

2015

MUNCIE POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT

ATTACHMENT TO MUNCIE POLICE DEPARTMENT APPLICATION
CITY OF MUNCIE, INDIANA

EQUAL OPPORTUNITY EMPLOYER
Prospective employees will receive consideration
Without regard to race, sex, religion
National origin, creed, color or disability

MUNCIE POLICE DEPARTMENT APPLICATION INFORMATION

Please submit the following items with your application to the City of Muncie Personnel Office, Second Floor, City Hall, 300 North High Street, Muncie, Indiana, no later than **Friday, June 30, 2015 at 4:00pm.**

1. Copy of valid, non-suspended, non-expired, non-conditional, non-revoked driver's license.
2. High School transcript verified with a **raised seal** or a G.E.D. results verified with a **raised seal**, along with a copy of certificate of graduation from a commissioned school or State authority.
3. Copy of birth certificate.
4. Copy of DD form-214 if you served time in any branch of military service.

**NO APPLICATION WILL BE CONSIDERED UNLESS ALL THE ABOVE ITEMS
ARE INCLUDED WITH THE APPLICATION . . . (WHERE APPLICABLE)**

PLEASE READ CAREFULLY

Minimum requirements to be considered for appointment to the Muncie Police Department:

All applicants:

1. Must be a minimum of twenty-one (21) years of age at time of application, but not yet thirty-six (36) years of age at time of appointment,
2. Must be a High School graduate or have a G.E.D.,
3. Must be a citizen of the United States of America prior to the date of making application,
4. Must become a resident of Delaware, Madison, Henry, Randolph, Jay, Blackford or Grant County, Indiana, upon appointment,
5. Must have and maintain a valid, non-suspended, non-expired, non-conditional, non-revoked driver's license,
6. Must keep the Merit Commission informed of address and telephone information changes if you want to remain on the list for appointment,
7. Must be able to perform the essential functions of the job of patrol officer in a safe manner with or without a reasonable accommodation,
8. Must not have been found guilty of a felony in any court which has not been annulled, expunged or sealed by a court,
9. Must show valid driver's license for identification at the aptitude testing location to participate,
10. Subject to mandatory drug testing.

THIS APPLICATION WILL NOT BE CONSIDERED UNLESS FULLY COMPLETED

**MUNCIE POLICE DEPARTMENT
CITY OF MUNCIE, INDIANA**

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

Last Name First Name Middle Name / Social Security No.

Street Address (Incl. City, State & Zip Code) Telephone / (Incl. Area Code)

STATEMENT & AUTHORITY TO RELEASE INFORMATION
(Read This Statement Carefully Before Completing This Application)

I understand that I must satisfy or be able to satisfy all of the minimum requirements set forth on page 1 of this application form for my application to be considered by the Police and Fire Merit Commission and I hereby certify that I have met or will be able to meet all requirements set forth by the Commission.

I understand that if I am employed, any misrepresentation or omission of any facts on this application is sufficient cause for dismissal. My continued employment will depend upon the successful performance of work assigned to me and upon the continued successful performance and the further need of my continued employment by the Police Department of the City of Muncie, Indiana ("Police Department"). The Police Department, in considering my application for employment, may verify the information set forth on this application and obtain additional information relating to my background. I authorize all persons, schools, companies, corporations, and State, Local and Federal agencies to supply any information concerning my background. I further agree to submit to alcohol and/or drug screening tests, if requested of me at any time prior to or during my employment.

Date you can start work _____

Apart from absence for religious observance, are you available to work at least 40 hours each workweek? () Yes () No

Will you work overtime if asked? () Yes () No

Give employment as completely as possible, starting with your present or last employer. For an unemployed or self-employed periods, show dates and locations. (Insert an additional sheet if necessary). If you have never been employed, list references in place of "Company Name", and give their address and phone numbers.

Company Name Address & Telephone	Month Year	Rate of Pay	Title of Job Held Name of Supervisor	Reason for Leaving
	From	Starting		
	To:	Final		
	From	Starting		
	To:	Final		
	From	Starting		
	To:	Final		

If currently employed, may we contact your employer for a reference at this time? No Yes

Are you a United States citizen? No Yes

Are you 21 years of age or older? No Yes

EDUCATION	Name and Address of schools attended	Graduate YES / NO	Course of Study	Dates Attended
High School Or G.E.D				
College				
Other (Name & Type)				

Describe any background experience, military service, education or training, which you consider applicable to the position for which you are applying.

