

# ***Choosing a Career***

## **New Haven *Police Officer***

**Thank you for considering a career in public safety in the City of New Haven. This informational booklet is provided to you to assist you in determining whether a career in public safety is right for you.**

**This booklet will also give you general information on the process to enter the Police Department, and how to begin preparation.**

**NEW HAVEN IT ALL HAPPENS HERE**

*JOHN DESTEFANO, JR., MAYOR*

*Public Safety Career  
Potential Applicant Self-Review*

People from varied experiences are interested in career opportunities as a Police Officer. This is a very competitive and demanding job. As with any application process, the goal is to hire those that will perform the job most effectively.

Often the City of New Haven may review and test hundreds if not more than one thousand applicants for academy classes. Internal procedures, strict standards and public accountability mandate the hiring responsibility for each department that falls under public safety.

Aside from minimum requirements that an applicant must comply with, there are also a number of testing and screening processes put in place to address additional standards for employment. With each test and process, applicants are screened until a final job offer is given to those selected.

Each person should consider some basic self-evaluation criteria prior to applying to the public safety career field in the City of New Haven.

**Self-Evaluation** – What have I done in my life? What have I done to prepare for this career? If you are looking for a job and not a career, then public safety is not for you. The mental and physical demands of the Police Academy, followed by field training and rigorous work schedules, place heavy demands on those entrusted to protect and serve the public.

**Skills & Abilities** – Public safety departments must address local and national needs given current world affairs. This has changed the scope of work performed by police departments. Since police officers work directly with the public, good communication skills, sound judgment and good reasoning abilities are important, as well as the ability to respect and work well with citizens and co-workers regardless of race/ethnicity, gender, age, or personal beliefs.

**Employment** – Have you been a respected employee that has represented yourself well in the work force? This falls into the areas of performance, responsibility and overall work ethic.

**Values** – The values you hold and how you respect others in society is very important. Individuals that display inappropriate behavior at home, work and in the community would face serious challenges about their character and should not consider a career in law enforcement.

**Integrity** – Are you willing to honestly disclose any and all information requested if selected to undergo the background process? This means good as well as bad information about you. Failure to provide details and incomplete information is not acceptable. If you are serious about becoming a police officer you must be completely honest and accurate in the application, testing and screening processes.

**References** – Prior employment, military service, friends, relatives and other individuals are contacted to address a multitude of questions that are reviewed in the confidential background investigation. An applicant under consideration must have necessary characteristics confirmed through credible sources.

**Legal** – Many issues fall into this area surrounding law violations and will come up during background investigations. Some matters are viewed as to when the issue occurred and its severity. Some juvenile and adult behavior, fines and penalties imposed may also be considered in relation to the offense. Remember, that in applying for a position in public safety, matters which fall into this area are of serious concern. Certain law violations may result in automatic disqualification, or may be a mitigating factor in the background process.

Please be advised that if applying to the position of police officer, *you must not have any felony convictions or Class A or B misdemeanor convictions, including convictions involving domestic violence situations.*

Additionally, do not assume that juvenile legal matters are cleared from a criminal record once someone is an adult. Some applicants wrongly assume that a plea, or completion of a court order or settlement clears a criminal record. These types of assumptions should be confirmed and documented prior to any application.

These are just some of the areas you should seriously evaluate given the strict employment standards for police work. The responsibilities of a job in public safety are stressful and demand public scrutiny. The competition to enter the police department is great and the expectations are high for those honored to join and serve the public trust.

*This information is intended as a general overview and does not replace any standards used for employment consideration by the City of New Haven, or the City of New Haven Police Department.*

**GENERAL INFORMATION ON THE PHASES IN THE PROCESS  
NEW HAVEN POLICE OFFICER EMPLOYMENT**

<b>For New Haven Police Department</b>	
<b>Submit an application.</b> Application packets will be available in August 2008. Watch for information on application dates and locations on the City's website at <a href="http://www.cityofnewhaven.com">www.cityofnewhaven.com</a> or call the Department of Human Resources at (203) 946-6488.  Details on where to return all required forms will be available when the application period opens.	
<b>Successfully complete all required testing.</b> Applicants will be contacted regarding testing. Testing may include a written exam, physical agility testing and an oral interview.  All testing requirements will be explained, and sources for preparing outlined in the mailing sent to each applicant.	
<b>Candidates passing all required testing are placed on a Civil Service list.</b> There will always be more candidates than available vacancies. Not everyone on the list will be contacted. Placing higher on the list improves your chances.	
<b>Candidates are contacted according to rank order on the list to undergo additional phases leading to entrance in the Police Academy.</b> You must successfully complete each step to continue in the process and to gain entry to the Academy.	
<b>Post Offer Testing of Police Officer Candidates</b>	
	Background Check Drug Screening Medical Screening Psychological Screening Polygraph Testing

