

**RCMP**



ROYAL CANADIAN MOUNTED POLICE

**RCMP**  
**PARE Administrator**  
**Manual**



# PARE Administrator Manual

The RCMP PARE Administrator Manual and Forms Manual are used for training PARE Administrators. The Administrator Manual describes the PARE protocol in detail and contains relevant information required by PARE Administrators to conduct PARE. The Forms Manual contains all relevant forms required in the administration of PARE. This 2013 edition replaces the April 2008 edition, changes include: equipment and push/pull protocol updates, as well as the forms being moved to the Forms Manual.

# Table of Contents

	<b>Page</b>
PARE History .....	3
PARE Information .....	7
1. PARE Administrator Role .....	8
2. PARE Equipment.....	9
3. PARE Facility Recommendations .....	11
PARE Protocol.....	12
PARE Description and Standards .....	13
1. Obstacle Course .....	15
2. Push/Pull Activity .....	17
3. Weight Carry.....	20
PARE Administration and Due Diligence .....	21
1. Prior to PARE .....	22
2. Pre-PARE.....	23
3. During PARE.....	25
4. Post-PARE .....	26
Emergency Plan .....	27

## **Introduction**

The Royal Canadian Mounted Police (RCMP) Physical Abilities Requirement Evaluation (PARE) is an occupational test used to assess a person's ability to perform the physical demands of police work. The PARE is used in the selection process of RCMP applicants, as part of the graduating criteria for cadets at Depot and throughout the career of RCMP regular members (RMs). The PARE is also used by other law enforcement agencies throughout Canada who may, or may not, use the RCMP pass or fail standards.

Only those individuals who have completed and passed the RCMP PARE Administrator's course will be recognized as RCMP PARE Administrators.

This manual has been compiled to provide PARE Administrators with the information required to conduct PARE in a safe and effective manner. This manual describes the PARE protocol in detail and contains relevant information required by PARE Administrators to conduct PARE. Any questions relating to the PARE may be forwarded to a member of the RCMP Fitness and Lifestyle Program.

## **PARE History**

In 1986, the RCMP National Health Services Directorate was given a mandate to find an alternative to the Canadian Standardized Test of Fitness (CSTF) which was used as the selection criteria for RCMP applicants. After reviewing the different fitness tests used in police practice, the RCMP examined the possibility of adopting the Police Officer Physical Ability Test (POPAT) developed by Farenholtz and Rhodes (1986) for municipal police officers in British Columbia.

### **POPAT**

POPAT simulates a situation where a police officer must engage in a foot chase, physically control a suspect and carry the suspect or equipment away from the scene. It consists of:

- A 440 yd. (400 m) agility run section that requires participants to complete six laps of an obstacle course which includes changes in direction, leaping over a 6 ft. (1.8 m) mat, climbing up and down stairs 4 ft. (1.2 m), and jumping over two 18 in. (45 cm) hurdles.
- A push/pull section with a resistance of 80 lb. (36 kg) on a push/pull unit. The participant performs six 180° arcs pushing, and then another set of six 180° arcs pulling.
- A vault and controlled fall section, where the participant must vault 10 times over a 3 ft. (0.9 m) barrier performing either a modified squat thrust or controlled back fall alternating after each vault.
- The agility run, the push/pull and the vaults are included in the performance time. Participants must complete these three sections in  $\leq 4:15$ .
- Immediately after the timed portion the participant's pulse is taken, and after a minimal rest (i.e., 30 seconds) the participant must lift and carry a 100 lb. (45.5 kg) bag over a 50 ft. (15 m) distance (Farenholtz and Rhodes, 1986).

### **POPAT to PARE**

In 1987, the RCMP conducted a task analysis (Bonneau, 1988) within its own membership to determine if the data would support the work from Farenholtz and Rhodes (1986). The RCMP task analysis supported the findings of POPAT.

In 1988, the RCMP undertook a POPAT validation study asking 114 of their police officers to participate in the test (Trottier and Brown, 1994). While the study showed support for the POPAT, it also demonstrated a 65% failure rate for females which raised concern for potential adverse impact discrimination. Other elements of the test were also questioned. As a result, the RCMP undertook to re-evaluate the portions of the test which were most problematic. These were: the weight of the push/pull because of a greater failure rate amongst women; the time frame of the push/pull, because it exceeded the average altercation time reported in the field; and

the 10 vaults and controlled falls because of their lack of face validity (ability for the test to represent items that would be expected in the field) (Bonneau, 1988).

