



# CRYSTAL POLICE DEPARTMENT

## Department Policy Manual

TITLE: Physical Fitness Program  
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### PURPOSE

This policy is designed to give guidance to police department employees who elect to participate in the physical fitness program.

### SCOPE

This policy applies to all police officers, community service officers, and non-sworn employees of this department who choose to participate in the physical fitness program and applies only to the use of the fitness room at Crystal City Hall.

### INTENT

The fitness program provides an opportunity for employees engaged in stressful and somewhat sedentary jobs an opportunity to: 1) improve job performance, 2) reduce health risks, 3) reduce job-related injuries, and 4) reduce absenteeism.

### POLICY

- A. This program is a voluntary fitness program that will consist of the employee providing the employer with a doctor's note from their own physician approving the employee's use of the city fitness facility.
- B. Employees who participate in this fitness program are required to sign a waiver indemnifying the city from liability regarding any injuries resulting from the participation in the program. All participants must attend a mandatory orientation.
- C. Employees must receive supervisory or OIC approval before working out and it will be during non-peak hours. Additionally, patrol personnel will check out on their MDC while participating in the program. Non-peak hours are defined as: 0730 hours to 1030 hours and 0230 hours to 0530 hours. However, supervisors and OIC's may authorize workouts outside the parameters of the above listed hours after considering staff levels and work load.
- D. Employees will utilize this program during their break time. A maximum of sixty minutes may be used to workout and shower.
- E. During normal working hours, one employee from each unit of the department may utilize the fitness room at any given time (i.e. patrol, investigations, records, administration).
- F. Employees who are responsible for calls for service response will be required to monitor their police radio. If the supervisor deems it necessary for the employee to end their workout due to a call for service than that employee shall terminate their workout immediately.
- G. Employees will not be able to participate in this program any day that they are not working a full shift which is determined by their current shift and assignment.

- H. Employees participating in this program will have no more than 4 on duty workouts in each 14-day period. This is not an assurance that they will get to use all 4 fitness periods. This will be determined by the on-duty supervisor (taking staffing and current call loads into consideration).
- I. Authorized activities will include walking, jogging, running, and weight training (machines and free weights).
- J. Employees are also encouraged to work out on their own time as needed to maintain or improve their fitness level.
- K. Employees who do not participate in this program will still be held to physical standards required of their respective position in accordance with their city of Crystal position profile.
- L. Employee participation in the physical fitness program may be suspended or revoked for unsatisfactory job performance or a violation of exercise room rules of conduct.
- M. Should an injury occur while utilizing the fitness room, the injured employee must immediately report it to a department supervisor.
- N. Participation in the physical fitness program or use of the fitness room is not a condition of employment and this policy can be reviewed, amended, or eliminated at any time.