Give the names and addresses of three (3) people(no relatives) you have worked with and to whom we may refer for a reference if necessary.

Name: Occupation:	Telephone Number:	Address: City: State:
Name: Occupation:	Telephone Number:	Address: City: State:
Name: Occupation:	Telephone Number:	Address: City: State:

Are you willing to submit to a Physical examination if required? No Yes

Name and Address of personal physician:

Have you ever been convicted of a crime? Including misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court? No Yes

If yes, please explain:

Do you have a valid driver's license? No Yes

If yes, please provide your driver's license number and the state your license was issued.

DRUG CONTROL POLICY

Policy Overview

The Police Department of the City of Muncie, Indiana has a vital interest in maintaining safe, healthful and efficient working conditions for its employees, as well as a permanent interest in protecting the public by ensuring that its police officers have the physical stamina and emotional stability to perform their assigned duties. An employee under the influence of a drug or alcohol on the job may pose serious safety and health risks, not only to the user but to all those who work with or otherwise come into contact with the user. The possession, use or sale of an illegal drug or alcohol on the job, on Police Department premises and City premises poses an unacceptable risk for safe, healthful and efficient operations.

It is the right, obligation and intent of the Police Department to maintain a safe, healthful and efficient working environment for all of its employees and to protect Police Department and City Property, equipment and operations, as well as the public.

Our stance against alcohol and drug use in the workplace is an issue that affects our health, safety and pocketbooks. The professional responsibilities placed on police officers demand they be free of drug or alcohol dependence, illegal drug use or drug abuse. The possession and use of illegal drugs by police officers is a crime in this jurisdiction and clearly unacceptable. There are unique corruption hazards associated with drug possession and use by the police. Studies show that drug and alcohol use in the workplace may be the single greatest factor responsible for accidents and injuries, declining productivity, employee theft, and low employee morale.

With these basic objectives in mind, the Police/Fire Merit Commission, by and through the Police Department, has established the following policy with regard to the use, possession, sale or distribution of alcohol or drugs.

POLICY STATEMENT

Pre-Employment Screening

The City of Muncie will maintain pre-employment screening practices designed to prevent hiring individuals who use illegal drugs* or individuals whose use of legal drugs** indicates a potential for impaired or unsafe job performance.

- * “Illegal drugs” means: any drug –
 - a. which is not legally obtainable; or
 - b. which is legally obtainable but has not been legally obtained.

The term includes prescription drugs not being used for prescribed purposes. It also includes marijuana.

** “Legal drugs” includes prescribed drugs and over-the-counter drugs, which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured, and in such doses as prescribed and/or suggested by the manufacturer.

DRUG TESTING POLICY AND PROCEDURE

STATEMENT FOR APPLICANTS

Policy

In the interest of safety, the protection of our employees, our equipment and the general public, the Police Department of the City of Muncie, Indiana, will require, as one of the steps in the hiring process, that all otherwise qualified applicants for employment with the Police Department consent and submit to testing for illegal or incapacitating drug use.

Procedure

All otherwise qualified applicants for employment will be tested for drug use prior to hiring by the Police Department. This screening must be done at the time you are instructed to submit a specimen by the Muncie Police/Fire Merit Commission. Such testing will include the analysis of urine, or any other medically accepted testing procedure.

This application will also serve as your consent form and must be signed prior to the time of any such drug testing, authorizing the Muncie Police/Fire Merit Commission to conduct such testing and to rely upon the results, along with other pre-employment tools, in extending or denying employment.

Refusal to consent to and participate in such drug testing will automatically disqualify the applicant from further hiring consideration.

Applicants may request written documentation of their individual tests. The Muncie Police/Fire Merit Commission or the Drug Testing Agency will provide such documentation.

Applicants testing positive for the presence of drugs in their bodies will be disqualified from further consideration.

Unless required by law, neither the Police Department nor the Muncie Police/Fire Merit Commission will disclose individual drug testing results to anyone other than the applicant without a written release from the applicant requesting disclosure to certain designated parties.

