



Subject:

849. Wellness

Approved:

Chief Marcia Harnden

Effective:

December 9, 2019

Revised:

January 22, 2026

CALEA Standards: 22.2.3

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849.1: PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for employee mental health wellness and addressing issues related to the mental health wellness of employees ([ORS 181A.832](#)).

849.2: POLICY

It is the policy of the Albany Police Department (APD) to provide personnel with access to services to help with emotional or mental health stress to ensure their well-being and safety. Employees are encouraged to participate in the wellness program; however, all wellness activities are voluntary.

849.3: GOALS

Law enforcement can be a physically, emotionally, and mentally demanding line of work. Albany Police Department is committed to providing personnel with access to services to help them preempt and resolve emotional difficulties and to take those measures necessary in the provision of mental health service to ensure their well-being and safety.

849.4: WELLNESS PROGRAM

- a. The Support Services Captain serves as the wellness program coordinator.
- b. The wellness program and the Traumatic Response Support Team (TRUST) supports APD's wellness program and assists with coordinating wellness activities.
- c. The wellness program will offer periodic individual health screenings and fitness assessments to members of the department and their spouses through a contracted wellness screening provider. The screening and assessment include individual education, goal setting, and health evaluation.
- d. The TRUST team will provide ongoing support and resources to department members.

849.5: POLICE FITNESS FACILITY

- a. The police fitness facility is for the use of police personnel, employee family members, volunteers, and authorized users only. Prior to utilizing the fitness center, the appropriate form must be completed:
 - 1) [Fitness Center Waiver and Release For On-Duty Exercise: Form A66a](#); or
 - 2) [Fitness Center Waiver and Release For Off-Duty Exercise: Form A66b](#); or
 - 3) [Fitness Center Waiver and Release For Non-Employees: Form A66c](#).
- b. Every participant is required to attend an orientation session with an approved training instructor. The orientation session will review all of the equipment in the fitness center as well as reviewing proper warmup and cooldown activities.
- c. The fitness facility will be used in a safe and acceptable manner at all times. Failure to do so may result in the loss of the privilege to use the fitness facility.
- d. Users will sanitize equipment after each use.
- e. Users will report broken or damaged equipment the day it is discovered via email to the Police Business Manager.
- f. The sally port has been designated as an additional area to perform exercise. The sally port will have approved equipment that can be considered loud or disruptive, such as medicine balls and battle ropes. Persons using the sally port to exercise shall yield to incoming official use of the sally port.
- g. If an employee wishes to bring personal exercise equipment to the fitness facility, the equipment shall be approved by an instructor and the command staff prior to use at APD. The following personal exercise equipment are considered pre-approved and allowed for use at APD (all other items shall follow the approval process):
 - 1) Jump ropes
 - 2) Mats (Pilates or yoga style)
 - 3) Foam rollers
 - 4) Resistance bands
 - 5) Boxing gloves or wraps
 - 6) Inflatable exercise ball
 - 7) Weighted vest
 - 8) Ab wheel
- h. The fitness facility may be used by employee family members and volunteers over the age of 18. Exceptions can be made for family members and volunteers under the age of 18 through a written request to the Chief of Police.
- i. Employee family members must always be accompanied by a member of the police department while in the police building and in the fitness center. This is required for CJIS compliance. No exceptions will be made.

849.6: INJURIES OR SERIOUS ILLNESS

- a. Fitness center users are required to immediately report all injuries or serious illness requiring medical attention to an on-duty supervisor. Following an injury, participation privileges may be suspended immediately until further notice. Determination of when an injured participant may resume activities will be at the discretion of the Chief of Police, or designee, following a complete review of the injury report. This determination will be based on the nature of the injury, a medical return-to-activity clearance from a medical provider, and the health/fitness needs of the individual.
- b. An injured employee may be required to submit a memo detailing the injury/illness and obtain clearance in writing from a personal healthcare provider prior to resuming activities.
- c. Once cleared to resume physical fitness activities, the injured participant will follow the exercise regimen prescribed by their medical provider or physical therapist without deviation. Deviation from the prescribed exercise program may result in temporary denied access to the fitness center.
- d. Participants whose injury/illness requires “light duty” status may exercise in the fitness center only following clearance by a healthcare provider. Exercise activity will be limited to the fitness program prescribed by their healthcare provider or physical therapist.
- e. Failure to immediately report an injury or illness resulting from exercising in the fitness center may result in suspension or loss of the fitness center use privileges.
- f. The terms and conditions of use of the fitness center may change at any time without notice as deemed necessary by the Chief of Police.
- g. Any employee with an injury (obtained on-duty or off-duty) that effects their ability to complete their regular job duties must abide by the provisions in this section.

849.7: PHYSICAL FITNESS PROGRAM

It is the goal of the Albany Police Department to encourage a high level of physical fitness among police personnel. To assist employees in achieving this goal, the department has implemented a voluntary physical fitness program which is offered to all department employees and volunteers.

