

PALM BEACH GARDENS POLICE DEPARTMENT

FITNESS AND WELLNESS PROGRAM

POLICY AND PROCEDURE 3.1.8

Effective Date :

09/01/13

Accreditation Standards:

CALEA 22.3.2, 22.3.3
CFA

Review Date:

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PURPOSE: To provide guidance to Department members on issues relating to health and physical fitness and to establish guidelines for the fitness of officers.

SCOPE: This policy and procedure applies to all officers, however, non-sworn members are also encouraged to engage in a personal fitness program.

POLICY The Palm Beach Gardens Police Department believes that having a physically fit workforce increases attendance, reduces medical costs, and increases members' ability to cope with the demands that policing presents. Physical fitness benefits members personally through improved health, longer life, increased ability to deal with stress, and an increased ability to safely perform their duties. Each member is responsible for the maintenance of their individual health and physical fitness. The Department strongly encourages each member to enjoy a healthy lifestyle and establish and maintain a personal fitness program. The Department expects each employee to maintain a level of fitness that will allow performance of all the duties of the job. To assist members in doing so, the Department provides a well-equipped fitness facility, and the City provides a variety of fitness facilities and programs that are available to members. The Department will also provide fitness counseling and training upon request of the member.

PROCEDURES

1. FITNESS TESTING

- a. From time to time, the Department will conduct physical fitness testing of officers.
- b. The purpose of fitness testing will be to evaluate the general physical condition of officers as a whole in order to identify the need for department- wide training and/or education programs.
- c. The results of any fitness tests may also be used by individual officers to identify personal health and physical fitness issues and to develop personal health and fitness plans.
- d. The test used will be the job-related FDLE Physical Abilities Test, another appropriate job-related test, or specialized fitness tests, e.g., Cooper, for purposes of evaluating fitness in comparison to known standards.

2. FITNESS AND WELLNESS PROGRAM

- a. The program is offered by the City and available through the Employee Health and Wellness Center.
- b. The Center provides a team of professionals that answer questions and offer individualized help on personal health goals.
- c. Individual health screenings and fitness assessments are provided at no cost and are completely confidential.

3. PHYSICAL FITNESS FACILITY

- a. All Department members are authorized and encouraged to use the Department's physical fitness facility. Family members and guests are not authorized to use the facility.
- b. All Department members are strongly encouraged to complete a physical assessment and attend an orientation on the use of the equipment prior to using the facility. The use of the facility is at the member's own risk.
- c. Manufacturer guidelines are posted on many pieces of equipment. These guidelines instruct users on the proper use of the equipment. All users are required to read these instructions prior to using the equipment and to use the equipment only as intended. The Training Sergeant should be contacted if further training or instruction is needed or desired.
- d. The physical fitness facility is open 24 hours per day, every day to Department members. It may be closed temporarily for cleaning/maintenance and shall not be used when closed.
- e. There is a telephone in the fitness facility which is to be used for emergencies only. Personal phone calls may be made on the phone in the break room across the hall from the facility.
- f. Use of the physical fitness facility is a privilege. Violation of any part of this policy may result in revocation or suspension of that privilege as well as other disciplinary action.
- g. The following rules of conduct and etiquette shall be followed:
 - i. All Department members using the facility must sign in and out in the log book provided for that purpose.
 - ii. No firearms or weapons are allowed in the facility. Valuables should be secured prior to entering the facility.
 - iii. Rude or offensive behavior is prohibited.
 - iv. Each person using the facility must have a towel for personal use and for wiping down weight benches and aerobic equipment after use.
 - v. The radio and television are provided for the convenience of those using the facility.
 - 1. Do not use either at excessive volume as the sound travels to other locations within the area and may disturb other members at work.
 - 2. Upon the request of any person, the radio/television shall be turned down.
 - 3. Music that maybe offensive to others shall not be played.
 - 4. Turn off the radio/television and lights if you are the last person to leave the facility.
 - vi. No food or drinks, other than water, will be consumed in the facility.
 - vii. No tobacco use of any kind is permitted in the facility.
- h. Weight Equipment Usage:
 - i. Do not use equipment that you are not familiar with. Ask the Training Sergeant for assistance.
 - ii. Use a spotter when training with heavy weights.
 - iii. Do not drop weights on the floor during workout routine.
 - iv. Put all weights away, in their proper location, after you have finished a workout.
 - v. When only one person is present in the facility, the doors should remain open in case assistance is needed.
- i. General Equipment Usage:
 - i. Do not use equipment beyond its intended scope or design.
 - ii. Do not lubricate or attempt any maintenance of equipment. Notify Training Sergeant if equipment needs maintenance or repair. Place a "Do Not Use" sign (provided in the training facility near the sign-in log) on any equipment in need of repair. Such signs shall only be removed by the Training Sergeant, and any equipment so marked shall not be used.
 - iii. Do not move or rearrange equipment.
 - iv. Wipe down equipment after use; sanitary wipes and paper towels are provided.
- j. Clothing Guidelines:
 - i. Appropriate footwear is required. Bare feet are prohibited.

- ii. Appropriate attire is to be worn for all workouts.
 - 1. Revealing or skimpy attire is prohibited.
 - 2. Persons in workout clothing shall not travel throughout the police building.
 - 3. Persons wearing workout clothing shall only travel between the employee entrance door, the locker rooms, and the fitness facility.

4. CITY EMPLOYEE GYM ACCESS PRIVILEGE

The Police Department will grant gym access privilege to fellow city employees who:

- a. complete a Gym Access Form and whose background check doesn't reveal any situations where granted access could negatively impact the operations of the Police Department.
- b. by signing the Gym Access Form agree that they have read and will adhere to this Police Department Policy and Procedure 3.1.8.
- c. acknowledge that access to the gym is a privilege granted by the Police Department; which may at any time be withdrawn with or without cause by the Chief of Police or his designee.
- d. City employees will have access to the gym between 6 A.M. to 6 P.M. City employees going to and from the gym must have their city identification clearly displayed at all times. Individuals using the gym are not required to wear their ID while working out, but must have it readily available if questioned.

INDEX AS:

- **PHYSICAL FITNESS**
- **FITNESS**
- **WELLNESS PROGRAM**

RESPONSIBILITY INDEX

- **TRAINING UNIT**
- **ALL GYM USERS**

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APPROVED:



Stephen J. Stepp
Chief of Police

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Date