



Apex Police Department General Order



Title Fitness and Wellness Program		Order Number 317-18
Effective Date: January 26, 2018	Amends: 317-16	
CALEA Standard: 22.2.2, 22.2.3	Rescinds:	
Reference:	Pages: 6	
Forms: F317 – Physical Fitness Room Log F317a – Employee Fitness Program Release of Liability F317b – Physical Fitness Room Rules and Regulations F317c – Physical Fitness Room/Equipment Orientation		

Fitness and Wellness Program

Purpose

The purpose of this directive is to establish a department Fitness and Wellness Program and outline parameters pertaining to the participation in physical fitness activities by personnel during their regular tour of duty.

Policy

The Apex Police Department is committed to the health and safety of all employees. Proper physical fitness and wellness allows employees to perform more effectively and may reduce the need for sick leave due to injury or illness. Furthermore, satisfactory general health and physical fitness may positively affect mental health and aid in reducing stress and anxiety associated with the law enforcement profession. The department expects each employee to maintain a level of fitness that will allow for the performance of all the duties of the job. Therefore, it is the policy of the Apex Police Department to maintain a Fitness and Wellness Program that encourages all department employees to maintain a satisfactory level of general health and physical fitness.

Fitness Program Goals and Objectives

1. There are many demands and expectations placed on department employees. The department encourages employees to meet two physical fitness goals:

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- To improve, maintain, and support good physical health for the individual employee's well-being
- To maintain a level of health and fitness that enables the employee to readily perform his/her law enforcement duties and/or other essential job related responsibilities

2. Additional objectives of the Physical Fitness and Wellness Program may include:

- Improve cardio respiratory endurance
- Improve dynamic strength
- Improve body fat composition
- Decrease the effects of tension and stress
- Decrease coronary risk factors
- Improve self-esteem and confidence
- Improve the ability to sleep and relax
- Improve individual job performance
- Decrease sick time
- Reduce the incidence of on-the-job injuries

Fitness and Wellness Program (22.2.2) (22.2.3)

1. Physical fitness should be a personal and professional goal of every employee of the Apex Police Department. Employees are required to maintain a level of general health and fitness so that work can be performed efficiently, safely, and without the excessive use of sick leave. (22.2.2)
2. The department maintains a voluntary Fitness and Wellness Program for all employees designed to motivate individuals to practice better health and to become more physically fit. (22.2.3 (a))
3. The Town of Apex Human Resources Department also manages a voluntary Employee Wellness Program that offers seminars and health evaluation fairs to employees and their families. Employees are urged to participate in the program, as there is generally no cost to participate in any of the services provided. (22.2.2)
4. In support of overall physical wellness, the department offers and encourages employees to use the department's facilities and programs aimed at improvement in nutrition habits and the maintenance of physical strength and flexibility. Employees have access to, without cost, cardiovascular and strength building fitness equipment through the department's Physical Fitness Room.
 - Prior to use of the department's Physical Fitness Room, an employee must participate in a physical fitness room and equipment orientation conducted by a certified Fitness Instructor.

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- The Fitness Instructor is to document the orientation using form F317c – *Physical Fitness Room/Equipment Orientation*.
 - Additionally, as part of the orientation the certified Fitness Instructor will ensure the employee:
 - Reviews, understands, and acknowledge receipt of F317b - *Physical Fitness Room Rules and Regulations* and F317a - *Employee Fitness Program Release of Liability*
5. The Chief of Police will appoint a trained Fitness Coordinator(s) who will manage the department's Fitness and Wellness Program. The Fitness Coordinator will be trained in the aspects of physical well-being as it pertains to the fitness and wellness of all employees. (22.2.3 (b))
- The Fitness Coordinator(s) will provide, as requested, individual health screenings and fitness assessments for height, weight and body fat standards, as well as exercise and nutritional guidance, individualized educational information, goal setting, ongoing support and evaluation to achieve personalized improvement goals. Additionally, the town may offer individual health screenings and fitness assessments. (22.2.3 (c)(d)(e))

