

MASSACHUSETTS TRIAL COURT SECURITY DEPARTMENT



HEALTH & WELLNESS PROGRAM MANUAL

Massachusetts Trial Court
Office of Court Management
Security Department
3 Pemberton Square, 15th Floor
Boston, MA 02108

(rev. January 2016)



Table of Contents

Mission Statement	3
Public Safety	4
Academy Training	4
Incumbent Program	5
Physical Ability Test.....	5
Physical Fitness Test.....	5
Tests Conducted	5
Calisthenics	6
Stretching	6
Dynamic Stretching	6
Static Stretching.....	6
Cardiovascular Training.....	6
Physical Fitness Standards.....	7
Sample Training Guide.....	8
300 Meter Run.....	8
The Sit-Up Test	10
The Push-Up Test.....	11
Flexibility.....	12
Dynamic Stretching	12
Arm Circles	12
Butt Kickers.....	12
High Knees.....	12
Walking Lunges	13

Carioca	13
Russian Kicks	13
Static Stretching.....	14
Chest Stretch	14
Biceps Stretch.....	14
Upper Back Stretch	15
Shoulder Stretch	15
Shoulder and Triceps Stretch	16
Hamstring Stretch.....	16
Calf Stretch.....	17
Abductor Stretch	17
Groin Stretch	18
Iliotibial (IT) Band Stretch.....	18
Quadriceps Stretch	19
Healthy Diet.....	20
Physical Fitness / Job Relation	21
Mission Statement	21
Public Safety	21
Incumbent Program.....	22
Physical Ability Test	22
Physical Fitness Test	22
Tests conducted.....	22
Related Job Description for Court Officers.....	23
Life Style Evaluation.....	25
Section 1: Eating Habits	25
Section 2: Physical Activity Section	29
Section 3: Smoking Section.....	31
Section 4: Other	32
Informed Consent / Waiver of Liability	33

NOTE:

The following information is not intended and should not be construed as medical advice. This information should not be relied upon as a substitution for medical attention from qualified health professionals who are familiar with your individual needs. All training recommendations should be considered for general use only.



MASSACHUSETTS TRIAL COURT SECURITY DEPARTMENT HEALTH AND WELLNESS PROGRAM

Mission Statement

Court Officers are often placed in situations that challenge their physical endurance. In these instances, physical fitness may be the difference between success and failure or even life and death. Individuals who lack muscular strength and endurance necessary to successfully cope with these situations are not prepared to adequately perform their duties. Minimum levels of strength, flexibility, and endurance are necessary to ensure survival in violent situations as well as enhancing the safety of fellow Officers and those that the Court Officer is charged with protecting. These standards are expectations of each Officer that are kept throughout their career to ensure success, safety, and security.

Public Safety

Court Officers/Court Officer candidates must demonstrate and maintain a level of physical fitness that ensures an absolute ability to provide the level of Public Safety as required by the Massachusetts Trial Court Security Department. In situations of pursuing an escaping felon or responding to a medical emergency and maintaining civil order, it is expected that Court Officers will consistently respond and perform in a manner consistent with the principals that they have been entrusted to provide by the Commonwealth and the Citizens of Massachusetts.

Academy Training

Physical fitness training will be conducted at the start of each training day or as determined by the Health & Wellness Coordinator. All Physical fitness training will be led by certified Health and Wellness Instructors. Prior to the start of all physical training, safety and wellness checks will be conducted. Every physical exercise program will have academy staff instructors assigned specifically as safety observers for the recruit trainees. It is the expectation and a requirement of the Massachusetts Trial Court Security Department that all recruits participate in the daily Health and Wellness program as it is a crucial element of being a Court Officer. It is also an expectation and requirement of the Massachusetts Trial Court Security Department that academy staff provides a safe training environment and that recruit safety and well-being is the principal focus for all academy staff.

Individual assessments (testing) will be conducted within the first phase of recruit training. Each recruit will be assessed on their individual ability. The first assessment will establish a baseline of current fitness level. The second test measures fitness progression. The third assessment is based upon the training schedule. Results will be reviewed by Academy Health & Wellness instructors along with the Academy Commandant for evaluation of recruit fitness readiness and further recommendations.

The Massachusetts Trial Court Security Department Physical Fitness standard is based on a battery of tests conducted by the Coopers Institute for development of normative fitness data. The Trial Court utilizes the **50th percentile** as passing criteria for the Court Officer training academy. Also included as a fitness standard option for academy trainees is a point scaling system. This system allows for a trainee to receive a passing score by showing an elevated physical ability in any of the batteries tested. The elevated ability will be scored based on the scoring chart below.