- a. Employees working a regular 12-hour shift are allowed six hours of on-duty exercise per 14-day cycle. Employees working a regular 8-hour or 10-hour shift are allowed three hours of on-duty exercise time per work week. On-duty exercise sessions are limited to one session per day. Employees working a regular 12-hour or 10-hour shift are allowed a maximum of 90 minutes per session. Employees working a regular 8-hour shift are allowed a maximum of 60 minutes per session. This time includes changing, exercise, and shower. Employees cannot take their breaks immediately before or after exercise time.
- b. All participants who participate in the physical fitness program may use the police fitness facility for on-duty workouts following the conditions within this policy.
- c. The police fitness facility is the only approved and authorized exercise site for the physical fitness program. Exercise periods which take the employee away from the facility (i.e. jogging, bicycling,

walking, etc.), must start and finish at the Albany Police Department to fall within the physical fitness program. Employees choosing this participation method must remain within $\frac{1}{2}$ mile distance from the Albany Police Department at all times.

d. Exercise sessions which do not begin and end at the Albany Police Department will be deemed to be outside the scope of the individual's employment, and the department will not provide on-duty time for the activity or assume any liability for the injuries or personal loss resulting from such exercise.

849.7.1: REQUESTING ON-DUTY EXERCISE TIME

Employees shall receive supervisor approval prior to every on-duty exercise session. Due consideration must be given to deployment, staffing, and activity level. Exercise time may be changed or cancelled at the discretion of the supervisor at any time.

- a. The number of employees who may utilize on-duty exercise time during a shift shall be determined by the on-duty supervisor based upon staffing levels and shift needs.
- b. Reports, calls for service, and meal breaks have priority over exercise time.
- c. Officers will be available for contact during work out time. Such contacts may include radio, cell phone, workout room phone or any combination thereof as approved by the watch commander.

849.7.2: ON-DUTY EXERCISE REQUIREMENTS

- a. Every employee who chooses to participate in the physical fitness program is required to sign and agree to the [Fitness Center Waiver and Release For On-Duty Exercise: Form A66a](#).
- b. Every participant will be required to attend an orientation session with an approved training instructor. The orientation session will review all of the equipment in the fitness center as well as reviewing proper warmup and cooldown activities.
- c. Before engaging in on-duty exercise, participants are required to perform a mandatory five-minute warmup. This can include any activity that gradually raises the heart rate and is considered a low to moderate level of exertion to prevent injury. The warmup should include full body stretches.
- d. At the end of the exercise activity, participants shall engage in a cool down. This is any activity that slowly decreases the heart rate at a low level of exertion. Full body stretches are encouraged at the end of the activity.
- e. The warmup and cool down are required best practices and should be done unless interrupted by an emergency or required call for service.

849.8: RESTORATIVE REST PERIODS

Employees can experience fatigue while on-duty. Employees may be allowed to take a restorative rest period during their shift to help reduce fatigue when necessary.

- a. Employees shall receive supervisor approval prior to taking a restorative rest period.
- b. Employees shall inform their supervisor of the location where they are taking the restorative rest period for safety reasons as well as the start and stop time. Restorative rest periods shall not occur at any location outside of the Albany Police Department building located at 2600 Pacific Blvd. SW, Albany, Oregon.
- c. Restorative rest periods while on-duty shall not exceed 60 minutes.
- d. Employees may be disrupted during a restorative rest period due to a priority call, emergency, staffing needs, or another urgent matter.

849.9: RESOURCES

Resources available for personnel, supervisors, or the Department to utilize or implement, as needed, include the following:

- a. TRUST: A team composed of department members and individuals with training to offer support for members, and their families during times of personal and professional crisis. ([Traumatic Response Support Team: Policy 848](#))
- b. Employee Assistance Program (EAP): A City benefit that, in addition to other services, provides confidential mental health services maintained by a third party at no cost to the employee.
- c. Chaplain: Chaplain services are available through a third-party provider and are incorporated into the Departments TRUST team.
- d. Critical Incident Debrief: A tool for supervisors to implement when employees have experienced or been exposed to particularly traumatic events.
- e. Mental Health Clinician: A licensed psychotherapist, psychologist, or counselor contracted by APD to provide debriefings and clinical support when needed. The individual should be trained in Critical Incident Stress Management (CISM) and familiar with law enforcement.
- f. Financial Wellness Program: A program for employees and their families to utilize during times of personal and professional needs.
- g. Nutritional Wellness Program: An ongoing program for employees and their families to ensure our department members are maintaining healthy nutritional habits.
- h. Sleep Wellness Program: An ongoing program for employees and their families to ensure our department members are maintaining healthy sleeping habits. ([SOP870: Cranial Electrotherapy Stimulation](#))
- i. Spousal Support Program: An ongoing program for employees and their families to ensure our department members are maintaining healthy relationships in the home.
- j. Addiction Resource Program: An ongoing program for employees and their families to utilize during times of personal and professional needs.

849.10: WELLNESS COMMITTEE

- a. The wellness program coordinator shall establish a Wellness Committee, which will serve to assist with identifying wellness needs for the Department.
- b. The Wellness Committee should be comprised of members from various workgroups to include:
 - 1) The wellness program coordinator.
 - 2) An appointed Wellness Committee chairperson.
 - 3) Members volunteer to serve on the Wellness Committee.
- c. The Wellness Committee should convene on a regular basis as determined by the chairperson, but at least semi-annually.
- d. The Wellness Committee will make recommendations based on current trends and identified department needs.
- e. The Wellness Committee is responsible for:
 - 1) APD communication TV content.
 - 2) Providing wellness-based lunch and learn sessions.