




# Cocoa Beach Police Department

## Standard Operating Procedure



<b>Effective Date:</b> September 11, 2023	<b>Replaces:</b> <b>Amends:</b>	<b>Number:</b> 401.00
<b>Subject:</b> Police Fitness Facilities	<b>Re-Evaluation:</b> 2024	
<b>Distribution:</b> All Members	<b>Related CFA Standards:</b>	
<b>Approving Authority:</b> Deputy Chief of Police Wes Mullins		
<b>Approval Date:</b> August 28, 2023		

This standard operating procedure consists of the following numbered sections:

### 1. PURPOSE

The purpose of this policy is to establish guidelines for the use of the Cocoa Beach Police Department's fitness facilities.

### 2. SCOPE

This policy shall apply to all members of the Cocoa Beach Police Department and all persons authorized to use the fitness facilities.

### 3. POLICY

It is the policy of the Cocoa Beach Police Department to provide the citizens of Cocoa Beach with the highest level of law enforcement services possible, in furtherance of that policy, the Department has determined to provide clean and safe fitness facilities to promote wellness and physical fitness among its members.

### 4. DEFINITION(S)

A. FITNESS FACILITIES – area within the Cocoa Beach Police Department to include the locker rooms, restrooms, gym and all fitness equipment, stairwells, secured parking area, sally port, and/or interior rooms with mats.

### 5. RESPONSIBILITY

The administration and management of the fitness facilities of the Cocoa Beach Police Department are the responsibility of the Chief of Police, or designee.

### 6. PROCEDURES

#### A. Authorized Use of Fitness Facilities

1. Members of the Cocoa Beach Police Department
2. Members of the Cocoa Beach Fire Department
3. The Chief of Police, or designee, may authorize additional people to use the fitness facilities.

#### B. Access

1. Only persons who have an approved *Fitness Facilities Hold Harmless Agreement* (Appendix A) on file shall be permitted to access the fitness facilities.
2. The fitness facilities shall be open 24 hours a day, seven days a week.

3. When space is limited, priority shall be given to Cocoa Beach Police Department members over non-members.

C. Fitness Facilities Rules

Use of the Cocoa Beach Police Department's fitness facilities is a privilege. Anyone violating the directives in this policy and/or any posted rules may be subject to disciplinary actions and may have their privileges revoked at any time by the Chief of Police, or designee.

1. General

- a. Personal belongings and trash shall not be left in the fitness facilities.
- b. No food or drinks, other than water and sports drinks, shall be consumed in the fitness facilities.
- c. Users shall be courteous and considerate of others during the workout routine.
- d. Music and other noise shall be kept to a minimum.
- e. Lights, fans, stereos, TVs, etc. shall be turned off after use.
- f. No weapons shall be worn while exercising.
- g. All injuries shall be reported to the on-duty Shift Supervisor who will complete a *Mishap Report* (Appendix B).

2. Equipment

- a. The layout of the room shall not be rearranged. Machines and heavy equipment shall not be moved.
- b. All workout equipment shall be returned to its designated location after use. Finding equipment out of place does not excuse the next user from properly replacing it.
- c. Equipment shall be wiped down after use to remove any perspiration using the provided antiseptic spray.
- d. Damaged or missing equipment shall be reported immediately to the on-duty Shift Supervisor who shall notify the [police@cityofcocoabeach.com](mailto:police@cityofcocoabeach.com) email. If necessary, a notice shall be posted on the equipment indicating that it is not usable.

3. Restrooms/Locker rooms

- a. All personal items shall be removed from the restrooms and locker rooms after use.
- b. Lockers are not assigned and are available on a first come first serve basis.
- c. Users are responsible for securing their personal belongings.
- d. Lockers are City equipment subject to search and inspection at any time.

4. Attire

- a. Appropriate attire must be worn at all times. Minimum attire is shorts/pants, shirt and gym shoes.
- b. Working out without a shirt is not permitted.
- c. Clean attire shall be worn while exercising.
- d. Members in workout attire shall not linger/loiter around any area of the building or appear in lobby areas except to enter/exit the building.

5. Exercising Off-duty

- a. Members exercising off-duty are expected to abide by all City and Department policies.
- b. Injuries sustained while exercising off-duty shall not be considered a work-related injury and shall not be covered by Worker's Compensation.

6. Exercising On-duty

- a. Sworn officers shall be allowed to use on-duty time, up to one hour, two days per week, to utilize the fitness facilities.
- b. On-duty fitness facilities use is solely depending on call volume and supervisor approval.
- c. Officers shall maintain radio contact at all times and advise Communications of their location.
- d. Officers are subject to immediate recall to their duties by any supervisor, as operational commitments require.

- e. Fitness hours must be logged into Paycom using the code PD – Gym [PDGYM].
- f. Fitness hours are not eligible for overtime or add pay compensation.

**7. APPENDIX**

- A. [Fitness Facilities Hold Harmless Agreement](#)
- B. [Mishap Report](#)

**8. REFERENCES**

There are no references for this policy.