

	<b>HARRISONBURG POLICE DEPARTMENT</b> General Orders	<b>Policy Number:</b> 813
	<b>Chapter:</b> Personnel	<b>Total Pages:</b> 4
	<b>Section:</b> Wellness Program	<b>Issue Date:</b> 07/02/2021
	<b>Issued By:</b> Kelley Warner, Chief of Police	<b>Effective Date:</b> 07/02/2021
	<b>Replaces:</b> All General Orders Previously Issued Relative to Subject	
<b>VALEAC Standards:</b>		

## A. POLICY AND PURPOSE

This policy establishes the Department's commitment to a program that assists employees in maintaining and/or improving their health and fitness levels. It also presents guidelines for employees to conduct wellness routines while on-duty.

The Harrisonburg Police Department's Wellness Program is voluntary, whereby Department sworn, and civilian employees may be permitted time on-duty for physical activity, fitness and/or nutritional education. A designated Division Commander is responsible for the administration of the program for all divisions. Depending on workload and staffing, all participating employees will receive 1 hour of Wellness time each scheduled day of work and can combine a portion of their lunch break for a total of 1.5 hours of wellness activities. This restricts the employee to a total of 1.5 hours of wellness/lunch time per day worked. Supervisors are responsible for deciding the feasibility of releasing on-duty employees for wellness activities which are secondary to workload. Supervisors may suspend an employee's privilege to participate in the program if the employee is found to be violating any rules or regulations pertaining to this standard operating procedure.

## B. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

## C. HPD WELLNESS PROGRAM

The Harrisonburg Police Department provides employees with a choice for enrolled participation in a number of approved physical fitness training facilities. Employees are encouraged to maximize their use

of a facility to develop and maintain a personal level of physical conditioning. Trained staff members are available to assist in the development of an individualized training program.

## **D. SPECIFIC GUIDELINES**

The following procedural guidelines have been established to ensure that the Wellness Program will be administered in a standardized fashion to all the participants involved.

- a. The Division Commander responsible for the Wellness Program will designate wellness instructors who will be responsible for coordinating the Department's wellness needs and facilitate the annual assessments.
- b. Employees on light duty are not allowed to participate in on-duty workouts.
- c. All participants must document their participation in the program by way of a sign-in sheet/electronic record keeping system located at each facility's fitness center/room. The assigned Division Commander Wellness Coordinator will be responsible for reviewing attendance records to ensure compliance. The wellness coordinator will retain the records for two years and then dispose of them.
- d. All injuries shall be reported orally to the on-duty supervisor immediately. Documentation of injuries shall be in accordance with the Work-Related Disease, Injury and Death Reporting policy. Supervisors should ensure a thorough inquiry concerning the exact nature of activity at the time of injury. Following any injury that requires a doctor's examination, officers must submit a Medical Status Form to their respective Commander that authorizes a return to duty.
- e. Injuries incurred while participating in wellness activities off-duty will not be covered by workers compensation. Only injuries occurring during working hours shall be submitted as required by the Wellness policy. The activities permitted while participating in the Wellness Program should be focused on maintaining or improving the ability to perform job related tasks. These activities should address flexibility, strength, speed, agility, power, core strength, and anaerobic as well as aerobic conditioning. Organized sports are not authorized. It is the responsibility of the employee to select activities in which he/she is appropriately fit to participate. Proper exercise can improve an employee's overall health status, the ability to perform one's duties and reduce the likelihood of injury. The Department wellness coordinator and wellness instructors can provide examples of exercises to achieve fitness goals.
- f. The wellness instructors will conduct periodic inspections of the physical training area within the Public Safety Building. The wellness instructors will report any necessary repairs or replacement of worn or damaged equipment to the Division Commander. The wellness instructors will also make recommendations to the Division Commander for the acquisition of any additional equipment or additional approved fitness facilities that would benefit the program.
- g. The scheduling of on-duty personnel shall be done by the first line supervisor. Consideration must be given when the scheduling of workouts interferes with staffing levels and employee workload. Commanders have discretionary control in establishing the number of fitness participants per squad in order to properly manage staffing.

