


**LEESBURG POLICE DEPARTMENT
REGULATIONS AND GENERAL ORDERS MANUAL**

General Order Number: 412	Section: PERSONNEL	Effective Date: FEBRUARY 2023
Title: WELLNESS PROGRAM		
Accreditation Standards: PER.03.06		
Review Date: DECEMBER 2023	Total Pages: 2	Chief of Police: 

I. PURPOSE

This General Order establishes the Department's commitment to a program that assists employees in maintaining and/or improving their health and fitness levels. It also presents guidelines for sworn employees to conduct wellness routines while on-duty.

II. POLICY

- A. Participation in the Wellness Program is voluntary, whereby sworn Department personnel may be permitted time on-duty for physical activity and fitness.
- B. Shift supervisors are responsible for deciding the feasibility of releasing on-duty officers for workouts, which are secondary to workload. Shift supervisors maintain full authority to manage participation in the program based on operational needs, and participation in the program is a privilege and not guaranteed.
- C. The department will designate a Wellness Coordinator who will be responsible for coordinating the department's wellness needs and the administrative oversight of the program.
- D. To prevent significant disruptions of police service, only two (2) on-duty patrol personnel can participate in the program at any one time. Workload permitting, personnel are allotted one (1) hour per work shift for participation in the program.
- E. On-duty patrol personnel participating in the program are required to monitor portable radios and maintain quick access to their uniforms and equipment. Personnel are additionally responsible to ensure safe storage and security of all issued police equipment and uniforms while participating in the program.
- F. Personnel on medically restricted duty are not permitted to participate in the Wellness Program.
- G. For tracking and accountability purposes, all participants must document their use of the program by ensuring that an "Employee Wellness" call type is captured to reflect their duty status during their participation in the program. Offsite wellness locations must be approved by the Chief of Police, and all wellness activities outside of the approved facility must begin and end at LPD headquarters (outdoor run, bicycle ride, etc.) Transportation to and from the approved facility for participation in the program shall be considered on-duty time.
- H. All injuries incurred while participating in the Wellness Program shall be reported orally to the on-duty supervisor immediately and shall be considered on-duty injuries. Though encouraged, off-duty wellness activities are not a part of the Wellness Program, and personal injuries incurred while participating in wellness type activities off-duty are off-duty injuries and will not be covered by Workers Compensation. Documentation of all injuries that occur during on-duty wellness activities shall be in accordance with General Order 403 Compensation, Benefits and Conditions of Work.

- I. The activities permitted while participating in the Wellness Program should be focused on maintaining or improving the ability to perform job related tasks for maximum performance of law enforcement duties. These activities should address flexibility, strength, speed, agility, power, core strength, and anaerobic as well as aerobic conditioning. Organized sports are not authorized.

- J. It is the responsibility of the employee to select activities in which he/she is appropriately fit to participate. Proper exercise can improve an employee's overall health status, the ability to perform one's duties and reduce the likelihood of injury. The Wellness Coordinator can provide examples of exercises to achieve fitness goals. Questions regarding appropriate wellness activities shall be addressed to the Wellness Coordinator.