APPLICANT'S CONSENT FORM

I understand that the Police Department of the City of Muncie, Indiana requires drug testing as part of its selection and hiring process. I also understand that such drug testing will consist of the taking of urine or any other medically recognized test designed to detect traceable amounts of drugs in the body. I further understand that if such testing indicates the presence of drugs in my body in any detectable amount, I will be disqualified from further hiring consideration. I hereby give my consent to the Police Department and the Muncie Police/Fire Merit Commission to administer any or all of the above drug testing procedures to me, and to use the results thereof in further determining my employability with the Police Department. I understand that this not a contract for employment and that, even if employed, I will remain terminable-at-will and free to resign at any time I wish.

I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsification or omissions in any detail is ground for disqualification from further consideration or dismissal from employment at the time the Police Department discovers the omission or falsification. I agree to conform to the rules and regulations of the Police Department, and understand that if hired I will be a "terminable-at-will" employee, and that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either the City or myself.

I understand that this application is good for one hundred eighty (180) days from today's date. If I still desire a position with the Police Department after this application expires, it will be my duty to fill out a new application and file it with the Police Department. Otherwise, the Police Department will not consider me for employment after this application expires. I further agree to submit to alcohol and/or drug screening tests, if requested of me at any time prior to or during my employment.

Date of Application

Signature as shown on Social Security Card

AFFIRMATIVE ACTION SURVEY

This data is for periodic government reporting and will be kept in an Affirmative Action file separate the Application for Employment. Solely to help us comply with government record keeping, reporting and other legal requirements. Please fill out the Applicant Data Record. We appreciate your cooperation.

Government agencies require periodic reports on the sex, ethnicity, disabled and veteran status of applicants. This data is for analysis and affirmative action only. Submission of the information is voluntary.

Check one: Female Male

Check one of the following: Race/Ethnic Group: White Black Hispanic

American Indian/Alaskan Native

Asian/Pacific Islander

Check if any of the following are applicable:

Handicapped Individual Disabled Veteran Vietnam Era Veteran

Position(s) Applied For:

Referral Source:

Advertisement Friend Relative Walk-In

Employment Agency Other _____

PHYSICAL FITNESS STANDARDS For Basic Course Training



Answer to Frequently Asked Questions, Preparation, and Protocols for Giving the Test

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Frequently Asked Questions

What are the physical training requirements for a Basic Course trainee?

Answer:

There are five (5) physical fitness components that will be measured in one day as a battery of tests.

1. **Vertical Jump.** This measures leg power, and consists of measuring how high a person jumps.
2. **One Minute Sit-Ups.** This measures abdominal, or trunk, muscular endurance. While lying on his/her back, the student will be given one (1) minute to do as many bent leg sit-ups as possible.
3. **300 Meter Run.** This measures anaerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible.
4. **Maximum Push-Ups.** This measures the muscular endurance of the upper body. This component consists of doing as many push-ups as possible until muscular failure.
5. **1.5 Mile Run.** This measures aerobic power or cardiovascular endurance (stamina over time). To complete this component you must run/walk, as fast as possible, a distance of 1.5 miles. Testing will be conducted in the first week of training and again in the last week. Each component is scored separately and the standard must be met on each and every one at exit testing in the last week.

<i>Test</i>	<i>Standard</i>
Vertical Jump	16 inches
One Minute Sit-Up	29
300 Meter Run	71 Seconds
Maximum Push-Up	25
1.5 Mile Run	16 minutes 28 seconds

You Must Train To Meet The Standards

Training must be specific to the target activity, and therefore each component listed above has a different training routine that you will find in the following pages

Frequently Asked Questions

Why was this physical fitness test selected?

Answer:

In 1998 Indiana's Law Enforcement Training Board (LETB) examined the need for physical fitness standards for successful completion of the Basic Course. It was determined to be of utmost importance to implement tests/standards/programs that differentiate between those who can and cannot do the job of a police officer regardless of age, gender, race or disability. Today, police agencies that do not address the physical fitness requirements and needs of their officers are susceptible to litigation for negligence in the hiring, training, supervision and retention of unfit officers.

