

A. PURPOSE. To provide a structured environment for physical conditioning efforts and to promote wellness for all police employees.

B. DEFINITIONS

1. Physical Fitness Center – designated area(s) of the Police Headquarters that contain either cardiovascular or anaerobic fitness equipment. These designated areas will be made available 24/7 with exceptions being approved by the Support Services Division Commander.
2. Physical Fitness Specialist – trained police employees available for the purpose of physical fitness assessment and fitness program design to promote wellness and physical fitness improvement or maintenance. A list of personnel certified as physical fitness specialists shall be maintained by the Support Services Division Commander, and posted in the Physical Fitness Center(s).

C. SPECIFIC RESPONSIBILITIES

1. Department Personnel shall:
 - a. Complete the entire fitness assessment program before using the Physical Fitness Center. Fitness assessments may be determined by any of the following:
 - (1) The Department sponsored bi-annual physical.
 - (2) The Fitness Center orientation training received by new employees which includes a recent pre-employment medical assessment.
 - (3) A medical release from the employee's personal physician.
 - b. Sign in and out on the Physical Fitness Center(s) Sign-in Sheet kept in the Center(s).
 - c. Abide by all Department Rules, Orders, and Procedures when in the either facility.
 - d. Wear appropriate clothing (shirt and shorts/sweat clothing). Gym shoes are required.

- e. Perform exercises properly. It is recommended that two or more personnel work out together for safety purposes. Charts are available to describe exercises and proper technique.
 - f. Report any equipment failure or maintenance requirements to a Department Fitness Specialist as soon as practical.
 - g. After use, re-rack used weights and clean equipment with anti-bacterial cleaner as needed.
 - h. At the employee's discretion, contact the Department's Physical Fitness Specialist for fitness information or for information about how to properly use the fitness center equipment. This fitness session will be on the requesting employee's own time.
 - i. Any injury to an employee experienced while using the Physical Fitness Center(s) shall be immediately reported to that employee's immediate supervisor or to the Watch Commander in cases of the immediate supervisor's absence.
2. Department Personnel shall not:
- a. Smoke, eat or loiter in the Physical Fitness Center.
 - b. Abuse equipment or violate safety rules. Personnel engaging in this type of activity are subject to disciplinary action.
3. Department Fitness Specialists shall:
- a. Conduct fitness assessments, design fitness programs, and offer fitness and nutritional advice to interested employees.
 - b. Explain and illustrate proper fitness equipment usage.
 - c. Be responsible for maintenance and supervision of the Physical Fitness Center.
 - d. Submit a written request for repair or replacement to the Support Services Division Commander in the event that they are unable to rectify a reported problem.

- e. Maintain the Physical Fitness Center sign-in logs, equipment manuals, maintenance records, and data base for any participating employees tracking progress in any future programs.
 - f. Administer any unit-specific physical assessment (i.e., Special Response Team) and any future developed employee testing program.
4. The Support Services Division Commander shall oversee the Physical Fitness Center(s) and physical fitness program

D. FITNESS CENTER ACCESS

- 1. Only sworn or civilian Grand Rapids Police Department employees shall be permitted to use the Physical Fitness Center(s). All others must have approval of the Support Services Division Commander.
- 2. Non-Police Department employees seeking approval to use the Fitness Center(s) must submit a signed waiver (provided by the Department) to the Support Services Division Commander.
- 3. The Support Services Division Commander shall maintain a list of any non-employee approved to use the Physical Fitness Center(s) and copy of their signed waiver.