The following decisions were made:

a. vaults and falls:

The original intent of the vaults and falls section was to ensure that high levels of cardiovascular strain were obtained at the end of the test. Under high levels of cardiovascular strain participants are required to remain focussed mentally while motor skills deteriorate, which is a situation a police officer may be faced with in the apprehension and control of a suspect. This raised concerns in regards to the face validity of the vault section, as police officers in the field who are in the middle of a chase would not be expected to vault over a barrier and fall 10 consecutive times. For the PARE, the 10 consecutive vaults and falls were thus eliminated after the push/pull section. The RCMP made the decision to disperse six of the 10 vaults and controlled falls throughout the run portion of the test. Further studies by the RCMP (Bonneau, 1988; Gaul and Wenger, 1992) and Sommerfield, *et al.* (1998) demonstrated that including vaults in the run caused most participants to reach near maximal heart rates (90% HR<sub>max</sub>) after the fourth lap. This change served two purposes. First the test became more relevant because a police officer may have to vault over a fence during the apprehension of a suspect, potentially lose their footing, fall, get up and continue with the chase. Second, heart rate maximums are reached thus providing cardiovascular strain.

b. push/pull:

In POPAT the combination of the push/pull and 10 vaults/falls was to simulate an altercation. This combination on average takes about 1:52 to complete (Farenholtz and Rhodes, 1990). This is much longer than the average physical encounter met in the field (80% of which are <1:00) (Bonneau, 1990). This was another reason the RCMP eliminated the 10 consecutive vaults/falls after the push/pull section and included only four controlled falls between the two activities, reducing the time frame portion of this section to approximately 70 seconds, aligning it with the reported data. (The six other vaults were included in the obstacle run.)

To determine the weight for the push/pull section of the POPAT, Farenholtz tested the ability of male prisoners and prison guards to push/pull on a dynamometer in a controlled manner. The 80 lb. (36 kg) resistance was slightly less than the average obtained but similar to the mean of the reported data (Farenholtz and Rhodes, 1985; Farenholtz and Rhodes, 1990). Under contract to the RCMP, the University of Toronto repeated this process using both male and female subjects. To fully understand the complexities of the push/pull segments these activities were performed statically and dynamically, in both a rested and fatigued state. Following their analysis, and the similarity in findings to those of Farenholtz (Farenholtz and Rhodes, 1985; Farenholtz and Rhodes, 1990), the 80 lb. (36 kg) of

resistance was deemed to be both realistic and reasonable. As a result, the RCMP retained the 80 lb. (36 kg) of resistance for the push/pull section as reported by Bonneau in the PARE Standard Summary (1996).

With the significant changes made to the POPAT, the RCMP in 1989 named the new evaluation the Physical Abilities Requirement Evaluation (PARE). The PARE, similar to POPAT, is divided into three sections which also represents a situation where a police officer must chase a suspect, physically control the situation and carry a person or an object away from the scene. Jean Bonneau, Chief Fitness and Lifestyle (1983-2002), best described the PARE as a measure of “the essential physical occupational capacities to perform satisfactory police work” (Bonneau, 1990).

In 1991, the RCMP started using the PARE to test the physical abilities of their applicants (requiring PARE in  $\leq 4:45$ ) instead of the CSTF. As well, PARE was adopted as part of the graduating criteria for cadets at the Training Academy (requiring PARE in  $\leq 4:00$ ).

Following a complaint from an applicant in front of the Canadian Human Rights Commission, in the mid 90's, the 6 ft. (1.8 m) mat was replaced by a 5 ft. (1.5 m) mat. In addition, a five second penalty was given when failing to completely jump over the mat. A two second penalty was also added for knocking off a stick from the hurdle. The original protocol required participants to redo the jump over the mat, and to go back and replace the stick and redo the jump over it, when failing these items. These changes further added to the face validity of the test.

In 1996, the RCMP required PARE participation from their incumbent officers as part of their Periodic Health Assessment as a screening tool for their fitness for duty (Bonneau and Brown, 1995). Fitness and Lifestyle Advisors were hired throughout the country to manage PARE and the Fitness and Lifestyle Program, including assisting members with training for their PARE. While participation is mandatory, a specific standard does not have to be met with the exception of certain specialized units requiring PARE of  $\leq 4:00$ . Over the years, PARE has become an integral component of the mandatory operational skills training required by RCMP police officers, which include firearms qualification, oleoresin capsicum spray, etc.

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## **PARE Information**

## **1. PARE Administrator Role**

The RCMP expects all PARE Administrators to adhere to the criteria listed below while working in partnership with the organization. These criteria will be assessed by RCMP Division Fitness & Lifestyle Advisors every two years or more frequently if required.

\*\*\*\*\*

**Credentials:** Administrators must be Certified Exercise Physiologists (CEPs) or have another comparable certification which must be pre-approved by the DFLA. Regular Members may also be selected to conduct PARE under the direction of the DFLA in their Division. Administrators must also have completed all requirements for the RCMP PARE Administrator course, CPR (Level C) annually and Standard First Aid training every three years.

CEPs are certified with the Canadian Society of Exercise Physiology and adhere to their Scope of Practice. For information on the CEP certification program consult the Canadian Society of Exercise Physiology website at: [www.csep.ca](http://www.csep.ca).