*Note: This information is intended as a general overview of the phases in the process for employment as a police officer. The actual sequence in which these phases take place may be subject to change. Additionally, other phases not listed above may be added. More specific information on all phases in the process will be available after the application period closes.*

## GENERAL INFORMATION ON TESTING PROCESS

### NEW HAVEN POLICE OFFICER EMPLOYMENT

Part of the process in becoming a police officer may include various phases of assessment such as a written exam, physical agility testing and an oral interview. Generally, applicants are required to successfully complete or pass each phase to continue in the process. This section is offered to provide you with general information on:

- specific areas a written exam may contain
- ways to start preparing for the written exam
- general test-taking tips
- physical agility testing
- ways to start preparing for the agility test

#### WHAT TO EXPECT ON A WRITTEN EXAM

The written exams used in the entry-level process for public safety careers are generally multiple-choice exams designed to measure basic abilities and skills. This type of testing usually targets your abilities to understand and learn new information, to remember and apply facts and information, to use logic and reasoning and problem-solving abilities, and to observe and remember details. These tests do not contain any questions that require specific job knowledge. You do not need previous public safety experience to pass these types of written exams. Questions asked are typically based on information provided to you in the actual exam, or will simply require judgement and common sense rather than job knowledge. Most of the skills evaluated in this type of exam are generally acquired through completion of high school.

#### **Areas That May Appear on the Exam:**

*Public safety entry-level exams can vary from one recruitment to the next. However, since new police officers must attend the Training Academy, the exams will never require you to have police officer experience, or study or learn police techniques before the exam. The test questions that appear in these types of exams are typically designed to measure a variety of basic abilities and skills, not knowledge of police work. Depending on the exam you take, the following test areas may appear.*

#### ✓ **Observation and Recall**

Police officers must be able to observe and memorize information pertaining to their duty. Police officers must be able to remember names, faces and facts in order to carry out investigations, deal with the public, recognize wanted criminals, etc. A section like this would test that ability. A section like this on the exam would require you to look at a series of

"Wanted" posters for a short period of time, and then answer questions about those posters. The questions would require you to remember faces, names, crimes committed and similar details.

✓ **Judgment, Reasoning and Problem Solving Ability**

Police officers are very often confronted with situations and problems which they must solve using their own judgment and reasoning abilities. For example, they might have to:

- decide the best way to get people to cooperate with them;
- decide what really happened after hearing conflicting stories from witnesses;
- decide the best way to handle an emergency situation;
- make many difficult decisions (such as to arrest or not arrest someone; to stop a car or not; etc.)

A section like this on the exam would test your judgment in a variety of situations, and your ability to use logic or reasoning and problem-solving skills.

✓ **Reading Comprehension and Learning and Applying Information**

New police officers must be able to learn a lot of new information to do their jobs properly. They have to learn patrol techniques, arrest procedures, laws, department policies, handling evidence and many other things. In a section like this, you may be given a study booklet which contains information related to police work. Later in the testing session, you would be tested on how well you were able to learn what you read, and how well you can apply it.

✓ **English Usage / Writing Exercise**

Police Officers write reports in the course of their work. These reports must be clear, correct and well-written, because they may be challenged or examined in court. The police officer's exam might require a writing exercise in which you would be required to write a short narrative. The best way to prepare for this part of the test is to practice writing!

✓ **Interests**

Research has shown that a person's interests have a lot to do with whether they are likely to be successful as police officers. A section like this on the test is designed to find out more about your interests and preferences for a variety of activities. This part of the test is not one for which you can study or practice.

## HOW TO START PREPARING

### **Test-Taking Prep:**

There is no particular book or study guide to help you specifically prepare for the written examination. There are a number of books in local libraries and bookstores on how to take police officer tests, but none of these have been designed specifically for each test. However, they can be used to practice the skill of test-taking in general. These can be helpful to potential applicants who may have graduated from school awhile ago and have not furthered their schooling since. There are also resources available in local public libraries, bookstores, and the Internet that may help you refresh your skills. Following are some other suggestions to help you start preparing.

*Remember: Public safety entry-level exams measure your basic abilities and skills rather than your knowledge about the job. You do not have to have police officer experience, or study or learn police techniques before the exam.*

#### ➤ **Start practicing your reading and writing skills.**

Practicing your ability to read, remember and apply facts is excellent preparation for testing. The material you use for practice does not necessarily have to be related to the police field. For example, select an article from a magazine or newspaper, which has a lot of factual information on some topic that you do not know well.

