAINING  CLOSING DETAIL  PROCEDURES  UNIT I SESS. 3  EFFECTIVE PRESENTATION  SUPPER  RESEARCH	& 1ST C20 ASSESSMENT  " " " " " " SUPPER  RESEARCH	UNIT I SESS. 8  QUALITIES OF A TROOPER  THIVSICAL TRAINING PT TEST (CONT.)  "  SUPPER RULES & REQULATIONS REVIEW	WELCOME  " HIVSICA: Thening  PT #1  "
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1:50 1:55 TO 2:40 2:45 TO 3:30 3:35 TO 4:20 4:25 TO 5:10 5:30P-6:05P 6:15 TO 7:00 7:15 TO 8:00 8:15-10:00	ACADEMY ORDERS  SICK CALL PROCEDURES  FIRE ORDER PROCEDURES  ACADEMIC ORIENTATION  BUNK & LOCKER SET-UP  SUPPER  INSPECTION  BUNK & LOCKER SET-UP	PHYSICAL TRAINING  CLOSING DETAIL  PROCEDURES  UNIT I SESS. 3  EFFECTIVE PRESENTATION  SUPPER  RESEARCH	& 1ST C20 ASSESSMENT  "  "  SUPPER  RESEARCH	UNIT I SESS. 8  QUALITIES OF A TROOPER  PARTIES OF A TROOPER  PARTIES (CONT.)  "  SUPPER  RULES & REQULATIONS  REVIEW  RESEARCH	WELCOME  " HIVSICA: Thening  PT #1  "
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