**Professionalism:** Administrators must be knowledgeable with respect to the PARE protocol, confident in their abilities to administer PARE, personable and present themselves in a professional manner.

**Leadership:** Administrators must lead and coach participants enabling them to perform at their optimal level.

**Facilities:** Administrators must ensure that the test facility is clean and presents a safe environment for participants.

**Emergency:** In the event of an emergency, PARE Administrators must follow the Emergency Plan.

## **2. PARE Equipment**

The following list of equipment is required for PARE. Contact your DFLA for approval prior to purchasing or building PARE equipment. PARE equipment may be owned by the RCMP, the PARE facility or a combination of both, therefore it is important to complete the Ownership Agreement to ensure there is no misunderstanding of who owns the equipment. A copy should be kept by the DFLA and at the PARE facility. .

### **a. Obstacle Course**

#### **Course outline**

- Six 12 - 18 in. (30 - 45 cm) cones

#### **Hurdles**

- Four, 18 in. (45 cm) cones or boxes
- Two sticks, 4-6 ft. (1.2-1.8 m) long, not to exceed ½ in. (1.25 cm) in height

#### **Mat**

- One 5 ft. (1.5 m) mat, without trip/slip hazard

#### **Stairs**

- Set of stairs, 5 steps up and 5 steps down including top platform
  - Height 40 in. (101.5 cm) and minimum width 36 in. (91.5 cm)
  - Rise 7.5-8.5 in. (19-22 cm) and run 10-11 in. (25.5-28 cm)
  - Handrails must be continuous with the length of the stairs
  - Steps must have a slip resistant finish and the edge of each step must be clearly defined with a colour contrast strip

\*Any discrepancies should be discussed with the DFLA

#### **Vault**

- One vault: 3 ft. (0.9 m) high, 6-10 ft. (1.8-3.0 m) long, 2-4 in. (5-10 cm) wide
- Mat(s) for under the vault

### **b. Push/Pull**

- Push/pull unit
- 50-70 lb. (20-35 kg) of standard weight plates
- Rubber flooring measuring 8 x 24 ft. (2.4 x 7.2 m) may be placed at the push/pull unit
- Calibration scale

\* The weight of the plate carriage must be determined and a sticker should be added to the machine clearly indicating the weight of the carriage.

\* The push/pull unit should be calibrated yearly.

**c. Weight Carry**

- One bag with enough material on either side to allow the participant a secure grip. The bag must weigh:
  - 80 lb. (36 kg) for applicants
  - 100 lb. (45.5 kg) for RMs
- Two cones

**d. PARE Administrator Tools**

- PARE manual
- Copies of Informed Consent Form, PARE Results, PARE Certificate, Hazardous Occurrence Form
- Emergency Information Poster
- Administration supplies: clipboard, pen, stapler, masking tape
- Measuring tape
- Stethoscope
- Sphygmomanometer or automatic blood pressure monitor (regular and large sized cuffs)
- Stop watch
- First aid kit
- Automated external defibrillator (optional)
- Fruit juice and water
- Cleaning equipment for floors (optional)
- Accurate weigh scales
- Measuring tape for measuring height

### **3. *PARE Facility Recommendations***

- Gymnasium:**
- Minimum surface area of 30 x 90 ft. (9 x 27.4 m)
  - This criteria may be met by setting up the course at a diagonal
- Clearance:**
- Minimum clearance of 5 ft. (1.5 m) available at each end of the course
  - PARE equipment clearly visible
  - Area cleared of additional obstacles or equipment
- Flooring:**
- Shock absorbing
  - Clean
- Temperature:**
- Between 18° to 20° Celsius
  - If the temperature exceeds 24° Celsius and the humidity is high, PARE should be postponed until the temperature and humidity is remedied
- Light:**
- Appropriate source and level of light based on the provincial or local building code recommendations
- Furniture:**
- Table and chairs (for pre/post-screening area)
  - Chairs or benches (for participants)
- Washrooms:**
- Male and female washrooms (located near the PARE facility)
- Telephone:**
- Telephone/emergency call system must be available near the facility