Read with the purpose of absorbing and try to learn the information. Then do something else for a few minutes, to take your mind off what you have read. After, see how much you can actually remember. Get a study partner or a friend to ask you questions about what you read.

Also practice your writing skills. The best way to be prepared for the writing exercise is simply to practice writing. Try writing to describe some event or activity you have seen or participated in. It is also useful to practice writing down things you hear, such as trying to write down conversations you hear, conversations on TV or on the radio. If possible, practice your writing by using a computer. Most popular word processing software contains spell check and grammar check. You can use these tools to monitor your ability to spell and use proper grammar.

#### ➤ **Determine a prep method that works best for you.**

Sometimes it is helpful to develop a routine that you can follow on a regular basis. For example, if you need to improve your math skills, it is usually best to set aside a time every day, away from distractions, when you study. You might want to study every night for about 30 minutes. However, each of us is different and we learn in different ways. If you are not good at studying alone, ask a friend to help you study. Determine what works best for you and do it regularly.

### **Test-Taking Tips:**

1. Immediately before the test, be sure to get a good night's sleep, and don't skip any meals on the day of the test. You are likely to perform better if you are well rested and well nourished.
2. Arrive early. Make all necessary arrangements to ensure that you arrive early at the test site. Rushing to get there will needlessly increase your anxiety. You may need to make advance arrangements for such things as a ride to the test site or childcare. It would also be wise to anticipate poor weather or traffic delays in travelling to the test site and to allocate extra travel time to ensure an early arrival even with delays. Give yourself ample time to settle in at the test site.

You will probably be nervous before the test. Remember two things: (a) the other test-takers are also nervous, so you're not alone; and (b) being a little nervous can often help by making you more alert and attentive.

3. Keep a positive attitude. An exam is an opportunity for you to show your abilities, and a positive attitude can have an impact on increasing your chances of doing well. There are a few ways to fine tune your attitude about taking exams:

Look at an exam as a challenge, but try not to be "stressed out" by thinking about it too much.

Remember that passing the written exam is just one of many steps in the selection process for entrance to the police department, but it may not be the only piece of information that will be used in evaluating you.

4. On the day of the written exam, carefully read and follow all instructions. Many studies have shown that people who score low on tests often have failed to follow instructions. How well you pay attention to all written and verbal instructions can be critical to your success. On the day of the exam, be sure that you pay close attention to all instructions.
5. Ask questions. If there are instructions that you do not understand or if something is not clear, ask questions.
6. One of the most common causes of mistakes on a multiple-choice exam is carelessness in reading the questions. Possibly, the most important test-taking tip we can offer to you is to read every question carefully. Be sure you understand what is being asked before you answer each question.
7. Keep track of time and keep an even pace. It is a good idea to bring a watch to the exam, so you can keep track of how much time you have. Just before the exam begins, make a note of the time as well as the time that the test will end. It is important that you keep track of your time so that you are able to pace yourself throughout the exam. Try to work quickly, but don't rush. Try to maintain a pace that will allow you to finish the entire test. Do not spend

too much time on any one question. If you find yourself re-reading the same question and still do not know the answer, take a guess. (See the test-taking tip on "Guessing," which follows below).

You may have had the experience of seeing others finish a test more quickly than you. This can make you feel pressured to work faster. You will not get extra points for finishing quickly, and people who finish too quickly may not have done as well as they think. Use your time wisely.

8. Don't waste time on questions you can't do. Use a process of elimination and guess. If a situation presents itself where you are unable to answer a question, use a process of elimination to narrow your options. First, eliminate answers that are clearly wrong. Then determine how you feel about the remaining choices. You can guess between the remaining alternatives. Pick the one or ones that are more right than the others. You do not have a chance to get a correct answer on a question if you do not answer it. If you don't know an answer, take a guess. There is no penalty for guessing, so don't leave any answers blank.
9. Have confidence, stay calm and don't give up. If you think that you are not answering the questions very well, or you are not sure how to answer the questions, keep going. If some of the questions seem difficult, other questions will be easier. Remember that we all have strengths and weaknesses, and no one answers all the questions correctly. The more confident you are in your abilities, the more likely you are to do well on the exam. Try to stay focused on the exam so that you don't lose your place or read sentences over and over. You want to take control of the exam by feeling confident in your skills. Focus on becoming relaxed, but concentrate on the exam you are taking.
10. Match the question number on the test and the answer sheet. You will be putting your answers on a separate answer sheet during the exam. When you answer a question, make sure that you blacken in the correct space on the answer sheet. Check frequently to make sure you do not skip a line or mark your answer in the wrong spot. Always look at the question number on the test and find that number on the answer sheet. Fill in the answer spaces on the answer sheet completely when you answer a question. Also, erase completely when you change an answer.