Public safety studies consistently show 20 - 30 strenuous/critical physical tasks that are job related. These tasks are necessary to perform essential functions of the job. There is ample data to document that physical fitness components are the **underlying and predictive factors for performing tasks** such as:

Sustained pursuit	Aerobic power
Sprints	Anaerobic power
Dodging	Aerobic/anaerobic power and flexibility
Lifting and carrying	Muscular strength and endurance/anaerobic power
Dragging, pulling and pushing	Muscular strength and endurance/anaerobic power
Jumping and vaulting	Anaerobic power/leg power and strength
Crawling	Muscular endurance/flexibility/body fat composition
Use of force < 2 minutes	Muscular strength and endurance/anaerobic power
Use of force > 2 minutes	Muscular strength and endurance/aerobic power

Studies conducted by the Cooper Institute for Aerobics Research (CIAR) have determined the areas and levels of physical fitness which are necessary for performing the essential functions of a police officer. The resultant test has scientific evidence for having construct and criterion validity as measuring job related factors, and the established norms are scientifically valid norms based on general law enforcement samples. These single cut points are the lowest recommended standards for any law enforcement basic trainee.

When do the physical fitness standards go into effect for certification purposes?

Answer:

The physical fitness standards go into effect on January 3, 2000. All Basic Course trainees will be required to meet these standards for graduation from basic training. Until that time, departments of officers who fail to meet the standards will be notified of the potential risks involved in retaining those trainees as police officers.

Are there any minimum physical fitness standards for entry into the Basic Course?

Answer:

No. However, a trainee should enter the Basic Course at a fitness level which will provide them the potential for successful completion of all training, to include achievement of minimum physical fitness standards by the last week of training.

Frequently Asked Questions

What will happen to a trainee who fails to meet the standards for successful completion of the Basic Course after January 3, 2000?

Answer:

The exit level physical fitness test is conducted during the last week of the Basic Course. If a trainee fails any of the components, then that officer will be afforded a retest at the agency's written request. If the trainee fails the retest, then the agency head must petition the LETB for a third (and final) attempt.

How can trainees prepare themselves to take the physical fitness test?

Answer:

The LETB will make available an information brochure to all agencies which will outline proven workout routines that trainees can follow to prepare themselves for the test.

If a person is hired who is capable of passing the physical fitness test, but cannot attend the Basic Course for six months, what can be done to ensure that this person will be able to meet the standards on the first day?

Answer:

All agencies should encourage their trainees to maintain physical fitness from the time of hire until graduation from the Academy, and indeed, throughout their careers. If there is any time gap between testing, it is the responsibility of the individual to maintain at least the minimum level of physical conditioning. The LETB will make available an information brochure with sample exercise routines. Agencies should contact the LETB Executive Director or Deputy Director if they have further questions.

What will happen to a trainee who is injured and cannot participate in all aspects of the test?

Answer:

Trainees who are injured during basic training and are unable to complete testing at exit must successfully complete testing at a later date when approved by their physician. A graduation certificate cannot be earned by anyone who begins basic training after January 3, 2000 until this is accomplished.

My agency has a different set of standards that applicants must meet. Do my agency standards have to conform to the Academy standards?

Answer:

Agencies are encouraged to develop physical fitness programs and standards that exceed the LETB standards. Agencies may conduct their own job-task analyses and validation studies to establish minimum physical fitness standards for their officers. However, agency recruits will still have to meet the exit standards for the Basic Course in order to successfully complete LETB basic training.

Protocol for Vertical Jump

Purpose

This is a measure of jumping or explosive power.

Equipment

Vertical measuring apparatus fixed to a smooth wall. Some way to mark extension when jumping (e.g., chalk dust, velcro).

Procedure

1. Participant stands with one side toward the wall, feet together, and reaches up as high as possible to mark his/her standard reach.
2. Participant jumps as high as possible and marks the highest point of the jump. Participant must jump from both feet in a stationary stance. Arms may be pumped and thrust upward.
3. Score is the total inches, to the nearest 1/2 inch, above the standard reach mark.
4. The best of three trials is the recorded score.



How to prepare for the Vertical Jump

A good way to prepare for this component is to do plyometric training. The basic plyometric exercise routine consists of three exercises: double leg vertical jump, single leg vertical jump and the double leg hop. Perform each exercise with 1 set of 10 repetitions, 3 days a week. Do the repetitions ballistically without stopping. Rest 3 minutes between each set of each exercise.