## **PARE Protocol**

## ***PARE Description and Standards***

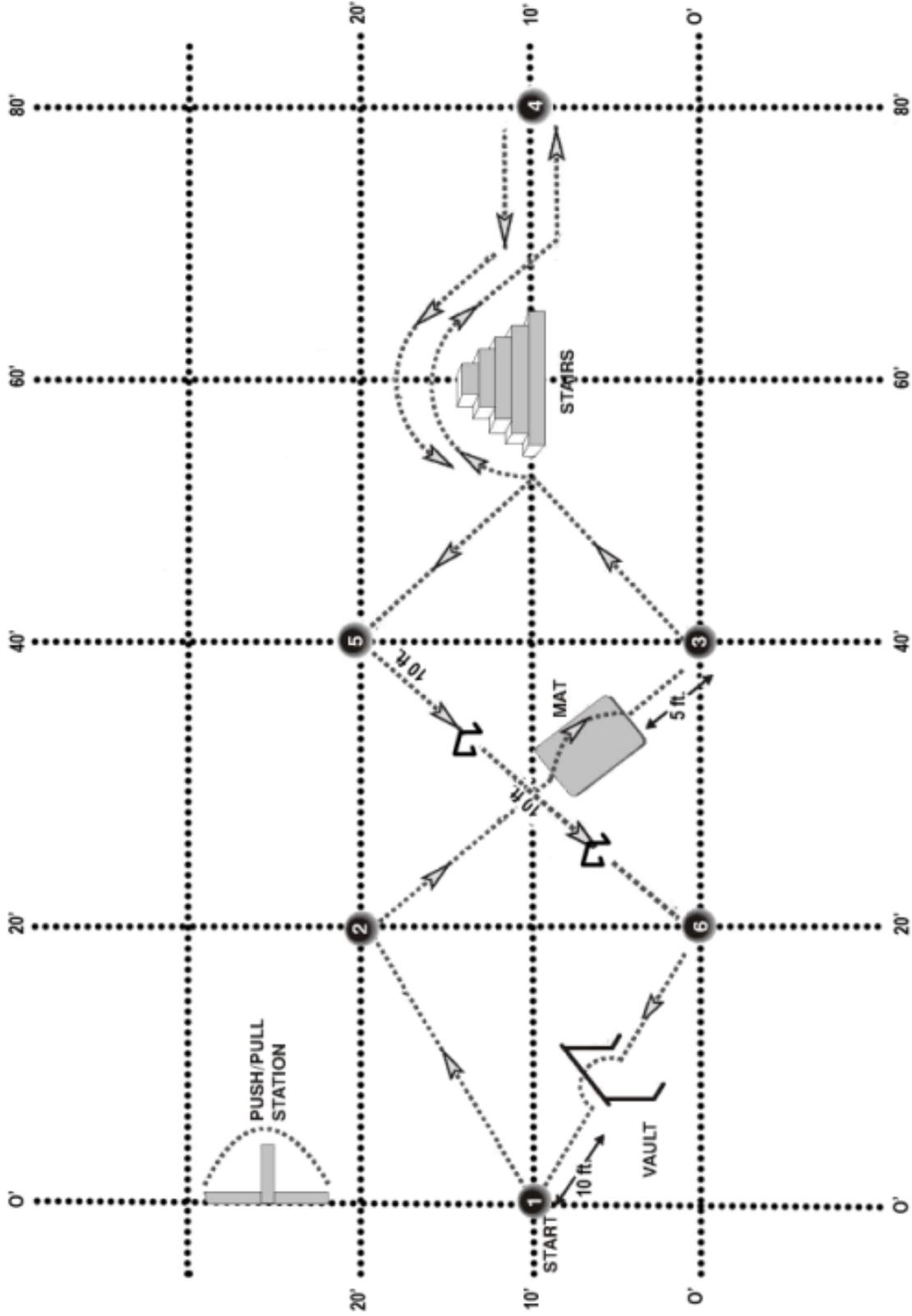
PARE is divided into three sections which represent a situation where a police officer must engage in a foot chase (obstacle course), physically control a suspect (push/pull) and carry a person or an object away from the scene (weight carry). Figure 1 shows the PARE layout.

- 1. Obstacle Course:** involves completing a 1116 ft. (340 m) run which includes 6 mat jumps, 120 stairs, 12 hurdles, 6 vaults and 3 each of back/front falls.
- 2. Push/Pull:** involves controlling a 70 or 80 lb. (32 or 36 kg) weight and completing six 180° arcs while pushing, 4 controlled falls and six 180° arcs while pulling.
- 3. Weight Carry:** involves lifting and carrying an 80 or 100 lb. (36 or 45.5 kg) bag over a distance of 50 ft. (15 m).

### **PARE Standards and Requirements**

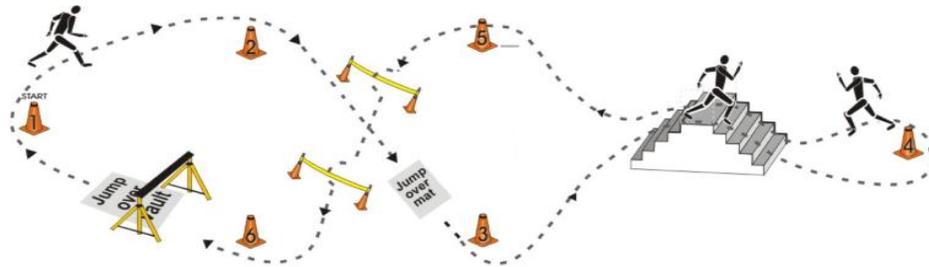
The first two sections, obstacle course and push/pull, are timed. RCMP applicants must complete these two sections in  $\leq 4:45$ . Lateral applicants and graduating cadets must complete these two sections in  $\leq 4:00$ . RMs should strive towards completing the PARE in  $\leq 4:00$ . RMs in specialized units may be required to meet the  $\leq 4:00$  standard. Other law enforcement agencies may use different time standards for their employees and applicants.