On-Duty Fitness Activities

1. The following classes of **full-time** employees, who are cleared for full-duty and not subject to any active disciplinary or non-disciplinary suspension, are authorized to use on-duty time to participate in fitness activities in accordance with this General Order and supervisory direction:
- Sworn Police Officers
 - Telecommunicators assigned to a shift of 11 hours or greater

Time Frame

1. Sworn Police Officers assigned to an 84-hour pay period (12-hour shifts):
- One hour (includes time to shower, dress and return to duty)
 - This time is in lieu of a meal break
 - Supervisors may authorize a reasonable amount of time (i.e. 15 minutes) for the employee to eat
2. Sworn Police Officers assigned to an 80-hour pay period (8-hour shifts):
- Thirty minutes (may be added to the one hour unpaid meal break)

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3. Telecommunicators:

- Thirty minutes (may be added to the 45 minute unpaid meal break)
4. This time is not “cumulative” and cannot be carried over to subsequent days, shifts, etc. and cannot carry past the employee’s regularly scheduled shift.
- Employees may continue to use the facility, etc. in an off-duty capacity pursuant to current directives.

Restrictions

1. Fitness time may not be taken during the first or last hour of the shift.
2. Only one employee per on-duty patrol squad will be permitted to engage in on-duty fitness activities at a time, unless otherwise approved by a command officer.
3. Fitness time may be used at the following locations only:
 - The Apex Police Department Fitness Room
 - For employees desiring to run outside they must:
 - Be within 10 minutes of the police department at their normal running pace
 - At least one person in the group must have a cell phone or other method of communication (i.e. police radio)
 - The phone number or other method of communication must be given to the Communications Center
4. Employees participating in on-duty fitness activities must:
 - Receive authorization from the on-duty supervisor prior to going out of service
 - Notify the Communications Center that they are using fitness time as follows:
 - Officers assigned to the Patrol Division will make the notification via radio (so that the on-duty supervisor and other officers will know they are out of service)
 - Officers assigned to any other division will make notification by phone, radio or in person
 - Telecommunicators will make notification in person
 - **NOTE:** The CAD system will be updated to show the employee is utilizing on-duty fitness time by using CODE PFIT
 - Monitor the police radio (unless running outside and the Communications Center has been notified of another method of communication)
 - Return to service at the end of the authorized period without delay

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5. Employees are subject to immediate recall at any time and must remain available to return to duty within 15 minutes of being notified by a supervisor.
6. Use of on-duty fitness time cannot create overtime.

Supervisor Responsibilities

1. The on-duty patrol supervisor is responsible to monitor the use of on-duty fitness time for the Patrol and Communications Divisions.
2. The Criminal Investigations Division and Administrative Division supervisors are responsible to monitor use of on-duty fitness time for their employees.
3. Supervisors will ensure that the quality of service delivery does not suffer and that employees are recalled to duty as soon as it is apparent that they are/will be needed.

Reporting

1. Employees will sign-in and out of the department's Fitness Room using form F317 – *Fitness Room Log*.
 - The Fitness Coordinator is responsible for ensuring form F317 – *Fitness Room Log* is kept within the department's Fitness Room.
 - Completed form F317 - *Fitness Room Log* should be maintained for a period of 12 months.
2. Any injury will be reported as soon as possible to the on-duty supervisor and will be documented pursuant to current directives.

Suspension

1. Employees may be suspended by their Division Commander or the Chief of Police from participating in on-duty fitness activities for any reason, including violation of this policy or abusing the privilege of participating in this program.

Authorization for Additional On-Duty Fitness Time

1. The Chief of Police may authorize different or additional activities, events or other methods for participating in on-duty fitness and wellness activities (i.e. Special Olympics Torch Run, Town sponsored wellness events, etc.).
 - **NOTE:** Authorization for on-duty participation in a specific event does not automatically include authorization for overtime expenditures for employees who are off-duty but decide to participate.

Fitness and Wellness Program

Text in "Green" denotes a significant change in policy

BY ORDER OF:

A handwritten signature in black ink, reading "John W. Letteney". The signature is written in a cursive style with a horizontal line underneath it.

John W. Letteney
Chief of Police