If time remains, go back and check to make sure you haven't left any answers blank, haven't marked two answers to any question, and haven't left stray marks on your answer sheet. This final check could make the difference between passing and failing.

### **Rules to Remember - Basic Test Rules:**

Below are basic rules that you will be expected to follow during your participation in the written examination process:

1. Promptness is mandatory for admittance to the exam. Late arrivals are not allowed to take the exam.
2. Unexpired photo identification is mandatory for admittance to the exam.

3. You should plan on bringing the following supplies to the exam:
  - Two sharpened #2 pencils
  - An eraser
  - A watchA small pencil sharpener is also recommended but not mandatory. No other supplies will be permitted at the exam site. Calculators and electronic spelling devices will NOT be allowed at the exam site.
4. beepers, cell phones and other communication devices will NOT be permitted during the exam. These devices are distractions. For test security reasons, no phone calls will be allowed during the exam. If you choose to use an unauthorized communication device, in violation of our test rules, your test will be collected and considered invalid.
5. Handbags, backpacks or other personal items will be placed on the floor under your work area (table/desk). You may not open your handbag, backpack or any other personal belongings during the exam.
6. Once you are seated for the exam, you will have access to restroom facilities (only according to instructions provided on the day of the exam.) Once testing begins, any time taken for this purpose will be counted as test time and will not be made up.
7. You will undergo the same standardized procedure as all other applicants, with respect to the testing process (e.g., notification, instructions, etc.).
8. Due to the security measures that will be in place, only applicants invited to take the exam will be admitted to the test site.

### ***WHAT TO EXPECT ON A PHYSICAL AGILITY TEST***

The physical agility test for police officers is mandated by the State of Connecticut Police Officer Standards and Training Council (POST). The test is designed to meet the minimum physical fitness requirements set by POST. Consequently, the exercises that appear on the test are already well established and are described below. Additionally, the minimum passing score for each exercise is set by POST and is categorized by age and gender based on POST's 40<sup>th</sup> Percentile of Fitness. The minimum passing score for each exercise, by gender and age, is indicated on the table that follows.

**SIT-UP**      *MUSCULAR ENDURANCE*—The score is the number of bent-leg sit-ups performed in one minute.

**FLEX**      *FLEXIBILITY*—The “sit and reach” test measures the flexibility of the lower back and hamstrings and the candidate’s reach of motion. The test involves stretching out to touch the toes and beyond with extended arms from the sitting position. The score is in inches reached on a yardstick with the 15” mark being at the toes and the 36” mark being at the far end away from the toes.

**BENCH**      *ABSOLUTE STRENGTH*—One (1) repetition maximum bench press using Dynamic Variable Resistance (DVR) protocol. The score is a ratio of weight pressed divided by body weight. (During preliminary physical agility testing, NHPD may substitute push-ups for the bench press. Push-ups will be performed on one’s toes for a period of one minute).

**1.5 MILE RUN**      *CARDIOVASCULAR CAPACITY*—1.5 mile run. The score is in minutes: seconds.

<i>Passing Scores By Age And Gender</i>					
	<b>SIT-UP</b>	<b>FLEX</b>	<b>BENCH OR PUSH UP</b>		<b>1.5 MILE RUN</b>
<b>MALE</b> (by age)					
21-29	38	16.50	.99	or 29	12:25
30-39	35	15.50	.88	or 24	12:51
40-49	29	14.25	.80	or 18	13:46
50-59	24	13.25	.71	or 13	14:54
<b>FEMALE</b> (by age)					
21-29	32	19.25	.59	or 15	14:49
30-39	25	18.25	.53	or 11	15:25
40-49	20	17.25	.50	or 9	16:12
50-59	14	16.75	.44	or 8	17:14

For more information on Physical Agility testing and standards, you are encouraged to visit POST’s website at [www.post.state.ct.us](http://www.post.state.ct.us)

## HOW TO START PREPARING

In considering a career as a police officer, it is extremely critical that you start physically preparing **now** for the physical agility test and the physical demands of the job. Some basic physical preparation tips include:

### General

- If you are a smoker, quit smoking immediately.
- Get enough rest—at least five to seven hours per night.
- Decrease or eliminate the use of alcoholic beverages.

### Diet/Nutrition

- Eat a well-balanced diet.
- Try to decrease or eliminate foods that are high in fat, salt, or sugar, particularly if your diet currently includes a large amount of such foods.
- Avoid eating late in the day. Avoid snacking after 8:00 PM.