The third section, the Weight Carry, is a pass or fail activity and is not timed. The participant is allowed a maximum of three trials to complete the task properly. Failure to complete this section constitutes a failure of the entire PARE test. Applicants must lift and carry an 80 lb. (36 kg) bag. Lateral applicants, graduating cadets and RMs must lift and carry a 100 lb. (45.5 kg) bag.



## General Duty Physical Abilities Requirement Evaluation (GD PARE)

## 1. Obstacle Course



The first section of PARE consists of an obstacle run of approximately 1116 ft. (340 m). Applicants are required to complete this section in  $\leq 4:45$  and laterals, cadets and regular members of specialized units are required to complete this section in  $\leq 4:00$ . General duty regular members are required to strive towards completing the PARE in  $\leq 4:00$ .

The obstacle course typically takes 2:30-3:00 (averaging 25 seconds/lap).

The course is laid out in the following manner:

- a. From the start marker #1, the participant runs left towards marker #2.
- b. Going around the left side of marker #2, the participant turns right toward marker #3. Before reaching marker #3, the participant must jump over and clear a 5 ft. (1.5 m) mat. The far edge of the mat is placed 5 ft. (1.5 m) from marker #3. Upon landing, the participant turns left around marker #3 and proceeds towards the stairs.
- c. The stairs are placed in such a manner that the centre of the top platform is exactly 60 ft. (18 m) from marker #1, and 20 ft. (6 m) from marker #4. It must be directly in line with the centre of the course. The participant must run up and down the stairs towards marker #4.
- d. Marker #4 is set on the centre line exactly 80 ft. (24 m) from marker #1. The participant runs around this marker, from either the right or the left side, and runs back over the stairs then turns right towards marker #5.
- e. The participant runs around the right side of marker #5, then turns left heading towards marker #6. Before reaching marker #6, the participant must leap over the 2 hurdles raised 18 in. (45 cm) from the floor. The first hurdle is 10 ft. (3 m) from marker #5. The second hurdle is located 10 ft. (3 m) from the first hurdle. The hurdles are lined up parallel with each other between markers #5 and #6.
- f. Reaching marker #6, the participant runs around the left side of the marker and turns right, heading towards marker #1. Before reaching marker #1, the participant goes over a 3 ft. (0.9

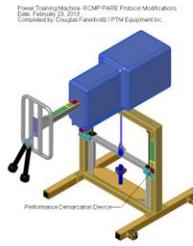
m) high vault situated approximately halfway between markers #6 and #1. The participant must land in control, on both feet, on the opposite side of the vault and then perform a controlled fall on either their front or their back, alternating each lap. The participant must get up and proceed around marker #1 to complete the lap. Six laps must be completed before proceeding to the push/pull unit which must be located within 20 ft. (6 m) of marker #1.

### **Faults and Penalties Related to the Obstacle Course**

The following faults and assigned penalties may occur during the Obstacle Course.

- a. **Markers:** A participant failing to go around the outside of a marker must come back and go around the marker.
- b. **Mat:** A participant not clearing the full 5 ft. (1.5 m) length of the mat will be penalized 5 seconds. A participant can only incur one mat penalty per lap.
- c. **Stairs:** For safety reasons, the participant is instructed to run up and down the stairs, stepping on at least one step on the way up, the top platform, and at least one step on the way down.
- d. **Hurdles:** A participant knocking a stick off the hurdle will be penalized 2 seconds per hurdle. If the first stick knocks off the second stick, the participant will be penalized 4 seconds. The PARE Administrator will replace the stick(s).
- e. **Hurdles:** A participant jumping over a hurdle with either leg outside the cone, even if a stick is not knocked off, will be penalized 2 seconds.
- f. **Vault:** If the participant cannot get over the vault, the PARE is terminated. The manner in which the participant gets over the vault is not specified. They may touch the vault with any part of their body (i.e., foot up, straddle, etc.) but must remain in control at all times.
- g. **Vault Landing:** A participant landing in an uncontrolled manner after going over the vault is required to go back around and over the vault again, landing in control on both feet.
- h. **Controlled falls:** A participant using the mat or vault to raise or lower themselves must repeat the controlled fall.
- i. **Controlled falls:** A participant executing improper form must repeat the controlled fall. The front fall requires that the participant's chest, abdomen and hips be in contact with the floor simultaneously. During the back fall, the participant must touch both shoulder blades simultaneously on the floor.