<i>Exercise</i>	<i>Sets</i>	<i>Reps</i>	<i>Rest</i>	<i>Frequency</i>
Double Leg Vertical Jump	1	10	3 min.	3/week
Single Leg Vertical Jump	1	10	3 min.	3/week
Double Leg Hop	1	10	3 min.	3/week

Double Leg Vertical Jump

Intensity Level: High.

Starting Position: Stand with the feet shoulder-width apart.

Direction of Jump: Vertical.

Arm Action: Double arm action.

Starting Action: Perform a rapid counter movement and jump as high as possible.

Ascent: Thrust arms upward vigorously and reach as high as possible.

Descent: When the feet hit the ground, jump again immediately without a stutter step.

How to prepare for the Vertical Jump

Double Leg Hop

Intensity Level: Medium.

Starting Position: Stand with the feet shoulder-width apart.

Direction of Jump: Horizontal, with a vertical component as well.

Arm Action: Double arm action.

Starting Action: Jump off of both legs and strive for maximal distance.

Ascent: Think about “hanging” in the air.

Descent: Land in the starting position and immediately repeat the movement.

Single Leg Vertical Jump

Intensity Level: High.

Starting Position: Stand with one foot on the ground.

Direction of Jump: Vertical.

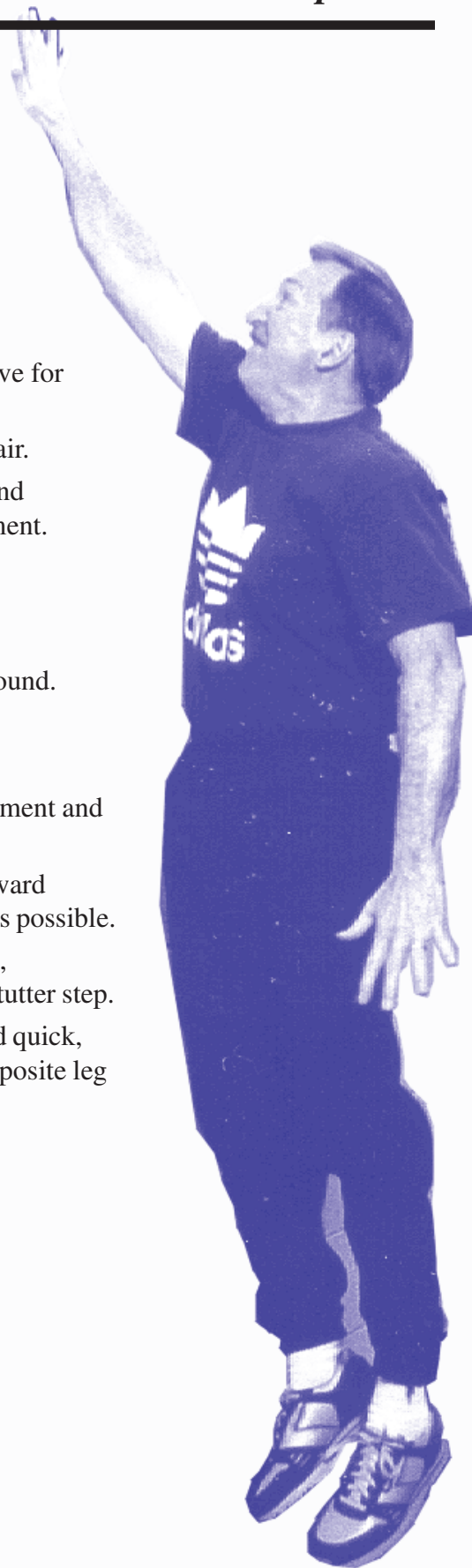
Arm Action: Double arm action.

Starting Action: Perform a rapid counter movement and jump as high as possible.

Ascent: The arms should be thrust upward vigorously and reach as high as possible.

Descent: When the foot hits the ground, immediately jump without a stutter step.

(Emphasis should be placed on maximum height and quick, explosive takeoffs. Repeat this exercise with the opposite leg after a brief rest of 15-30 seconds.)