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There are several objectives that we would like to accomplish in the remaining section of this booklet. They are outlined for you below.

- 1) **To provide you with general information on health and exercise.**  
Physical fitness is discussed in terms of cardio-respiratory endurance, muscular strength, muscular endurance, and flexibility.
- 2) **To outline a basic fitness program.**  
Three phases of a fitness program, the warm-up, training period, and cool-down, are outlined. Exercises are presented for each phase.

### **Physical Fitness**

Physical fitness enables an individual to perform up to their potential. Fitness can be described as a condition that helps us look, feel and do our best. Physical fitness involves the performance of all major muscle groups in the body.

Physical fitness is made up of four components:

*Cardio-respiratory Endurance* - the body's ability to deliver oxygen and nutrients to tissues, and to remove wastes, over significant periods of time. For example, running and swimming are considered endurance sports.

*Muscular Strength* - a muscle's ability to exert force for a brief period of time. For example, lower-body strength can be measured by various weight-lifting exercises.

*Muscular Endurance* - a muscle's ability to sustain successive contractions or to continue applying force against a fixed object. For example, pull-ups are often used as a test of arm and shoulder muscle endurance.

*Flexibility* - the ability to move joints and use muscles through their full range of motion. For example, the sit-and-reach test measures the flexibility of the lower back and backs of the upper legs.

## **A Fitness Program**

A fitness program consists of three phases, the warm-up, training period, and cool-down. Each is outlined below and exercises are outlined on the following pages.

**Warm-up (5-10 minutes)** The warm-up is the phase just before your training period when you do a few stretches and exercises to raise your body temperature and loosen up your body muscles. This is an important part of your fitness program because it helps to reduce the likelihood of injury.

The warm-up exercises are designed not only to get a person physically and mentally ready for a workout, but also to help develop flexibility in the joints and muscle groups.

**Training period (20 to 30 minutes)** This phase consists of cardiovascular and muscle strength and endurance exercises.

### *Cardiovascular Training*

Cardiovascular training consists of any exercise such as swimming, running, or biking where your heart is working at an elevated level.

### *Strength and Endurance Training*

The strength and muscular endurance exercises do not have to be done on the same day or during the same exercise session as the cardiovascular program. Every exercise program should be complimented with a warm-up and cool-down.

The strength and endurance exercises can be done in one to two ways, depending on the availability of equipment. They can be performed by doing calisthenics, which requires little or no equipment, or by training with weights, such as barbells, or by using weight machines. Training for muscular strength is done with high resistance, large amounts of weights, and low repetitions (3-5). Training for endurance requires low resistance and a very high number of repetitions (10-20).

### *Weekly Log*

A weekly log sheet should be kept describing the date, type of activity, and amount of time you exercised so that you can keep track of your progress in developing strength, muscular endurance, and cardiovascular fitness.

**Cool-down (5 to 10 minutes)** This is the transition from the training period to your body's normal resting state. Your heartbeat should be about 100 beats per minute when you are sufficiently cooled down. Typically, you will want to do a few cool-down exercises such as walking and stretching so that your heart rate will steadily decrease until it is at 100 or less.

### **Establishing a Training Schedule**

Establishing a training schedule is important if you want to be successful. Set aside an hour or so every other day at a specific time of day so that you are able to establish a routine. Pick a time that works for your schedule and consider personal preferences, job and family responsibilities, availability of exercise facilities, and weather when thinking about your workout schedule. It is important to schedule your workouts for a time when there is little opportunity for interruption. Also, try to avoid exercising during extremely hot, humid weather or within two hours after eating. It is important to establish a routine and stick with it.

*Please note that the techniques, ideas, and suggestions in this document are not intended as medical advice. The City of New Haven recommends that all applicants consult with a physician prior to beginning this or any other exercise program in preparation for the New Haven Police Department Physical Agility test.*

*Any application of the techniques, ideas, and suggestions in this document is at the reader's sole discretion and risk. The City of New Haven makes no warranty of any kind in regard to the content of this document, including, but not limited to, any implied fitness for any particular purpose. The City of New Haven is not liable or responsible to any person or entity for any special, incidental, or consequential damage caused or alleged to be caused directly or indirectly by the information contained in this document.*

## Exercise

### **Warm-up**

As stated earlier, the warm-up phase should take approximately 5 to 10 minutes. This is an important part of your workout because it allows your body to increase blood flow, raise your body temperature, and prevent injury through stretching. Several exercises are listed below and should be done before each workout session. It is not necessary to do all of the exercises listed below, but you should try to cover all muscles groups.