## 2. Push/Pull Activity



Upon finishing the obstacle course, the participant moves immediately to the push-pull unit which provides a resistance of 32 kg (70 lbs) for applicants or 36 kg (80 lbs) for police officers. The push-pull unit must be located within 6 m (20 ft) of the obstacle course. A floor mat measuring approximately 2.4 x 7.2 m (8 x 24 ft) may be placed under the push-pull unit for traction if the floor surface is slippery.

The participant may perform this activity in the order they choose, push first and then pull, or vice versa. Participants typically do the push activity first and, for the sake of consistency, it should be demonstrated in this order. Proper body mechanics must be maintained throughout the push-pull activity in order to demonstrate adequate muscular ability.

The PARE administrator stops the clock on the 6<sup>th</sup> arc once the participant's body and lever arm are directly in line with the frame of the push-pull unit, prior to the participant lowering the plate carriage. The participant is encouraged to let the weight down slowly as this will prevent damage to the machine and will not affect the overall time.

The push-pull activity typically takes 0:55 - 1:20.

### Push Activity

Upon reaching the push-pull unit, the participant grasps any portion of the handle and pushes the plate carriage off the base of the unit and then proceeds to complete six controlled 180 degree arcs while keeping the weight suspended. In order to complete an arc, the participant's body and the lever arm of the push-pull unit must be directly in line with the frame of the push-pull unit at the start and end of each arc.

During the push the participant must demonstrate muscular control throughout the arcs by keeping both elbows bent at all times and refraining from bracing their elbows against their body. Placing the chest or shoulders on the handle is not accepted, however, incidental contact may occur which will not provide a mechanical advantage.

This activity typically takes 20-30 seconds.

## **Controlled Falls**

After six arcs are completed, the weight must be lowered with control and the participant must complete four controlled falls; two to the front and two to the back, in alternating sequence. During the front falls, the participant must ensure their chest, abdomen and hips touch the floor simultaneously. During the back falls, both shoulder blades must touch the floor simultaneously. After each fall, the participant must come to a standing “ready” position, and tap the handle with both hands. Participants are not allowed to use the wall or any part of the push-pull unit to raise or lower themselves.

This activity typically takes 15-20 seconds.

## **Pull Activity**

Once the sequence of controlled falls is complete, the participant grasps any portion of the rope with both hands and pulls, lifting the plate carriage off the base of the push-pull unit. The participant must then complete six controlled 180 degree arcs while keeping the weight suspended. In order to complete an arc, the participant’s body and the lever arm of the push-pull unit must be directly in line with the frame of the push-pull unit at the start and end of each arc.

During the pull, participants must demonstrate muscular control by facing the general direction of the machine and maintaining an observable bend in their elbows, hips and knees at all times.

This activity typically takes 20-30 seconds.

## **Faults and Penalties Related to the Push-Pull Activity**

The following faults and assigned penalties may occur during the Push/Pull activity.

### **Arcs**

The participant must repeat an additional arc, or complete the activity properly, if any of the following faults occur:

- a. **Dropping the weight:** This occurs when a participant fails to maintain the plate carriage off the base of the push-pull unit during a controlled arc. Testers may use the coloured tape on the push-pull unit to cue the participant on the position of the plate carriage. The carriage does not have to be up all the way, but it must not touch the base. If it touches, the participant must redo that one arc only.
- b. **Incomplete arc:** This occurs when a participant fails to complete an entire 180 degree arc. The participant’s body and the lever arm of the push-pull unit must be directly in line with the frame of the machine at the start and end of each arc. Participants will be

allowed one warning, and then they must redo any arc that is not completed properly.

- c. **Pushing off the wall:** This occurs when a participant hits the wall or pushes off the wall with any part of their body. Participants will be allowed one warning, and then they must redo any arc that is not completed properly.
- d. **Locking the elbows:** This occurs when a participant fails to maintain a bend in the elbows during the push activity. Participants will be allowed one warning and then must redo any arc that cannot be completed with an observable bend in the elbows.
- e. **Bracing the elbows during the push activity:** This occurs when a participant braces their elbows against the body. Participants will be allowed one warning and then must redo any arc that cannot be completed without bracing their elbows.
- f. **Improper pull position:** This occurs during the pull activity when a participant turns away from the machine or fails to keep an observable bend in their elbows, hips and knees while completing an arc. Participants will be allowed one warning and then must redo any arc that cannot be completed with proper body position.

### **Controlled Falls**

If any of the following faults occur, the participant must either complete the task properly or perform an additional controlled fall.