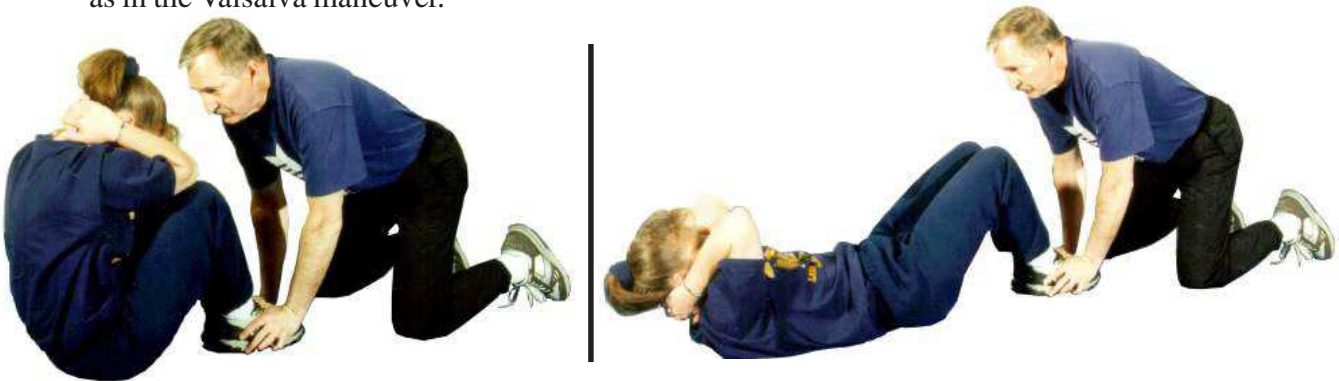
Protocol For 1 Minute Sit-ups

Purpose

This measures abdominal muscular endurance.

Procedure

1. The participant starts by lying on his/her back, knees bent, heels flat on the floor, with the fingers laced and held behind the head. Avoid pulling on the head with the hands. The buttocks must remain on the floor with no thrusting of the hips.
2. A partner holds the feet down firmly.
3. The participant then performs as many correct sit-ups as possible in 1 minute.
4. In the up position, the subject should touch elbows to knees and then return until the shoulder blades touch the floor.
5. Score is total number of correct sit-ups. Any resting must be done in the up position.
6. Breathing should be as normal as possible, making sure the participant does not hold his/her breath as in the Valsalva maneuver.

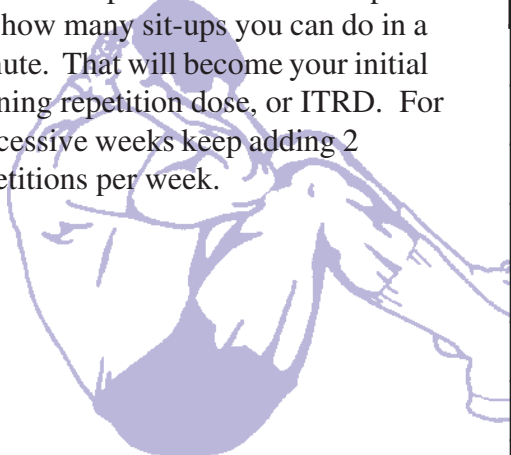


How prepare for Sit-ups

One Minute Sit-up:

The following routine will prepare you for this component. The first step is to see how many sit-ups you can do in a minute. That will become your initial training repetition dose, or ITRD. For successive weeks keep adding 2 repetitions per week.

<i>Week</i>	<i>Sets</i>	<i>Repetitions</i>	<i>Frequency</i>
1	1	ITRD	3/week
2	2	%ITRD	3/week
3	3	%ITRD	3/week
4	3	%ITRD plus 2	3/week
5	3	%ITRD plus 4	3/week
6	3	%ITRD plus 6	3/week
7	3	%ITRD plus 8	3/week
8	3	%ITRD plus 10	3/week



Protocol For 300 Meter Run



Purpose

This is a measure of anaerobic power.

Equipment

400 meter running track, or any measured 300 meter flat surface with sufficient distance to slow to a stop.

Procedure

1. Warm up and stretching should precede testing.
2. Participant runs 300 meters at maximal level of effort. Time used to complete distance is recorded.
3. Participant should walk for 3 - 5 minutes immediately following test to cool down. This is an important safety practice.

