


# Fort Collins Police Services Policy Manual

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|  <b>FORT COLLINS<br/>POLICE</b> | <b>POLICY</b> | <b>1001</b>                           |
|  | <b>TITLE</b>  | Physical and Mental Wellness Programs |

## 1001.1 PURPOSE AND SCOPE

Fort Collins Police Services believes that all organizational employees are better prepared to do their jobs if they are physically and mentally fit. Improved performance benefits the Agency, the City, and the citizens we serve, as well as the employees themselves. Based on this belief, this policy provides for a fitness facility, orientation sessions, supervisory discretion and flexibility, physical and mental fitness assessments, and fitness incentives.

## 1001.2 ENCOURAGEMENT

The Agency encourages all employees to reach and maintain a good level of fitness and aids in support in the following ways:

- (a) The Agency will have a physical fitness team made up of selected employees of the department as well as a designated supervisor appointed by the Chief of Police. Team members shall receive special training and will be responsible for development and oversight of fitness programs, facilities, and equipment.
- (b) The Agency provides a physical fitness training facility (“facility”) and equipment.
- (c) The Agency will provide a voluntary physical fitness assessment test twice a year which will include fitness improvement incentives.
- (d) The Agency, through the Fitness Team, will provide various training and informational programs to employees collectively and individually to assist with fitness development.
- (e) The Fitness Team will make periodic checks of the equipment of the facility and request maintenance or replacement as required through the Professional Standards Unit/Fitness Team Supervisor.
- (f) With certain restrictions, the Agency allows employees to use the facility during on-duty and off-duty hours.

## 1001.3 FACILITY USE

The facility is for the use of all Agency employees and authorized guests to develop their personal fitness under the following conditions. All users should remember that police headquarters serves primarily as an office facility and all users must not conduct/participate in exercise activities that are disruptive of normal police office activities. All users of the facility must follow the facility rules as established by the Professional Standards Unit/Fitness Team.

### (a) Orientation Session Prior to Use

1. Prior to the on-duty or off-duty use of the facility, new employees and current employees who have not previously received facility orientation regarding safety and familiarization check-out with a certified member of the Fitness Team must attend such an orientation session. Scheduling of an orientation session shall be at the discretion of the employee’s

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supervisor and the Fitness Team and will generally occur during the new employee orientation.

- (a) The orientation session shall include an explanation of the facility equipment and rules of the facility. These sessions will be incorporated into the orientation schedule of new employees.
- (b) The Fitness Team/Personnel and Training Unit is responsible for maintaining files which will contain records of the employees who have completed the orientation session and a description of the contents of the session.
- (c) The Fitness Team is responsible for maintaining the facility use sign-in logs and ensuring that the logs are available for sign-in.

(b) On-Duty Use

1. Employees may use the facility during on-duty hours only under the following conditions:

- (a) Employees who are normally compensated for their authorized on-duty break as part of their regularly scheduled workday may, at their on-duty supervisor's discretion, be allowed to take that break at the facility and exercise during that time. The same parameters that apply to regular breaks will apply (location, availability, pending calls for service, etc.)
- (b) Employees who are compensated for their meal breaks as part of their regularly scheduled workday may be allowed to take that meal break at the facility and exercise during that time under the following conditions:
  - (1) The on-duty supervisor will determine if and when an employee may exercise at the facility in lieu of taking a meal break. It is understood that some shifts/work groups may not have the necessary flexibility to allow exercising at the facility during meal breaks.
  - (2) The on-duty supervisor will evaluate staffing and deployment needs, call loads, shift availability, and all other factors prior to allowing an employee to exercise at the facility in lieu of a meal break. An employee shall be considered "available" while exercising at the facility. For example, an employee may not be allowed to change clothes into full athletic gear and leave the facility to go jogging or exercise. The employee may only use their designated meal break to work out and must monitor radio traffic and calls for service to be available to respond to calls for service if needed.
  - (3) Supervisory approval will occur prior to an on-duty employee's use of the facility. As with all meal breaks, call load demands may cause cancellation of the approval or a change in the time slot.
  - (4) Officers who have been granted approval to use the facility during their meal breaks must make the necessary notifications regarding their location and availability to the Patrol supervisor and Fort Collins 911.
- (c) Employees may use the facility while on-duty to participate in fitness assessment tests as described below. Scheduling of such tests shall be at the discretion of the employee's supervisor and the Fitness Team.
- (d) Employee attendance at the above-described orientation session will be considered on-duty.
- (e) Employee attendance at the other testing or training sessions conducted at the facility may be considered on-duty when specifically authorized by the Chief of Police.

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(c) Off-Duty Use

1. All use of the facility, other than under those circumstances identified above for on-duty use, shall be considered off-duty and shall be subject to the following conditions:
  - (a) Employees may use the facility during off-duty hours at their own risk.
  - (b) Prior to using the facility while off-duty employees are required to have participated in the facility orientation as described above.
  - (c) Employees may exercise with a non-employee adult guest. The employee must be present in the facility when the guest is present and must assure responsibility for the conduct of the guest. The employee must ensure that the guest reads, agrees to, and signs the posted sign-in sheet which states the general risks of using the facility and contains a waiver/release of liability at the top of each page.
  - (d) Employees may exercise with their children provided the children are at least 12 years of age. The employee must be present in the facility when the children are present and must assume responsibility for the conduct of the children. The employee must ensure that an adult child reads, agrees to, and signs the posted sign-in sheet which states the general risks of using the facility and contains a waiver/release of liability at the top of each page. For a minor child, the employee must sign the posted sign-in sheet on behalf of the child. By signing in on behalf of the child, the employee understands that he/she is signing the waiver/release on behalf of the employee and the child.
- (d) The Chief of Police or his designee may authorize other individuals or groups to use the facility at the Chief's discretion. These individuals or groups may include, but are not limited to, other City employees or visiting officers from other jurisdictions. Each time prior to using the facility, such authorized guests are required to read, agree to, and sign the posted sign-in sheet which states the general risks of using the facility and contains a waiver/release of liability at the top of each page that is applicable to the guest while making use of the facility.
- (e) No animals, except police K9 and service animals as defined under the Americans with Disabilities Act, are permitted in the facility.