Stretch those muscles you will be working (such as the quadriceps and hamstrings if you are going to run; chest and back if you are going to do an upper body weight workout). Stretch muscles after the workout as well. Even when not performing physical activity, you should stretch for five to ten minutes, every other day. Stretching should include both upper and lower body stretches. Upper body stretching should include chest, back and arms. Lower body stretching should include legs and abdomen.

**1. Seated Toe Touch** (Back and back of leg muscles)

Sit down on the floor with your legs fully extended in front of you. Hold your hands out and slide them down your legs until you feel a stretch in your back and legs. This should be a comfortable stretch, not painful. Continue to stretch as you approach your feet, always being conscious of your comfort. If there is any pain, you should not stretch beyond that point. Repeat this exercise 5 times.



**2. Toe Pull** (Groin and thigh muscles)

While in a seated position on the floor, pull the toes in with both feet so that your knees bend and are pointed outward. Press the knees down with your elbows. Hold this position for 2 to 3 seconds.



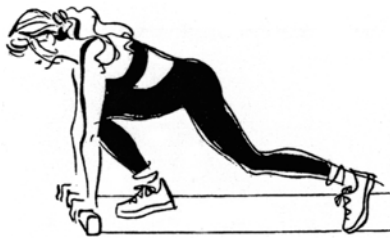
**3. Pelvic Girdle Stretch**

Sit on the floor with your legs comfortably apart, and reach forward. Keep your head up and chest out, which will keep your back straight. Relax and hold this position for 30 seconds.



**4. Stride Stretch (Thigh muscles)**

Slowly slide your body into a stride position so that your hands are on the ground, a shoulder width apart and your right knee is in line with your shoulders. Your right foot should be almost flat on the floor, and your left leg should be fully extended behind you on your toes. Lean forwards while pushing your hips downward and hold this stretch for 5 seconds. Repeat this stretch for the opposite side.



**5. Wall Stretch (Calf muscles)**

Facing a wall, stand about 3 feet from it, with your feet slightly apart, and place both hands on the wall. Your heels should be firmly planted on the ground. Lean forward, keeping your body straight, and concentrate on the stretch in your calves. Hold this position for 15 to 20 seconds.

**6. Lower Leg Stretch (Leg muscle)**

Begin by standing arm's length from a wall or doorframe, one foot in front of the other, back straight, shoulders back and chest up. Moving forward, bend your front knee, keep your back leg straight at the knee, and keep your foot of the back leg flat on the floor. Don't bend forward at the waist. Maintain an arch in the small of your back. Move as far forward until you feel the pull in the back of the leg around the knee. Relax and hold for 10 seconds.

**7. Continuation of Lower Leg**

To continue the stretch of the lower leg, stand at a doorframe and hold on. Lean back and sit on your back leg with your foot on the floor. Hold for 10 seconds. Repeat this stretch on the opposite side.

**8. Side Stretch** (Torso muscles)

Standing with your feet a shoulder width apart, place one arm on your hip for balance and extend the other over your head. Slowly bend your body so that you are stretching the side with the arm extended overhead. Stretch for a few seconds and return to the starting position. Then repeat this exercise on the opposite side.



**9. Side Twister** (Torso muscles)

Standing with your feet a shoulder width apart and heels firmly planted on the ground, extend your arms so that they are parallel to the ground and even with your shoulders. Turn your palms up and begin the stretch by twisting your torso to one side and then to the other. Repeat this stretch 5 times on each side.



**10. Jumping Jacks** (Leg and shoulder muscles)

Standing with your feet together and your arms at your sides, jump and spread your feet apart about a shoulder width while simultaneously swinging your arms over your head. Repeat this exercise 15-25 times.



**11. Upper Leg Stretch** (Leg muscle)

Stand next to a table, chair, or rail, and cross the closest leg in front of the other leg. Bend at the waist, reaching for the floor with your opposite hand and relax. Hold this stretch for 10 seconds. Repeat this exercise on the opposite side.



**Calisthenics**

Calisthenics is a common way for an individual to exercise while using their own body weight as the load or resistance to build their strength. There are many exercises available to increase muscle strength and endurance. These exercises should be performed several times a week, each for 20 to 30 minutes.

Each exercise should be performed *as many times as possible*, at a steady pace. These exercises should be repeated for the first week and increased to your maximum potential.

The following is a list of several different calisthenics exercises:

**1. Pushups** (Shoulder and arm muscles)

While on your hands and knees on a padded surface, spread your hands to the same width of the shoulders, and push up while keeping your back straight. Slowly lower yourself to the floor, and push up again.