How to prepare for the 300 Meter Run

To prepare for this component, it is a good idea to do interval training. The first step is to time yourself for an all-out effort at 110 yards. This is called your initial time, or IT. The second step is to divide your IT by .80 to get your training time. Then follow the schedule below.

<i>Week</i>	<i>Distance</i>	<i>Reps</i>	<i>Training Time</i>	<i>Rest Time</i>	<i>Frequency</i>
1&2	110 yards	10	IT .80	2 min.	1/week
3&4	110 yards	10	IT .80 minus 2-3 seconds	2 min.	1/week
5&6	110 yards	10	IT .80 minus 5-6 seconds	2 min.	1/week
7&8	220 yards	8	IT .80 x 2	2 min.	1/week
9&10	220 yards	8	IT .80 x2 minus 4 seconds	2 min	2/week

Protocol For Maximum Push-ups

Purpose

This measures muscular endurance of the upper body (anterior deltoid, pectoralis major, triceps).

Procedure

1. The hands are placed shoulder width apart, with fingers pointing forward. Some part of the hands must lie within a vertical line drawn from the outside edge of the shoulders to the floor. The administrator places one fist on the floor below the participant's chest (sternum).
2. Starting from the up position (arms fully extended with elbows locked, both hands and both feet only touching the floor), the participant must keep the back straight at all times and lower the body to the floor until the chest (sternum) touches the administrator's fist. The participant then returns to the up position with the elbows fully locked. This is one repetition.
3. Resting is permitted only in the up position. The back must remain straight during resting.
4. When the participant elects to stop or cannot continue, the total number of correct pushups is recorded as the score. No time limit.



How to prepare for the Push-ups

Maximum Push-up:

You can use the following routine to prepare for this component. The first step is to see how many push-ups you can do. That will become your initial training repetition dose, or ITRD. For successive weeks keep adding 2 repetitions per week. If you cannot do a regular pushup at first, do the modified pushup for several weeks following this routine, then advance to the regular push-up.

<i>Week</i>	<i>Sets</i>	<i>Repetitions</i>	<i>Frequency</i>
1	1	ITRD	3/week
2	2	%ITRD	3/week
3	3	%ITRD	3/week
4	3	%ITRD plus 2	3/week
5	3	%ITRD plus 4	3/week
6	3	%ITRD plus 6	3/week
7	3	%ITRD plus 8	3/week
8	3	%ITRD plus 10	3/week

Protocol For 1.5 Mile Run

Purpose

The 1.5 mile run is a measure of aerobic power (cardiovascular endurance). The objective in the 1.5 mile run is to cover the distance as fast as possible.

Equipment

1. Stopwatch
2. Indoor or outdoor track or another suitable *flat* running area measured to 1.5 miles
3. Testing forms to record data

Procedure



1. Participants should not eat a heavy meal or smoke for at least 2 - 3 hours prior to the test. Participants should warm up and stretch thoroughly prior to running.
2. The participant runs 1.5 miles as fast as possible.
3. Participants should not physically touch one another during the run, unless it is to render first aid.
4. Finish times should be called out and recorded.
5. Upon completion of the run, participants should cool down by walking for about 5 minutes to prevent venous pooling (i.e., pooling of the blood in the lower extremities which reduces the return of blood to the heart and may cause cardiac arrhythmia).

How to prepare for the 1.5 Mile Run:

To prepare for this test, you need to gradually increase your running endurance. The schedule below is a proven progressive routine. Begin at the level you can accommodate, and if you can advance the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then do so.

<i>Week</i>	<i>Activity</i>	<i>Distance in Miles</i>	<i>Duration in Minutes</i>	<i>Times Per Week</i>
1	Walk	1	17-20	5
2	Walk	1.5	25-29	5
3	Walk	2	32-35	5
4	Walk/Jog	2	28-30	5
5	Walk/Jog	2	27	5
6	Walk/Jog	2	26	5
7	Walk/Jog	2	25	5
8	Walk/Jog	2	24	5
9	Jog	2	23	4
10	Jog	2	22	4
11	Jog	2	21	4
12	Jog	2	20	4