

LAW ENFORCEMENT STANDARDS BOARD (LESB)
Advisory Sub-Committee meeting reviewing the Physical Readiness Test (PRT)

MINUTES – APRIL 7, 2025 10:00 A.M.

ATTENDANCE:

COMMITTEE MEMBERS

Kelly Bakken (Chair)	Michael Steffes	Mark Westen
Ryan Chaffee	Christy Knowles	Jeremy Peery
Pat Mitchell	Shawn Becker	Rebecca Sommers
	Heidi Studnicka	Michelle Sandry

Staff

Ronald Betley	Dana Vike	Mark Rather
Eric Hartwig	Stephanie Pederson	

Guests: Ashley Billig, Alesha Hawkins, Meredith Cook, Rachael Bachbuber

1. **Convenes** – Committee Chair Kelly Bakken called the meeting to order at 10:00 am.
Meeting conducted virtually via Zoom link.

2. **Introductions**

3. **Proof of Posting of Meeting Notice**

The meeting notice publication procedures were followed in compliance with Wis. Stat. §19.84.

4. **Review motions approved at the December 2024 LESB Quarterly Meeting.**

Ronald Betley reviewed the Motions with the group. The motions were as follows:

#1. *“Motion to “Task the TSB to hire professionals with the knowledge, skills, and abilities to conduct a job task analysis to determine the essential functions of the job. Once complete, professionals certified in physical training should determine the appropriate physical testing that will result in the correct candidates becoming police officers. This test should ensure there is no disparate impact and allow for all diverse candidates that have the necessary physical abilities be accepted into the academy. Continue to collect data via the RedCap System but add additional data to be collected including the test location, time of year, climate conditions, and staff conducting the test. Recommend adding an informed consent form and collect height, weight, and fitness level including current exercise routine, how many times per week, if it’s self-directed or a fitness trainer, and whether the fitness program includes what the candidate considers their fitness level to be, as well as what they have done to prepare for the test.” This motion passed unanimously.*

#2 **“Motion** to keep the current PRT while the Training and Standards Bureau is working to hire professionals to do analysis of the current PRT. This motion passed with seven “Yea” and five “Nay”.

5. **Review and determine the professional qualifications to complete RFQ per LESB directive.**

The group first discussed the first part of the motion directing the TSB to hire professionals to conduct a “Job Task Analysis” and professionals certified in physical training should determine the appropriate physical testing.

Ronald Betley states the TSB has no such professionals on staff and will have to seek someone outside of DOJ to complete the work. To do this the TSB will have to put the project out for bid. The TSB is seeking input from the advisory sub-committee to establish the necessary professional qualifications the entity must have to be submit bids. Betley explained the process of developing the current PRT was completed in 2014 and cost \$49,900. Considering over 15 years have passed, the amount to satisfy the LESB's directive is likely to exceed what DOJ's budget can support.

The group discussed that nobody on the committee has the subject matter expertise to give input on what the professional qualifications would be. Ronald Betley advised the group the documentation containing the parameters used when hire FitForce was hired to develop the current PRT has been purged and DOJ is unable to locate that information. The group was provided with 4 examples of what could be contained in the request for quote (RFQ).

Pat Mitchell makes a motion (later amended) to table establishing qualifications at this time and to direct the TSB to combine the aggregate components of the four sample documents into one RFQ the committee can review and consider as opposed to reviewing and discussing the components of the four individual documents separately. Additionally, ask that DOJ identify a budget for the project. Motion was seconded by Mark Westen and passed unanimously.

6. Review and determine the specific data collection points to be collected per LEB directive.

Chairperson Kelly Bakken provided the group with a document outlining the data that is currently collected and possible wording on additional data to collect. Ashley Billig and Alesha Hawkins from DOJ/DLES/BJIA were present to advise on the best way to capture meaningful data that be analyzed.

With BJIA's assistance the committee discussed and agreed on the following questions and wording to be added to the REDCap data collection portal for both entry and exit for the law enforcement academy.

1. Are you currently exercising? Y/N (If no, please skip down to number 2)

a. I have been exercising for:

- i. Less than one month consistently
- ii. 1-3 months consistently
- iii. 3-4-6 months consistently
- iv. More than 6 months consistently

- i. I exercise (Combine this with item e below (Matrix)
- ii. 1-2 times/week
- iii. 3-4 times/week
- iv. more than 4 times/week

Definition of consistent exercise: 20 minutes of planned, structured purposeful exercise.

b. My exercise program includes: (Check all that apply)

- i. Resistance training for muscular strength/endurance
- ii. Aerobic fitness training in group exercise/indoors on specialized equipment/outdoors running, riding, etc.
- iii. Stretching/mobility training
- iv. Sports: _____

v. Other: _____

c. Do you feel you are prepared for this PRT today? Yes/No

Committee recommends requiring the testing location to have the questions answered just prior to the test being run.

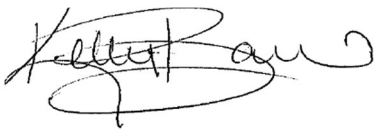
The academies or agencies running the PRT will be responsible for distributing the above survey questions to the participants prior to running the test. BJIA discussed the possibility establishing a link or QR code for participants to scan with a cell phone allowing them access the above questions.

7. Round Table:

Heidi Studnicka asks if there is the ability to access the results of the tests that have been conducted. For example, see the individual performance results of candidates to track how many times someone has tried and what the results of each event was. BJIA will look into opening individual data

8. Meeting adjourned

Pat Mitchell makes motion to adjourn the meeting. Seconded by Rebecca Sommers. Motion passes



Kelly Bakken

LESB Physical Readiness Test (PRT) Subcommittee Chairperson

Minutes taken by:

Ronald Betley – Director

Wisconsin Department of Justice, Division of Law Enforcement Services
Training and Standards Bureau