- a. **Improper positioning:** This occurs when a participant fails to come to a controlled, standing “ready” position after each fall. The participant must finish the task properly before continuing.
- b. **Not tapping the handle:** This occurs when a participant fails to tap the handle with both hands after rising from each fall. The participant must redo the tap prior to continuing.
- c. **Using assistance to get up or down:** This occurs when participants use any part of the push-pull unit, or the wall, to raise or lower themselves during the controlled falls. The participant will be allowed one warning and then must repeat the task properly.
- d. **Improper controlled fall technique:** This occurs when a participant fails to touch their chest, abdomen and hips simultaneously on the floor during the front fall, or fails to touch both shoulder blades simultaneously on the floor during the back fall. The participant must finish the task correctly before moving on.

### 3. Weight Carry

Upon finishing the push/pull, the participant has up to two minutes before starting the weight carry. The participant must be able to pick up a bag, weighing 80 lb. (36 kg) for applicants or 100 lb. (45.5 kg) for RMs. The participant is allowed to wrap their arms around the bag or grasp the excess material to lift the bag. The bag must be carried in a controlled manner in front of the participant, NOT over their shoulders and NOT resting on their thighs while walking. To avoid injuries, proper lifting technique includes bending the knees, keeping the back straight and lifting with the legs. The participant must walk forward 25 ft. (7.5 m) and turn around the marker and return to the start. When they reach the start they must lower the bag in a controlled manner using proper lowering technique, using the legs, not the back, and set it down gently.

A participant will have a maximum of three attempts to perform the task completely. Three unsuccessful trials will result in a participant failing the entire PARE test. This section is not timed, it is a pass/fail activity.

#### **Fault and Penalties Related to the Weight Carry**

The following faults and assigned penalties may occur during the Weight Carry.

- a. **Unable to lift the bag:** A participant unable to lift the bag from the floor fails PARE.
- b. **Dropping the bag:** A participant picking up the bag but dropping it before completing the 50 ft. (15 m) must repeat the task.
- c. **Improper carry:** A participant throwing the bag over their shoulder or walking with the bag resting on their thighs must repeat the task.
- d. **Lowering the bag:** A participant failing to lower the bag in a controlled manner as described above must repeat the task.

## **PARE Administration and Due Diligence**

## **1. Prior to PARE**

### **PARE Session:**

Recommended ratio and group size:

- Maximum of 10 participants per PARE Administrator
- approximately 2 to 2.5 hours in duration per PARE session

### **Participant Information:**

Participants are provided with the required Pre-PARE instructions and the Medical Clearance prior to attending a PARE session.

**Prior to PARE** participants should adhere to the following guidelines:

- be physically active for at least 2 months (3-5 cardiovascular training sessions per week, moderate to vigorous level)
- abstain from smoking for at least **2 hours**
- abstain from caffeine products for at least **2 hours**
- abstain from using short-acting bronchodilators for at least **2 hours**, but bring their short-acting bronchodilator with them in the event they will need it after the test and advise the PARE Administrator of its location
- abstain from alcohol for at least **6 hours**
- abstain from using any stimulants for at least **24 hours** (i.e., products containing ephedrine, pseudoephedrine, ephedra)
- abstain from any vigorous exercise within **24 hours**.

**At PARE** participants must bring:

- original and copy of Part 2 of the PARE Medical Clearance
- driver's licence or similar photo ID
- comfortable exercise clothing
- running shoes with clean soles that grip well
- water and snacks

## **2. Pre-PARE**

### **Setting Up PARE:**

Prior to the PARE session, Administrators must:

- measure PARE course and set-up the equipment
- ensure Emergency Information Poster is visible
- ensure the floor is clean and area free of hazards

### **Equipment:**

Administrators must:

- ensure all equipment is safe and in proper working order
- add appropriate amount of weight onto the push/pull unit
- place appropriate amount of weight in bag

### **Introduction:**

Administrators are expected to:

- introduce themselves and welcome participants
- indicate the location of change rooms, water fountains, etc.
- outline what process will take place during the PARE session
- identify someone, preferably CPR and/or First Aid trained, who can be of assistance in the event of an emergency
- give an overview and indicate the location of the Emergency Information Poster, first aid kit and AED location
- explain shared responsibility for safety:
  - participants are under the Administrator's responsibility until released participants must not leave the PARE facility boundaries unattended until released participants must inform administrators if they are experiencing any difficulties or medical concerns
  - participants may stop during the PARE at any time, especially if they feel they have over-exerted themselves
  - administrators can stop the participant during the PARE at any time if they feel it is unsafe for the participant to continue.