**Employees participating in the Wellness Program while on-duty are subject to recall to duty at all times.**

- a. GYM MEMBERSHIPS

Employees that voluntarily participate in the Fitness Program can attend one of the HPD approved fitness facilities. Sworn and civilian employees may also utilize the facility within the Public Safety Building. The department has agreed to pay the fitness facility directly for a yearly gym membership. The fitness facility will provide the department with a monthly roster of attendance for all participating employees.

## b. CAREER DEVELOPMENT PROGRAM

Sworn personnel that participate in the career development program have the opportunity to earn additional CDP points for their involvement in the fitness program.

- a. 1 CDP Point for successful participation in the program. The sworn officer must successfully complete the fitness assessment test. If he/she has a department issued gym membership, they must be within good standing on monthly gym attendance.
- b. 1 CDP Point for conducting an annual physical (complete physical) with a recognized physician and submitting the appropriate paperwork to the CDP committee.

## c. REQUIREMENTS OF THE DEPARTMENT'S FITNESS PROGRAM

- a. Participate in a yearly fitness assessment. The Law Fit assessment will be administered by a department certified fitness instructor. The battery of tests will include:
  1. 1.5 mile run
  2. Push ups
  3. Sit ups
  4. Sit and reach
  5. 1 rep max bench press
- b. If the employee has a department paid gym membership, they will be required to maintain a minimum attendance. The minimum attendance to their respective gyms will be 8 visits per month. Excused absences can be approved for uncontrollable situations. (sick, vacations, etc.) Unexcused absences can result in the loss of the department paid gym membership and career development points.
- c. Any employee who fails to accomplish the minimum scoreable standard on the fitness assessment test, will upon notification, meet with the training coordinator to review relevant, existing medical considerations, screening and fitness assessment results and re-testing guidelines. An exercise prescription shall be developed by the fitness instructors tailored to the individual officer's goals.
- d. A re-test will occur every thirty days for a total of 90 days. If by the end of the 90 days, the officer is unable to achieve a passing score, a recommendation will be made to the Chief of Police to remove the employee from the fitness program.

#### **d. WORKOUT GUIDELINES**

The following guidelines should be used in scheduling workouts:

- a. Workout schedules are solely at the discretion of the first-line supervisor. These decisions can be based on workload, peak times for service, and staff overlap.
- b. The Wellness Program is intended to provide a foundation for an employee to attain acceptable levels of health and fitness. It is not intended to provide the total amount of time necessary for an individual's personal program. Ultimately, the responsibility to maintain acceptable levels of health and fitness rests with the individual.
- c. Wellness time should be limited to one-hour of Wellness while using a combination of a ½ hour of lunch/dinner break time for an accumulated 1.5 hours of wellness/lunch time. The 1.5 hours of wellness should encompass the uniform change, exercise, meal break and return to duty without malicious overages of time. Furthermore, if a wellness break is NOT feasible due to the work shift's assignments or staffing, that break CANNOT be carried over to another day.
- d. The Wellness/lunch break shall not exceed 1.5 hours and the employee shall be available by radio or cell phone contact. If summoned for duty, the employee shall respond within a reasonable amount of time.

#### **E. EMPLOYEE WELLNESS**

- a. Each employee is personally responsible for his or her own level of conditioning and ensuring that he or she is always fit for duty. As part of the City of Harrisonburg's benefits program, a health care program is available to all employees. Employees are also strongly encouraged to take advantage of the benefits that are provided under their individual health care program. A discussion with the employee's health care provider will assist the employee in determining an appropriate training schedule based on his or her age and condition.
- b. All employees are encouraged to maintain a diet that is specific to the wellness and health needs of the individual. It is recognized that a healthful diet, in conjunction with a regularly implemented physical fitness program, contributes significantly to the overall wellness and fitness of the individual. For more information, see one of the Department's Fitness instructors.
- c. The City of Harrisonburg's Department of Human Resources annually schedules a health fair that is offered to all employees. The health fair provides employees with a blood pressure check and other health screens. All employees are strongly encouraged to participate in this program.
- d. Further, the Department of Human Resources periodically sponsors specific health care programs that have included dealing with stress, flu vaccinations, etc. Specifically, the programs may be open to officers covered under the City's medical insurance program or to the general City of Harrisonburg workforce.