Successful completion of the physical fitness test is the **50th percentile**. The Security Department may allow for a trainee to pass the physical fitness test with a passing cumulative score of **50** points if the **50th percentile** standard has not been met. The point scoring system will be maintained as an “Internal Document.” The Point Chart is maintained by the Health and Wellness Program coordinator.

Incumbent Program

As part of continued recognition of the inherent physical requirements of Court Officers, incumbent officers are afforded the opportunity to participate in the voluntary annual physical fitness test. All participants must present the medical clearance form authorizing test participation from the officers' primary care physician with a physicians' signature dated within 60 days of the fitness test. Compensation for successful completion of the test will be given based on the terms of the current collective bargaining agreement.

Physical Ability Test

The Massachusetts Trial Security Department conducts a physical ability test during the hiring process to ensure that a Court Officer/Court Officer candidate can demonstrate the physical ability to perform basic physical tasks/requirements as described in the Court Officer job description.

Physical Fitness Test

The Massachusetts Trial Security Department conducts physical fitness tests during the Academy to ensure that a Court Officer candidate has reasonable level of physical fitness in order to safely participate fully in the academy training program.

Tests Conducted

- Aerobic/Cardiovascular Ability - 1.5 mile run – use of force > 2 minutes
- Anaerobic Power - 300 meter sprint – use of force < 2 minutes
- Dynamic Strength – 1 minute push-up
- Dynamic Core strength – 1 minute sit-up

(Ref. Coopers Institute, First Responders Fitness Study)

Calisthenics

Consisting of a variety of exercises generally without using equipment or apparatus. They are intended to increase body strength and flexibility with movements such as bending, jumping, swinging, twisting or kicking, using only one's body weight for resistance. When performed vigorously and with variety, Calisthenics can benefit both muscular and cardiovascular fitness, in addition to improving psychomotor skills such as balance, agility and coordination.

Exercises included are but not limited to:

1. Side Straddle hops (jumping Jacks)
2. Sit-ups
3. Lunges
4. Push-ups
5. Mountain Climbers
6. Air Squat
7. Plank

Stretching

Dynamic Stretching

Is movement based stretching in which range of motion is gradually increased with repetitions which include movements and muscle use of the areas to be worked, as to a warm up.

Static Stretching

The form of stretching that involves static hold in stretched position for pre-determined period of time.

Cardiovascular Training

Average of 30 minutes.

1. Up to a 3 mile run.
2. Formation Run – rate of 11 min. per mile
3. Individual pace
4. Short distance sprints
5. Formation interval sprints

Exercise training and testing will be conducted in group format by certified MPTC /MTC. Health and Wellness Instructors.

Physical Fitness Standards

MALES	20-29	30-39	40-49	50-59	60+
SIT-UPS	40	36	31	26	20
PUSH-UPS	33	27	21	15	15
1.5 MILE RUN	11:58	12:25	13:05	14:33	16:19
300 Meter Run (measured in seconds)	56.0	57.0	67.6	80.0	80.0

FEMALES	20-29	30-39	40-49	50-59	60+
SIT-UPS	35	27	22	17	8
PUSH-UPS	18	14	11	13	13
1.5 MILE RUN	14:15	15:14	16:13	18:05	20:08
300 Meter Run (measured in seconds)	64.0	74.0	86.0	86.0	86.0

BASED ON COOPERS INSTITUTE NORMATIVE DATA

Fitness Test Components and Prep Guide

1.5 Mile Run

Purpose: The mile and 1 half run is used access and measure aerobic/cardiovascular strength.

Protocol: Officers will be required to run, jog, or walk a 1.5 mile course. The time will be recorded and pass/fail will be determined based on the requirements in the Officers' age bracket.