**1001.4 FITNESS ASSESSMENT TESTS**

- (a) The Fitness Team will be responsible for scheduling and administering voluntary assessment tests twice a year at about six-months intervals. The purpose of the tests are to provide the members with information on their levels of fitness and to serve as an incentive to develop good fitness. Fitness testing instruments must be approved by the Chief of Police or a designee and maintained in department training files. Awards will be granted based on participation and performance.
- (b) The Fitness Team will be responsible for the specifics of the testing process under the following guidelines:
  1. Each full-time employee may earn up to a maximum of 20 hours of award time per test, based on their participation and overall performance. Part-time employees may earn pro-rated award time based on their normal work schedule. In addition, the Agency may provide other incentives or award times as recommended by the Fitness Team.
    - (a) Employees can continue to accrue an unlimited number of award time hours; however, an employee may only carry over from one leave benefit year to the next, a

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maximum of 240 hours. Any hours above that cap will be eliminated at the end of the leave benefit year.

- (b) Award time will NOT be converted to cash at any time.
- 2. Tests used and the award time schedule will be approved by the Chief of Police and kept on file with the appointed Fitness Team supervisor.
- 3. Fitness instructors may conduct assessments to determine a member's ability to participate in the process; if there is an indication that the member is ill, injured, or not physically able to participate, fitness instructors have the authority to refuse a member's participation. Employees on light duty or modified duty are prohibited from testing until they are cleared from light or modified duty. Once cleared, the employee may schedule a fitness test with a fitness instructor prior to the next scheduled fitness test.
- 4. Should a member be injured during the testing process, the member shall cease testing and notify the instructor at once. Medical attention should be sought if needed and appropriate reports completed.
- 5. Members may test during regular work hours if scheduling permits or may be granted flex time if they test during non-work hours.
- 6. In fairness to all members, the tests must be completed during the time frame specified in the announcement of the tests to be eligible for awards unless the employee is returning from light or modified duty as indicated in 1001.4 (b)(3). Members who must do testing as a requirement of their job assignment, but who cannot complete the testing during the specified time frame, besides light duty restrictions, may do the test earlier and earn incentive awards by scheduling a test with a fitness instructor. If the test is completed after the scheduled fitness test, besides light duty restrictions, the employee will not receive incentive awards.
- 7. Members will be notified of their results as well as any awards earned. Files of results will be retained for the member information, for the instructors' program evaluation, and for the Agency to gather generalized statistical information. Earned incentive awards will be provided at the end of the scheduled fitness test.
- 8. Fitness assessments can only be conducted by current Fitness Team members who have participated in the Fitness Testing Procedures Orientation. Fitness Team members must get certified through the Agency approved fitness organization (determined by the Fitness Team).

### **1001.5 POLICE OFFICER HIRING PROCESS FITNESS TESTING**

- (a) The Fitness Team will conduct the physical fitness readiness testing for all Agency hiring requirements.
- (b) All Fitness Team members participating in the administration of the fitness hiring tests must have completed the Fitness Testing Procedures Orientation.
- (c) A minimum of two Fitness Team members are required for each new hire testing group, with additional team members present as needed for safety and efficiency of scoring applicants.

### **1001.6 STRESS AWARENESS AND MANAGEMENT PROGRAM**

- (a) Similar to the physical fitness evaluations, twice per year, staff may receive incentives in the form of Award Time for completing mental health check-ups. These are confidential meetings, a time to reflect on the cases worked, explore reactions to them, plan general

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self-care strategies, and identify any work or personal issues needing attention in order to prevent stress overload.

1. The check-ins afford the Police Psychologist, or designated provider, an opportunity to share current information regarding impacts on emergency service providers, suicide statistics and prevention, and available resources.
  2. A stress self-assessment questionnaire will be given to staff by the Police Psychologist, or designated provider, prior to meeting to focus the discussion.
- (b) These voluntary Mental Health Check-Ups provide structured sessions intended to assist the employee in evaluating their overall mental health and wellbeing, identifying potential vulnerabilities, and identify areas and resources for further focus.
- (c) Employees will receive ten (10) hours of Award Time for each of the twice-yearly mental health check-ups (separated by at least six months), for a total of up to twenty (20) hours of Award Time per calendar year.
- (d) These mental health check-ups must be completed in person or using Telehealth with the Police Psychologist or designated EAP providers qualified to work with law enforcement and prepared to offer this specific program as administered by the Police Psychologist.
- (e) Employees completing the check-ups will be given a waiver, that both they and the provider will sign, which will permit and direct the counselor to report to the Police Psychologist only that the employee completed a check-up.
1. Once per month, the Police Psychologist will provide the Patrol Administrative Assistant a list of employees who are eligible to receive Award Time in that six-month period and the Patrol Administrative Assistant will enter the Award Time into Telestaff.
- (f) Other than simply reporting that an employee has completed a mental health check-up, meetings are “privileged communication” pursuant to CRS.
1. No fit for duty evaluations will occur during the sessions. If counseling is determined to be needed, an appropriate referral will be made.