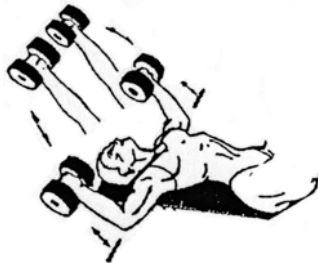
**2. Narrow Pushup** (Chest, shoulders, and tricep muscles)

Assume a knees-on-the-floor, feet-crossed pushup position, but move your hands together so your thumbs and index fingers touch. The space between your hands should form a triangle. Complete as many pushups as you can in 1 minute.

Do push-ups every other day. Slowly increase the amount, towards a goal of fifty to one hundred push-ups.

**3. Chest Press** (Chest, back, triceps)

Lying flat on the floor, with your arms fully extended, holding dumbbells (thumbs facing each other) over your chest, bend your elbows down keeping your wrists and elbows in line until elbows just about touch the floor. Press up and together in one motion bringing the weights together forming a triangle on the way up. Always keep the dumbbells over your chest.



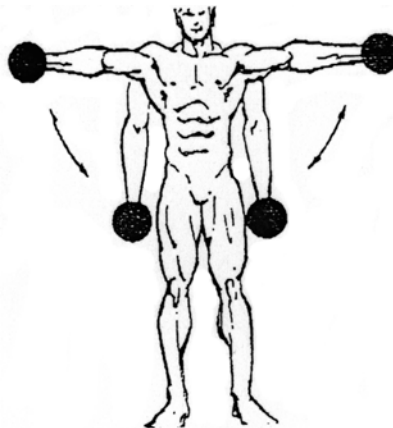
4. **Chin-ups** (Shoulder and arm muscles)

While underhand grasping a bar approximately 6 feet from the ground, pull up until your chin is over the bar. Slowly, lower your body and repeat.



5. **Lateral Raise** (Shoulder muscles)

Select a weight that will allow you to warm-up and learn the proper movement. Stand with chest out, back straight, and chin level. Starting with hands at your side raise the dumbbells upward to shoulder height, with elbows slightly bent. Lower the weight slowly to the starting position. Repeat the movement.



6. **Front Lateral Raise** (Shoulder muscles)

Select a weight that will allow you to warm-up and learn the proper movement. Stand with chest out, back straight, and chin level. Starting with hands in front of your thighs, raise the dumbbells upward to shoulder height, with elbows slightly bent. Lower the weight slowly to the starting position. Repeat the movement.

7. **Dips** (Arm, shoulder, and chest muscles)

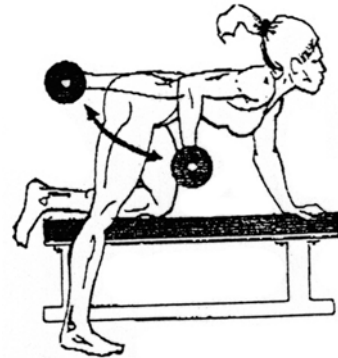
Grasp the sides of the seat of a chair and allow your legs and feet to slide forward, while supporting the weight of your body with your arms. Bend your elbows at a 90-degree angle and then push back up to the starting position.

8. **Kickbacks** (Triceps)

Using a flat bench or chair, place one knee and one hand on the bench or chair for balance, and keep your back flat. With your upper arm parallel to the floor, extend the lower arm back

pushing the weight to a fully extended position. Slowly lower your arm to the starting position and repeat the movement.

Or, you can perform Dumbbell Kickbacks as shown:



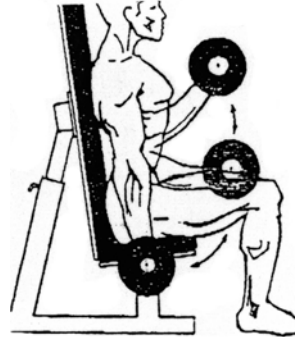
**9. Tricep Extensions (Triceps)**

Lying flat, back on the floor, arms fully extended shoulder width apart over your chest, palms facing each other holding dumbbells, slowly bring dumbbells down toward the top of your head. Extend dumbbells back to the starting position, and repeat.

**10. Seated Bicep Curls (Biceps)**

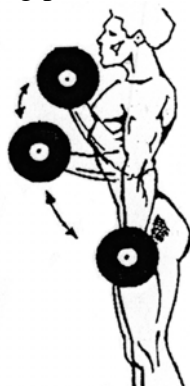
Sit in a chair sitting up as straight as possible using your core muscles (abs and lower back as stabilizers), arms hang down by your sides holding dumbbells, palms facing out.

Lift weights up toward your shoulders stopping 3/4 of the way, (so as not to take the tension off the biceps) and slowly bring the weights down to the starting position and repeat 10 to 12 times.