Sample Training Guide



REPEAT RUN / SLOW JOG 6 TIMES

300 Meter Run

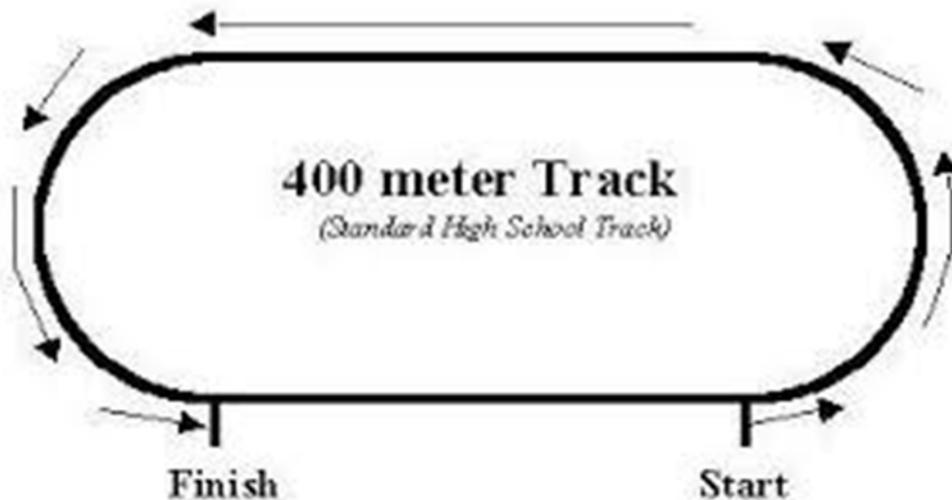
WEEK	WORKOUT	TIME (MIN)	DAYS/WEEK
1	JOG 2 MILES	20:00	3
2	JOG 3 MILES	29:00	3
3	JOG 3 MILES	27:00	2
	JOG ½ MILE	5:00	1
	RUN ½ MILE	4:00	
	WALK	4:00	
<i>Repeat Run / Walk 3 Times</i>			
4	JOG 3 MILES	26:00	2
	JOG ½ MILES	5:00	1
	RUN FAST	1:00	
	WALK	1:00	
	JOG	1:00	
<i>Repeat Run / Walk 7 Times</i>			
5	JOG 3 MILES	26:00	2
	JOG ½ MILES	5:00	2
	RUNE ½ MILE	3:45	
	SLOW JOG	3:00	
<i>Repeat Rune / Slow Jog 3 Times</i>			
6	JOG 3 MILES	25:30	2
	JOG ½ MILE	5:00	2
	RUN ¼ MILE	1:45	
	SLOW JOG	1:30	

Purpose: The 300m run is a long sprint test, and a test of anaerobic capacity, which is important for performing short intense bursts of effort.

Protocol: When indicated to begin the run, Officers will start the run and continue $\frac{3}{4}$ of the track. Officers should consider this distance to be run as a sprint. As the Officer crosses the 300m finish the time will be stopped. The time will be recorded and pass/fail will be determined based on the requirements in the Officers' age bracket.

Tips for training for the 300m run

- On a standard quarter mile track begin by running a 10 minute warm-up.
- Prepare the body by performing some dynamic stretches.
- Run distances longer than 300m then walk the same distance and repeat 8 times.
- Run distances less than 300m at a faster pace then walk the same distance and repeat 8 times.
- As you feel comfortable, increase your training speed and decrease your short intervals.
- This work out should be done on average 3 times per week.





The Sit-Up Test

Purpose: This test measures the muscular endurance of the abdominal muscles. This is important for performing tasks that involve the use of force. It helps to maintain good posture and minimize lower back problems.

Protocol: The Officer lies on back with tops of shoulder blades touching the floor; hands behind the head with fingers interlaced. The knees are bent at a 90 degree angle with feet placed flat on the floor. Feet are held in place by an assisting officer.

The Officer raises upper body until the base of the neck is in-line with the spine (back is perpendicular to the floor) or the elbows make contact with the crest of the bent knee; the officer then returns to the starting position. Tops of both shoulder blades must touch the floor. You will have one minute to do as many sit-ups as possible. A break in repetitions will be allowed in the up position; the repetitions at the end of one minute period will be the test score.

Tips to improve your One-Minute Sit-up Test

- Inhale at the beginning of the sit-up and exhale as you finish the movement.
- Proper form and positioning will contribute to better performance and ensure safety of the exercise.

6 - Week Sit-up Training

Week 1 3 sets / 15 reps	Week 2 3 sets / 20 reps
Week 3 3 sets / 25 reps	Week 4 3 sets / 30 reps
Week 5 3 sets / 35 reps	Week 6 1 set to fatigue <i>or</i> 1 minute
Do each workout every other day.	



The Push-Up Test

Purpose: This test measures the muscular endurance of the upper body muscles of the shoulder, chest, and back of the upper arms (extensors). This is important for use of force involving pushing motion.

Protocol: Officer begins in the front leaning rest position, one to two hand widths beyond the shoulders and elbows must be away from the body, arms fully extended, body held straight with the feet no more than 3 inches apart and the toes touching the floor. As arms are flexed the body is lowered toward the floor until the upper arms are parallel to the floor (a fist or a sponge may be used to determine accurate range from the chest to the floor). You will have one minute to do as many push-ups as possible. Stopping or a break in repetitions will be allowed in the up position; the repetitions at the end of the one minute period will be the test score.

Tips to improve your One-Minute Push-up Test

- You may rest in the up position during test preparation training.
- Proper form and positioning will contribute to better performance and ensure safety of the exercise.

