



GENERAL ORDER

***DURHAM POLICE DEPARTMENT
DURHAM, NC***

NUMBER:

2022 R-6

WELLNESS PROGRAM

Effective Date: 05/15/1996

Revision Dates: R-1 05/16/1997; R-2 01/10/2005; R-3 08/14/2017; R-4 02/28/2023; R-5 04/28/2023; **R-6 12/06/2024**

INTRODUCTION

Wellness is important in the performance of essential job functions, enhances quality of life, and has been shown to reduce the severity of injuries due to accidents. Members of the Durham Police Department (DPD) are expected to maintain overall health and sufficient physical fitness necessary to perform the essential functions of their assignment. Additionally, sworn officers of DPD should maintain a level of health and fitness that allows them to perform the duties of a patrol officer. To assist members with this expectation, DPD has established a wellness program.

PROGRAM OVERVIEW

The Department's Wellness Program is primarily coordinated by the Training Division in conjunction with applicable City Human Resource Department (City HR) events and services.

Full-time members of DPD may:

- Participate in ongoing wellness training coordinated or provided by the Training Division or City HR;
- Undergo confidential wellness screening periodically at no cost to themselves, be provided with the results of their screening and recommendations for improvement, and be advised of their options for voluntary on-duty wellness activities;
- Participate in on-duty wellness activities as outlined in this general order, provided a waiver signed by a doctor is on file in the Training Division.

Members of the DPD who maintain a current instructor certification as a Law Enforcement Physical Fitness Instructor may be designated as Physical Training (P.T.) Instructors by the Training Division.

WELLNESS SCREENING

Health screenings are coordinated in conjunction with City HR. Supervisors are encouraged to allow members the time during work hours to participate in wellness screening opportunities, whenever reasonably possible. Participating members will be advised of instructions for scheduling and obtaining the results of health screening.

Results of the health screening will be used to inform members about their general physical condition. Members with disabilities who are otherwise able to perform their assigned duties, with or without reasonable accommodation, will not be penalized because of this program. The results will be treated as confidential medical records.

VOLUNTARY FITNESS PLANNING

The Training Division offers voluntary Fitness Planning, where a fitness program is developed to address the specific needs of each member.

Step 1: Medical Examination

A medical examination will be conducted by a physician or other appropriate medical personnel to ensure that members can participate safely in wellness activities. All costs incurred for the examination will be paid by the member. DPD does not have the resources to conduct this medical exam at City expense.

Members must complete the physical examination questionnaire available in the Training Division prior to their examination. The completed form will be maintained confidentially with the physician or other appropriate medical personnel.

If the physician or other appropriate medical personnel determine that the physical condition of the member presents a risk in the performance of essential job functions, the member will be responsible for following the guidelines outlined in the City Personnel policies [HRM-710, Personal Illness & Injury](#) and [S-207, Return to Work Program](#).

If the physician or physician extender determines the wellness of the member may be improved safely through available wellness programs, such as diet, education, and/or exercise, the member will be referred to a P.T. Instructor assigned to the Training Division with a form listing any limitations. This form will be maintained confidentially in the Training Division and used only to design an individual wellness plan. Forms will only be effective for two years. Members will be responsible for requesting updated screenings.

Step 2: Wellness Assessment

A P.T. Instructor will conduct a wellness assessment to help establish an individual wellness plan within the limitations outlined by the physician or physician extender. A copy of the assessment procedure is available in the Training Division. All aspects of the wellness assessment will be confidential and discussed only with the member.

Step 3: Individual Wellness Plan

A P.T. Instructor will recommend a safe and realistic program to assist the member to attain or maintain optimal wellness levels. The program will be voluntary and must be approved by a physician or physician extender before implementation. The plan will include recommendations for follow-up activities, evaluation and modification, if appropriate to the needs of the member.

EXERCISE ACTIVITIES

DPD will maintain an area and equipment necessary to enable its members to develop and maintain optimal physical condition, reduce stress, and prevent and/or reduce the severity of injuries associated with law enforcement duties. The Department will allow 24-hour use of this facility for its members.

Members who wish to participate in on-duty exercise activities, but who do not wish to undergo the wellness screening outlined above, must complete a [waiver](#) signed by their physician or physician extender. The [waiver](#) must be on file in the Training Division before any on-duty exercise activities are performed. Waivers will only be effective for two (2) years. Members will be responsible for updating the waivers.

All full-time officers assigned to uniform patrol OR who works a uniform patrol-style rotating schedule may be afforded one and a half (1.5) non-cumulative hours every work day, as scheduling and staffing permits, to devote to exercise activities which promote total body wellness. All other full-time officers may be afforded one and a half (1.5) non-cumulative hours **every other** work day, as scheduling permits, to devote to exercise activities which promote total body wellness. This time frame is intended to include showering, changing clothes, and travel time, etc. Activities are limited to: swimming, jumping rope, biking/cycling, aerobic exercise/high intensity interval training, running/jogging, weight training, utilizing exercise equipment, yoga, stretching or walking. Exceptions to the above must be approved by a P.T. Instructor. All exercise activities during on-duty hours must occur within the jurisdiction of the Durham Police Department and only after members have arrived to their normal work location to begin their workday. A [daily log](#) has been provided to assist members in tracking their exercise progress. Non-sworn members may workout outside their scheduled duty hours or during a regular lunch break. Non-sworn members will need to complete the appropriate [waiver](#) and return it to the DPD Training Division at pdtraining.certificates@durhamnc.gov.

In order for injuries sustained during voluntary participation in the Wellness Program to be considered for coverage under workers' compensation and disability benefits they must occur during the above mentioned one and a half (1.5) hour time period and within the scope of activities listed.

On-duty participation in the program may be limited due to staffing shortages, an increase in calls for service, or other work-related needs. Members are also encouraged to devote off-duty hours to maintaining total body wellness; off-duty exercise or use of the facilities is not compensable.

When in session, members are invited to participate in the police academy's physical fitness training program. Interested members must contact the Training Division and be approved by the Training Commander to participate.

AUTHORIZED WEIGHT ROOM USERS

Use of DPD's physical fitness facility is limited to:

- DPD members;
- DPD Reserves;
- Police Officer applicants during the pre-employment testing process;
- Other City of Durham employees at the discretion of the Chief of Police.


Members shall not facilitate unauthorized use of DPD's physical fitness facilities including, but not limited to, providing access to or accompanying unauthorized users.

FACILITY PROCEDURES

The following procedures shall be adhered to when using DPD's physical fitness facility:

- All users are required to sign in and sign out;
- All facility users are required to wear appropriate clothing, which includes shirts, pants/shorts, and athletic shoes;

- All equipment, to include audio equipment, is on a first-come first-serve basis;
- Audio should be kept at a reasonable volume so as to not disturb other users or interfere with work that is occurring nearby;
- Conduct and language is to conform to DPD Standards;
- Each user is responsible for general housekeeping of the facility and for returning all equipment to its proper place after use;
- Lockers are for use while exercising. Temporary assignments (more than one day), may be made during recruit training and for their instructors during the training period. Facility users will provide their own locks;
- Management of the facilities is assigned to the Training Division.



PATRICE V. ANDREWS
CHIEF OF POLICE