**11. Standing Bicep Curls (Biceps)**

Standing up as straight as possible using your core muscles, (abs and lower back as stabilizers) arms hang down by your sides holding dumbbells palms facing out. Lift weights up toward your shoulders stopping 3/4 of the way, (so as not to take the tension off the biceps) and slowly bring the weights down to the starting position and repeat 10 to 12 times.



**12. Sit-ups** (Abdominal muscles and hip flexors)

Lie down on your back on a padded surface with your shoulders on the floor and your knees bent at a 45-degree angle. Lace your fingers behind your head, and curl up to a sitting position so that you are able to touch your right elbow to your left knee. Now touch your left elbow to your right knee. Repeat this motion, but alternate between your left and right elbows.

Do sit-ups every other day. Slowly increase the amount, towards a goal of fifty to one hundred sit-ups.

**13. Crunch** (Abdominal muscles)

Start with a basic crunch to work your upper abdominal muscles. Lie on your back, knees bent, feet flat on the floor, hands lightly touching the back of your head, elbows out. Keeping your lower back pressed to the floor, slowly curl your head and shoulders straight up, then lower them back down. Do as many repetitions as you can in 1 minute.

**14. The Superwoman/man** (Lower Back)

Lie face down on a mat with your arms extended over your head. Raise your right arm and left leg simultaneously until you feel a gentle tension in you lower back. Resist twisting your torso, or raising your other hip or shoulder at the same time. Hold for 5 seconds, then slowly lower. Repeat using your other arm and leg. Complete the series as many times as you can in 1 minute.



**15. Squats** (Leg muscles)

Stand with your feet about shoulder width apart. Place your hands on your hips for balance and bend your knees so that your thighs are parallel to the ground. Then return to the starting position. You may alter this exercise by squatting in the center, then moving one leg out to the left, squatting, then back to center, and then out to the right.



**16. Squat Jumps** (Leg muscles)

Stand with your hands on your hips for balance, and place one foot a step ahead of the other. Squat down by bending your knees in a 90-degree angle and then jump as high as you can so that your knees are no longer bent. Alternate the position of your feet on your return and repeat the exercise.

**17. Leg Lifts** (Back, buttocks, and hamstring muscles)

On a padded surface, get down on your hands and knees and press your left knee forward, then slowly extend the leg behind you until it's in line with your back. Lower your leg slowly, and again press the knee forward. Do twenty (20) repetitions with each leg.



**18. Side Leg Lifts** (Back and thigh muscles)

Lie on a padded surface on your side, with your head cradled by your hand and elbow and your legs fully extended. Your other arm should be on the floor in front of your upper body. Lift your top leg, which should be fully extended about 60-degrees, and then return it to the starting position. Continue this exercise using the other leg.

**19. Bench Steps** (Leg muscles)

Place a bench, at a height that is comfortable for you, in front of your feet. Begin by stepping up on the bench with your left foot and then following with the right. Step down with the left and follow with the right. Continue this exercise for 30 seconds counting the number of times you successfully stepped onto the bench with both feet. Be careful not to perform this exercise too quickly, as it is easy to catch your foot on the bench.



**20. Reverse Lunge** (Butt and leg muscles)

Stand straight with your hands on your hips. Keeping your left leg straight, step back with your left foot as far as you can, then lower your left knee until it nearly touches the floor, or as low as you can. Your right knee should automatically bend to a 90-degree angle. Lift yourself back into the starting position, tightening your butt muscles as you go. Repeat 10 to 15 times with your left leg, and then work your right leg.



**21. One-legged Calf Raise** (Calf muscles)

Stand with your left forefoot on the edge of a step so that your left heel hangs off the edge. Wrap your right foot around your left ankle and grab a railing or wall for balance. Rise up onto your toes, and then slowly lower yourself until your heel falls slightly below the step. Repeat 12 to 20 times, then switch to work the right leg.

**22. Running in Place/Jumping Jacks**

Alternating a few sets of calisthenics with an aerobic interval helps keep your heart rate elevated throughout the routine. For this set of aerobic moves, run in place for 30 seconds, then immediately do 15 jumping jacks.



**23. Running to Build Endurance and Stamina**

Start running at your own pace three to five days per week. Your goal should be to run for twenty to twenty-five minutes each session.

*If you have access to a gym, continue to use its resources. Focus on muscle endurance and strength, with the emphasis being on overall strength training.*

**Cool-down**

When you have concluded the training period of the workout, it is important that you continue to walk around so that your body becomes adjusted to less movement and a slower heart rate. Exercises from the warm-up phase can be done as a means of stretching out the muscles after the training period. Cool down after exercise by stretching for three to five minutes. Also, make sure to drink plenty of water.



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