6 - Week Push-up Training

Week 1 3 sets / 10 reps	Week 2 3 sets / 15 reps
Week 3 3 sets / 20 reps	Week 4 3 sets / 25 reps
Week 5 3 sets / 30 reps	Week 6 1 set to fatigue <i>or</i> 1 minute
Do each workout every other day.	

Flexibility

Flexibility is the key component that allows our muscles to perform to their maximum capability with reduced risk injury. Stretching is one of the best ways to prevent injury before and after physical exercise. Dynamic stretching is movement based stretching in which range of motion is gradually increased with repetitions which includes movements and muscle use of the areas to be worked, as to a warm up. Static stretching is the form of stretching that involves static hold in stretched position for pre-determined period of time.

Dynamic Stretching

Arm Circles

- Stand with your feet shoulder width apart and arms by your side.
- Raise your arms out to the side so that they are parallel with the ground.
- Begin to move them in a circular motion from the shoulder joint.
- Start with smaller circles and gradually increase in size.
- After approximately 20 repetitions reverse direction.

Butt Kickers

- The purpose is to stretch the quadriceps.
- Begin running by flexing your knee and bringing your heel back to your buttocks.
- Keep a slight forward lean.
- Each foot should strike the ground on the ball of the foot.
- Arm swing in cadence with butt kickers should also be maintained.
- After approximately 20 repetitions reverse direction.

High Knees

- The purpose is to stretch the glutes, quads, and low back.
- Begin running on the balls of your feet.
- With each stride raise the knee above waist level without extending the leg forward.
- Each knee raise should be done with effort to raise and lower the leg.
- Arm swing in cadence with the high knees should also be maintained.
- After approximately 20 repetitions reverse direction.

Walking Lunges

- The Purpose is to stretch the glutes, hamstrings, hip flexors, and calves
- From a standing position, step out with a long stride
- The heel of the forward foot will strike the ground
- The rear foot will roll forward on to the ball of the foot
- Lower the rear knee toward the ground
- Raise the body back to the standing posting of the front leg
- Alternate each leg movement
- After approximately 20 repetitions reverse direction.

Carioca

- The purpose is to stretch the abductors, adductors, glutes, ankles, and hips.
- From a sideways standing position lower your body into a semi squat.
- Remain on the balls of your feet.
- Begin by twisting your hips and crossing one leg in front of the other.
- Bring your trail leg through and then cross your lead leg behind the trail leg.
- Body rotation comes from the hips while keeping your shoulders square.
- After approximately 20 repetitions reverse direction.

Russian Kicks

- Purpose is to stretch the hamstring, calves, and lower back.
- Walk forward keeping your front leg straight.
- Extend your arms directly out in front.
- With each straight leg stride, the toe of the foot should make contact with the palm.
- Alternate each leg stride.
- After approximately 20 repetitions reverse direction.

Static Stretching

Chest Stretch



- Stand tall, feet slightly wider than shoulder-width apart, knees slightly bent.
- Hold your arms out to the side parallel with the ground and the palms of the hand facing forward.
- Stretch the arms back as far as possible.
- You should feel the stretch across your chest.

Biceps Stretch



- Stand tall, feet slightly wider than shoulder-width apart, knees slightly bent.
- Hold your arms out to the side parallel with the ground and the palms of the hand facing forward.
- Rotate the hands so the palms face to the rear.
- Stretch the arms back as far as possible.
- You should feel the stretch across your chest and in the biceps.

Upper Back Stretch



- Stand tall, feet slightly wider than shoulder-width apart, knees slightly bent.
- Interlock your fingers and push your hands as far away from your chest as possible, allowing your upper back to relax.
- You should feel the stretch between your shoulder blades.

Shoulder Stretch



- Stand tall, feet slightly wider than shoulder-width apart, knees slightly bent.
- Place your right arm, parallel with the ground across the front of your chest.
- Bend the left arm up and use the left forearm to ease the right arm closer to your chest.
- You will feel the stretch in the shoulder.
- Repeat with the other arm.

Shoulder and Triceps Stretch



- Stand tall, feet slightly wider than shoulder-width apart, knees slightly bent.
- Place both hands above your head and then slide both of your hands down the middle of your spine.
- You will feel the stretch in the shoulders and the triceps.

Hamstring Stretch



- Sit on the ground with both legs straight out in front of you.
- Bend the left leg and place the sole of the left foot alongside the knee of the right leg.
- Allow the left leg to lie relaxed on the ground.
- Bend forward keeping the back straight.
- You will feel the stretch in the hamstring of the right leg.
- Repeat with the other leg.