### **Pre-test screening:**

Administrators must collect and verify all pre-test information as outlined in the instructions provided in the appendices for each form:

- Medical Clearance
- Informed Consent, Driver's licence or similar photo ID
- measure resting blood pressure (BP), resting heart rate (HR)
- repeat measure if BP >144/94 or HR >99
- make appropriate recommendation (run, jog, walk or postpone) and inform the participant that they must comply with the recommendation

- **if postponed** record the reason on the PARE Results in the comments section

**Information:**

Administrators must provide the following information on PARE:

- PARE is an occupational assessment, it is not a fitness test
- clearly explain each section of the test and how it relates to the critical physical abilities required for police work
- **applicants**: must complete PARE in  $\leq 4:45$
- **lateral applicants and cadets**: must complete PARE in  $\leq 4:00$
- **RMs**: should strive towards completing the PARE in  $\leq 4:00$
- **RMs** in specialized units may be required to complete PARE in  $\leq 4:00$

**Demonstration:**

Administrators must:

- properly demonstrate each section of the test
- walk through the test with participants
- clearly explain each fault and corresponding penalty
- provide opportunities for participants to ask questions

**Warming Up:**

Administrators must:

- outline the benefits of a proper warm-up
- encourage all participants to warm up before their PARE
- allow time for familiarization and practice of each section
- correct errors and provide tips on technique as required

### **3. During PARE**

#### **Instructions:**

Administrators must:

- administer PARE according to protocol
- provide clear instructions
- provide feedback and encouragement to participants
- provide lap times if requested by participants
- observe and maintain visual contact with of the participants at all times
- record test end time once the bag carry is completed

#### **Safety:**

Administrators must:

- stop the test if the participant does not comply with instructions or directions (i.e., failing to touch top platform of stairs)
- allow participants to stop at any time especially if they feel they have over-exerted themselves
- stop the test if any of the following signs and symptoms occur:
  - poor colour
  - laboured breathing
  - poor coordination - stumbling, weaving
  - mental confusion - fatigue, unable to follow directions
  - complaints of dizziness or nausea
- stop the test if it is unsafe for the participant to continue for any other reason

#### **Reporting Incidents:** Administrators must:

- in all cases, record reasons for stopping the test in the comment section of the PARE Results
- if an injury or emergency has occurred, record the details in the comment section of the PARE Results
- have RMs complete the RCMP Hazardous Occurrence Report
- complete a PARE facility accident report for applicants and a copy must be sent to the DFLA

#### **4. Post-PARE**

**Safety:**

Administrators must ensure that participants:

- do not sit immediately after they have completed their PARE
- cool down by walking around after their PARE
- lie down with their feet elevated if they are light headed or dizzy, check blood pressure
- have access to a sugar source (juice, sugar or honey) if they are experiencing a hypoglycemic reaction (light headed/dizzy, low blood pressure)
- are escorted to the washroom if they feel nauseated or have access to a container in the event they need to vomit
- do not leave the facility unattended until the blood pressure and heart rate have returned to near pre-PARE values

**Post-test Screening:**

Administrators must:

- measure post-test HR and BP following recognized protocol
- repeat BP measure if >144/94 and HR measure if >109
- repeat if BP is significantly lower than pre-PARE values

**NO to release:**

Participants must not be released if:

- they have any signs or symptoms described earlier in the “During PARE” section
- BP is >144/94 and HR is >109
- BP and HR have not returned to near pre-PARE values

**YES to release:**

Once participants have properly recovered:

- inform participant of their results and provide them with a PARE Result Transmission
- provide feedback to participants if required
- refer applicant to RCMP Recruiting website for information on training for PARE if required
- refer RM to DFLA for more information on training for PARE or to RCMP Infoweb if required
- record the time at which each participant was released on the PARE Results

**Result Form:**

Administrators must:

- make sure the entire PARE Result has been filled out completely, legibly and is signed
- send **all forms** to appropriate RCMP sections
- for confidentiality reasons, only keep a record of the participant’s name, test date and final PARE time

## **Emergency Plan**

## Emergency Plan

From time to time emergency situations may arise during PARE (i.e., a sprained ankle, chest pain, abnormal blood pressure, etc.). For this reason, PARE Administrators are required to be CPR and First Aid trained and must be ready to utilize this training when the situation arises. Before PARE begins, identify someone, preferably CPR or First Aid trained, who can be of assistance in the event of an emergency. In addition, PARE Administrators must complete the Emergency Information Poster and have it posted in a visible area at the PARE facility and inform all participants of its location prior to PARE. Record the following information on the Poster:

- Emergency phone #:** ✓ 911 or other emergency number where applicable
- PARE Facility:**
- ✓ location of nearest telephone and telephone number
  - ✓ address in the event that an ambulance needs to be called
  - ✓ facility manager's name for contacting in the event of an incident
  - ✓ specific access or entrance instructions into the facility
- PARE Administrator:**
- ✓ name of the PARE Administrator
  - ✓ telephone number of PARE Administrator
- Location of:**
- ✓ first aid kit
  - ✓ AED (optional)
  - ✓ ice or cold packs
  - ✓ sugar source
- (If any of the above first aid supplies are not available the Administrator must bring them to the facility.)