

Physical Fitness Program

1032.1 PURPOSE AND SCOPE

It is the policy of the Newark Police Department to promote physical fitness among its employees. An exercise room and its fitness equipment are provided in conjunction with individualized employee orientation and training guidelines. All employees are required to use the exercise facility in conformance with department policy and exercise room rules.

The City of Newark recognizes the importance of physical fitness to employee health. Law enforcement work can be very physically and psychologically demanding. These challenges are better addressed when an employee participates in a regimen of personal fitness. While the City has agreed to provide an exercise room, fitness equipment, and individualized training input, there also exists the expectation that its employees will participate in a manner that is safe, constructive, and in accordance with rules and guidelines. This Policy serves to identify those employees who are eligible to participate in a fitness program during working hours, as well as those who may participate, during non-working hours on a voluntary basis.

1032.2 PROCEDURE

1032.2.1 FACILITY AND EQUIPMENT

The equipment housed in the work out room has been carefully selected. This occurred after members of the Newark Police Association, the Police Administration, and the City provided input. Unless otherwise authorized by the Chief of Police, no other fitness equipment shall be used on the premises.

1032.2.2 ELIGIBILITY

All full and part-time paid employees of the police department are eligible to participate in the voluntary (off-duty) fitness program. Volunteers in any capacity are eligible for the voluntary program, subject to the approval of the Chief of Police. Police officers and Community Service Officers are eligible to participate in the on-duty fitness program, and are subject to its guidelines. All employees and volunteers must be cleared for eligibility by their own personal physician or City physician. All Personnel must obtain a waiver from their physician or City physician every two years indicating that they are eligible to continue in the on-duty fitness program.

1032.2.3 PROGRAM LIAISON

The Personnel Department will maintain an ongoing liaison with the Chief of Police regarding the program and the list of eligible participants. Such a list will remain posted prominently within the exercise room.

1032.2.4 CONDITIONS FOR PARTICIPATION

Employees may participate in this program under the following conditions:

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- (a) Each potential participant must undergo a preliminary screening by their own personal physician or the City's physician. This screening is intended to assess the participant's individual capabilities, limitations and needs.
 - 1. Information Waiver: The City reserves the right to access records related to, or resulting from, this program. Should inquiry be made into such records, the individual shall receive written notification of such inquiry.

- (b) Restrictions: The following rules shall be strictly obeyed:
 - 1. Facilities are always open for use, but utilization must take into account any noise resulting from the workout.
 - 2. Use of the equipment shall be limited to employees named on the current master list.
 - 3. It is normal for those who exercise to gain strength/aerobic capacity. Employees shall work closely with their physician or the City's physician regarding increasing weights or aerobic challenges that are outside of the parameters of that physician's recommendation.
 - 4. Any employee experiencing pain or discomfort while performing the exercises prescribed shall immediately discontinue participation and notify both their immediate supervisor. Resuming an exercise regimen can only take place after the City's physician or the employee's physician provides authorization. Any employee who becomes subject to light-duty must suspend participation in this program until that restriction is lifted, or, unless their doctor approves such participation and the Chief of Police agrees.
 - 5. Employees must recognize the significance of an interruption of 7 days or more in an exercise program. You are expected to resume at an activity or challenge level lower than that achieved at the time of a "day off."
 - 6. Horseplay within the facility is prohibited.
 - 7. Equipment malfunctions or needed facility maintenance shall be reported to a supervisor immediately. Supervisors shall post prominently any notices that can warn others of a potential safety issue. If such an issue is related to a piece of equipment, such apparatus may not be used until it is repaired.
 - 8. All participants will be bound by rules of acceptable attire, i.e. male officers must wear shirts, no provocative clothing, etc.
 - 9. Anyone who abuses the policy or rules is subject to suspension from the program by the Chief of Police.

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- (c) On-duty Workouts: The exercise program in total represents the department's commitment to its employees as it relates to good health and well-being. The physical demands and expectations for both police officers and community service officer serves as the sole reason they are authorized to participate during working hours. If workload inhibits their ability to exercise during their regular shift, there is an expectation that they will, whenever possible and prudent, exercise voluntarily, either in our facility or at another venue. There are two modes of workout time in this program:
 - 1. A lunch period that becomes extended from 40 minutes to 70 minutes, 40 minutes of which must be spent exercising
 - 2. A 40 minute exercise period with a 10 minute shower/change allotment
- (d) Police supervisors are expected to uphold the philosophy of this program by ensuring they do all they can to safely address the workload, demands, and calls-for service on their shifts, while scheduling their officers participation in a way that maximizes their opportunities to do so. Supervisors are encouraged to identify who will utilize a 70 - minute period in conjunction with their lunch, and who will instead exercise for a 40-minute period, either at the beginning of a shift, or in advance of a shift. Sergeants should work with their police and community service officers to identify those hours in the shift that have been traditionally less demanding. Designating slots is encouraged; but officers need to ensure that the duty of their response to calls for service outweighs the guarantee of a dedicated workout time period.
- (e) Supervisors are expected to, as part of their oversight duties, inspect the exercise room for hazards, worn equipment, etc. They are expected to take an active role in the day-to-day administration of the program, ensuring that participants are not abusing the letter or spirit of the program by wasting valuable time, or deviating from their regimen. Participants who abuse the opportunities represented by this program are subject to being excluded.
- (f) The Field Operations Lieutenants and Commander are expected to assist the on-duty supervisor in any way possible in order to ensure that they are afforded the opportunity to participate. Supervisors will make their own determinations as to when the best time for them to exercise exists.
- (g) Any on-duty participants who are authorized by the City's consultant to either jog on a pre-designated route, or bicycle on same, will, in advance of their exit from the police facility, notify police communications and carry on their person a electronic device which will allow the Dispatcher to contact personnel immediately. If jogging or cycling routes are established, participants shall not deviate from them. Such routes will ensure a timely response to the police facility in times of either emergency or significant need.