Calf Stretch



- Stand tall with one leg in front of the other, hands flat and at shoulder height against a wall.
- Ease your back leg further away from the wall, keeping it straight and press the heel firmly into the floor.
- Keep your hips facing the wall and the rear leg and spine in a straight line.
- You will feel the stretch in the calf of the rear leg.
- Repeat with the other leg.

Abductor Stretch



- Stand tall with your feet approximately two shoulder widths apart.
- Bend the right leg and lower the body.
- Keep your back straight and use the arms to balance.
- You will feel the stretch in the left leg adductor.
- Repeat with the right leg.

Groin Stretch



- Sit with tall posture.
- Ease both of your feet up towards your body and place the soles of your feet together, allowing your knees to come up and out to the side.
- Rest your hands on your lower legs or ankles and ease both knees towards the ground.
- You will feel the stretch along the inside of your thighs and groin.

Iliotibial (IT) Band Stretch



- Sit tall with legs stretched out in front of you.
- Bend the right knee and place the right foot on the ground to the left side of the left knee.
- Turn your shoulders so that you are facing to the right.
- Use your left arm against your right knee to help you stretch further.
- Use your right arm on the floor for support.
- You will feel the stretch along the length of the spine and in the muscles around the right hip.

Quadriceps Stretch



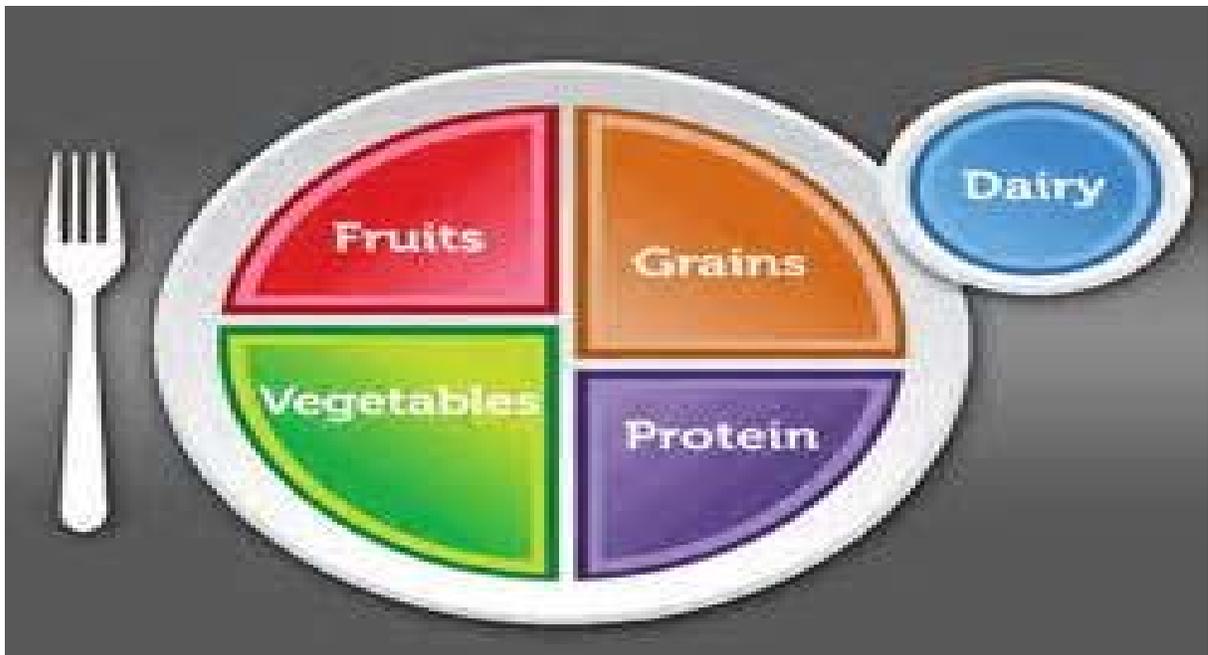
- Lie face down on the floor, resting your forehead on your right hand.
- Press your hips firmly into the floor and bring your left foot up towards your buttocks.
- Take hold of the left foot with the left hand and ease the foot closer to you. buttocks
- Repeat with the right leg.
- You will feel the stretch along the front of the thigh.

Healthy Diet

The average diet can range from 1,200 – 3,200 calories per day depending on these factors, but not limited to: Age, Sex, Weight, Fitness level, and Medical Conditions. You may adjust your diet to meet your caloric needs by increasing or decreasing portion sizes, as well as adding or eliminating snacks. Remember to pay attention to fat, cholesterol and sodium content when making substitutions.

It is recommended that you consult a professional when making dietary changes.

ChooseMyPlate.Gov



For further information please contact: Security.Training@jud.state.ma.us

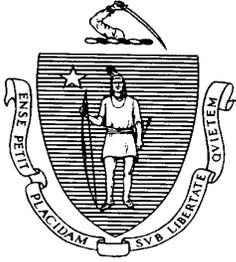
Also see, Mass.Gov and ChooseMyPlate.Gov for further nutritional recommendations.

References:

Fitness Standards – Coopers Institute normative data

Municipal Police Training Committee, Health and Wellness

ChooseMyPlate.Gov logo – ChooseMyPlate.Gov



JEFFREY P. MORROW
DIRECTOR OF SECURITY

THE COMMONWEALTH OF MASSACHUSETTS
THE TRIAL COURT
OFFICE OF COURT MANAGEMENT
Suffolk Superior Courthouse
Security Department, 15th Floor
Three Pemberton Square
Boston, MA 02108

Security Department

Physical Fitness / Job Relation

Mission Statement

Court Officers are often placed in situations that challenge their physical endurance. In these instances, physical fitness may be the difference between success and failure or even life and death. Individuals who lack muscular strength and endurance necessary to successfully cope with these situations are not prepared to adequately perform their duties. Minimum levels of strength, flexibility, and endurance are necessary to ensure survival in violent situations as well as enhancing the safety of fellow Officers and those that the Court Officer is charged with protecting. These standards are expectations of each Officer that are kept throughout their career to ensure success, safety, and security.

Public Safety

Court Officers/Court Officer candidates must demonstrate and maintain a level of physical fitness that ensures an absolute ability to provide the level of Public Safety as required by the Massachusetts Trial Court Security Department. In situations of pursuing an escaping felon or responding to a medical emergency and maintaining civil order, it is expected that Court Officers will consistently respond and perform in a manner consistent with the principals that they have been entrusted to provide by the Commonwealth and the Citizens of Massachusetts.

Incumbent Program

As part of continued recognition of the inherent physical requirements of Court Officers, incumbent officers are afforded the opportunity to participate in the voluntary annual physical fitness test.

Physical Ability Test

The Massachusetts Trial Security department conducts physical ability test during the hiring process to ensure that a Court Officer/Court Officer candidate can demonstrate a basic physical ability to perform the physical tasks/requirements as described in the Court Officer job description.

Physical Fitness Test

During academy training Court Officer candidates are required to pass the physical fitness test as a requirement of the training program. Individuals who do not meet or exceed the testing protocol are dismissed from academy training and must restart the Court Officer application process.

Tests conducted

- Aerobic/Cardiovascular Ability: 1.5 mile run – use of force > 2 minutes
- Anaerobic Power: 300 meter sprint – use of force < 2 minutes
- Dynamic Strength: 1 minute push-up
- Dynamic Core strength: 1 minute sit-up

(Ref. Coopers Institute, First Responders Fitness Study)

Related Job Description for Court Officers

1. Subduing and/or apprehending escaping prisoners.
 - Aerobic
 - Anaerobic
 - Dynamic strength
 - Dynamic Core Strength

2. Exercising police powers when appropriate.
 - Aerobic
 - Anaerobic
 - Dynamic strength
 - Dynamic Core Strength

3. Take appropriate action in disruptive situations in the courtroom, public areas, holding areas and other designated areas including for assaultive behavior where persons may be armed or otherwise pose a danger.
 - Aerobic
 - Anaerobic
 - Dynamic strength
 - Dynamic Core Strength

4. Protects the privacy and ensures the personal safety of judges and court personnel.
 - Aerobic
 - Anaerobic
 - Dynamic strength
 - Dynamic Core Strength

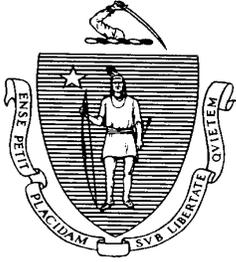
5. Responds to and manages disturbances and medical emergencies and renders aid; providing first response aid.
 - Aerobic
 - Anaerobic
 - Dynamic strength
 - Dynamic Core Strength

6. Protects and safeguards Trial court buildings, grounds, courthouse staff, and courthouse visitors.
 - Aerobic
 - Anaerobic
 - Dynamic strength
 - Dynamic Core Strength

7. Conducts building evacuations, re-entry procedures, and crowd control.
 - Aerobic
 - Anaerobic
 - Dynamic strength
 - Dynamic Core Strength

8. All other related duties that may require a level of physical ability (*emergency/non-emergency situations*).
 - Aerobic
 - Anaerobic
 - Dynamic strength
 - Dynamic Core Strength

Full job qualification, duty, and description can be found on the Massachusetts Trial Court Security Department website. You can locate the website through www.mass.gov.



THE COMMONWEALTH OF MASSACHUSETTS
 THE TRIAL COURT
 OFFICE OF COURT MANAGEMENT
 Suffolk Superior Courthouse
 Security Department, 15th Floor
 Three Pemberton Square
 Boston, MA 02108

JEFFREY P. MORROW
DIRECTOR OF SECURITY



Life Style Evaluation

Name: _____

Date: _____

Court Location: _____

Section 1: Eating Habits

For each of them, check the answer that best reflects your current lifestyle:

HAVE YOU EVER SEEN A DIETICIAN BEFORE? Yes No

If so, what year? _____

ARE YOU CURRENTLY ON ANY PARTICULAR DIET? Yes No

If so, what diet? _____

1. How many meals do you eat a day?

- 3 meals per day
- More than 3
- 1-2 meals per day

2. Do you eat between meals?

- No / I have a snack when I need it
- I generally eat during the evening
- I often nibble between meals

3. How often do you eat out? (Sandwiches, fast food, pizza, barbecue, Chinese food, etc.)
- Less than once a week
 - Once or twice a week
 - Three meals per week or more
4. Do you eat prepared foods? (Frozen foods, pizza, Italian or Chinese food, packaged rice and pasta sides, etc.)
- Less once a week
 - Once or twice week
 - Less 3 times a week
5. How many vegetables do you eat? (1 portion = 1 average vegetable, ½ cup fresh, frozen or canned vegetables, 1 cup lettuce, ½ cup vegetable juice.)
- Less 4 per day
 - 2 or 3 per day
 - ≤ 1 per day
6. How much fruit do you eat? (1 portion = 1 average fruit, ½ cup fresh, frozen, canned or pureed fruit, ½ cup fruit juice.)
- > 3 per day
 - 2 per day
 - ≤ 1 per day
7. How big is your meat portion per meal? (1 portion = 100 g or 3 ounces or the equivalent of a deck of 52 cards.)
- 1 deck of cards or less
 - Between 1 and 2 decks of cards
 - 2 decks of cards or more
8. Do you eat chicken skin or visible fat on meat?
- Never
 - Sometimes
 - Always
9. Do you eat deli meat or fatty meat? (Bacon, sausages, baloney, salami, pepperoni, liver pâté, cretons, chicken wings, patties, ribs, ground meat.)
- Less than once a week
 - Once or twice a week
 - 3 or more times a week

10. Do you eat unbreaded fish?

- \geq twice a week
- Once a week
- Rarely

11. Do you eat cheese? (1 portion = 30 g or 1 ounce, sliced cheese (1-2), cream cheese (30 ml or 2 tablespoons). Do not count skim milk cheese or cottage cheese.)

- \leq twice a week
- 3-4 times a week
- \geq 5 times a week

12. What kinds of fats do you usually use? (For cooking, as a spread, potatoes, sauces.) *NH: non-hydrogenated.

- Vegetable oil or margarine (*NH)
- Oil, margarine or butter
- Butter, cream, lard, shortening, regular margarine

13. What percentage of your plate is filled by grain or starches? (Pasta, rice, couscous, potatoes, etc.)

- 1/4 of the plate
- 1/2 of the plate
- More than 1/2 of the plate

14. Do you select whole grain products? (Whole grain bread, high-fiber breakfast cereals, brown rice, etc.)

- Yes, always
- Sometimes
- Rarely

15. How often do you eat baked products? (Doughnuts, buns, croissants, Danish pastries, muffins). Do not count homemade muffins.)

- Once a week or less
- 2 -3 times a week
- 4 times a week or more

16. How often do you eat store-bought desserts? (As a snack or after a meal: chewy bars, cookies, regular ice cream, cakes, pastries, pies, etc.)

- Twice a week or less
- 3-4 times a week
- 5 times a week or more

17. How often do you eat sweets? (Candies, chocolate, table sugar, honey, jam, etc.)
- 3 times a week or less
 - 4-5 times a week
 - Every day
18. Do you drink sweet drinks? (Fruit juice or fruit drinks, soft drinks or energizing drinks, iced tea, lemonade, etc.)
- Less than 8 oz per day
 - 8-16 oz per day
 - 16 oz or more per day
19. What is your average alcohol consumption? (1 drink = 5 oz of wine; 1 beer; 1½ oz of spirits.)
- 1 per day
 - 2 per day
 - More than 2 per day
 - None
20. Do you eat soups, broth or sauces, in pouches or canned?
- Less than once a week
 - Once or twice a week
 - More than 3 times a week
21. Do you eat salted foods? (Crackers, chips, popcorn, pretzels, salted nuts or seeds, etc.)
- Less than once a week
 - 2-3 times a week
 - More than 4 times a week
22. Do you add salt to your food?
- Rarely
 - Often / with certain foods
 - Usually
23. Do you read the nutrition facts table on food labels?
- Yes, and I understand the information
 - Often, but I find it difficult to understand
 - Rarely
24. Do you want to lose weight?
- YES
 - NO

Section 2: Physical Activity Section

Here is a list of questions that is intended to evaluate your lifestyle. For each of them, check the answer that best reflects your current lifestyle.

DO YOU EXERCISE REGULARLY? Yes No

Description:

1. How often do you get around on foot or by bicycle?
 - Most of the time
 - > 3 times a week
 - 1-2 times a week
 - Rarely

2. How often do you take the stairs instead of using the elevator?
 - Always
 - Often
 - Sometimes
 - Never

3. How many times a week do you exercise for at least 30 minutes?
 - 5-7 times a week
 - 4 times a week
 - 2-3 times a week
 - < once a week

4. Do you usually feel motivated to exercise?
 - Always
 - Often
 - Sometimes
 - Never

5. Does this statement apply to you? “Right now I’m not in shape and I don’t know where to start to improve.”
 - Not at all
 - A little
 - A lot
 - Completely

6. Are you too tired to exercise?

- Never
- Sometimes
- Often
- Always

7. Do you enjoy exercise?

- Completely
- A lot
- A little
- Not at all

8. Do you organize your time so as to include exercise?

- Always
- Often
- Sometimes
- Never

9. Do you find alternative ways of staying active when the weather is bad and you don't want to go outside to exercise?

- Always
- Often
- Sometimes
- Never

10. Do you adapt your exercise program to current recommendations on the basis of your cardiovascular condition?

- Always
- Often
- Sometimes
- Never or I don't know

11. Does the following statement apply to you? "I don't exercise because I'm afraid of getting hurt."

- Not at all
- A little
- Completely

12. When you have joint problems, do you find alternatives for adapting your exercise program and staying active? Check here if this question does not apply to you.

- Always
- Often
- Sometimes
- Never

13. Do you follow the physical activity recommendations to help you lose weight? Check here if this question does not apply to you.

- Completely
- A little
- Not at all

14. Do you limit your physical activity for fear of being hungry at the end of a training session?

- Never
- Sometimes
- Often
- Always

15. Do you drink enough during and/or after a training session?

- Always
- Often
- Sometimes
- Never

Section 3: Smoking Section

How would you describe your smoking experience at present? (Choose one)

- I smoke every day
- I smoke but not every day
- I don't smoke but I used to smoke every day
- I don't smoke but I have smoked occasionally
- I have never smoked (skip this entire section)

How many cigarettes do you smoke per day? _____

How many cigarettes do you smoke per week? _____



THE COMMONWEALTH OF MASSACHUSETTS
 THE TRIAL COURT
 OFFICE OF COURT MANAGEMENT
 Suffolk Superior Courthouse
 Security Department, 15th Floor
 Three Pemberton Square
 Boston, MA 02108

JEFFREY P. MORROW
DIRECTOR OF SECURITY

Health and Wellness Informed Consent / Waiver of Liability

I (print name) _____ have voluntarily chosen to participate in a strenuous physical activity by way of conditional offer of employment or incumbent officer physical fitness program including, but not limited to fitness testing, group exercise class, weight training, stationary bike, treadmill, outdoor running, and aerobic conditioning machinery offered by The Massachusetts Trial Court Security Department (MTCSD) Training Academy.

I hereby affirm that I am good physical condition and do not suffer from any disability which would prevent or limit my participation in this exercise program. In consideration of my participation in the MTCSD Training Academy Health and Wellness / Physical Fitness program, I, (please initial) _____, for myself, my heirs and assigns, hereby release The Massachusetts Trial Court Security Department and the Academy Training Staff of Instructors, from any claims, demands, and causes of action, now or in the future, arising from my participation in the exercise program.

I fully understand that I may injure myself as a result of my participation in the MTCSD Training Academy physical fitness program including, but not limited to miscarriage, heart attack, muscle strains, pulls, or tears, broken bones, shin splints, heat prostration, knee-lower back/foot injuries and any other illness, soreness, or injury however caused during or after my participation in the Health and Wellness/Physical Fitness exercise program.

 Signature

 Date

I hereby affirm that I am exercising with my physician’s approval regarding this program and have read and fully understand the above agreement. All participants must present the medical clearance form authorizing test participation from the officers’ primary care physician, or occupational health with a physicians’ signature dated within 60 days of the fitness test. Compensation for successful completion of Incumbent Officer testing will be given based on the terms of the current collective bargaining agreement.

 Signature

 Date