

GENERAL ORDER

April 2016

Immediately

II-23

Distribution: All Employees

Subject: **WELLNESS PROGRAM**

Index as:	Bloodborne Pathogen	HBV	Physical Fitness Program
	EKG Treadmill Examination	Hepatitis B Vaccinations (HBV)	Physical Fitness Program Requirement
	Examination Program	Infectious Disease	Special Fitness Events
	Exercise Prescriptions	Medical Examination Program	Wellness Program
	Fitness Center	Physical Examinations	

Accreditation Standards: 22.2.1, 22.2.2, 22.2.3 CFA 10.13, 29.01, 29.02, 29.04

Cross Reference: G.O. II-11, Building Access, and Security
V.5:22, Infectious Diseases

Replaces: G.O. II-23, Physical Fitness and Wellness Program (April 28, 2016)
TD SOP IV-01, Fitness Center Operations (July 31, 2017)
TD SOP IV-02, Medical Examination Program (July 31, 2017)
TD SOP IV-02, Special Fitness Events (July 31, 2017)

This Order explains the Wellness Program and the Physical Fitness Program Requirement of the St. Petersburg Police Department and presents the rules and responsibilities for persons using the Fitness Center. This Order consists of the following sections:

- I. Wellness Program
- II. Physical Fitness Program Requirement
- III. Program Management
- IV. Program and Support Activities
- V. Medical Clearance
- VI. Fitness Center

I. WELLNESS PROGRAM

A. The Wellness Program is designed to:

- 1. Assist employees in developing and maintaining a level of fitness and physical performance capability, so as to satisfactorily perform job tasks and personal activities.
- 2. Improve employees' present health status and lower the risk for disease by offering educational programs on various topics including smoking, nutrition, weight and stress management, and physical activity.

B. Participation in the Wellness Program is voluntary except for mandatory bloodborne pathogen and infectious disease training.

C. Those electing to participate or use the exercise facility must comply with procedures and the Fitness Center rules presented in this Order.

D. The Department employs Trained Program Coordinators to oversee the Wellness Program. The Coordinators may provide:

1. Individual health screening and fitness assessment.
2. Individual education and goal setting.
3. Ongoing support and evaluation.

II. PHYSICAL FITNESS PROGRAM REQUIREMENT

A. All Officers hired after January 1, 2021, are required to pass an annual Physical Fitness Assessment administered by the Training Division.

1. Officers are required to successfully complete three (3) of six (6) Fitness Assessments at the 10% threshold, one assessment must be cardio based.

2. The assessment follows the Cooper Standards of Fitness (<J:\Research\GeneralOrders\II Administrative General Orders\II-23 Wellness Program Attachment A.pdf>), and includes:

- a. Vertical jump,
- b. Push-ups,
- c. Sit-ups,
- d. 1.5-mile run, and
- e. 300-meter run.

3. Officers will have the option to replace the 1.5-mile run or 300-meter run with a 2000-meter row, which must be completed at the 25% threshold (<J:\Research\GeneralOrders\II Administrative General Orders\II-23 Wellness Program Attachment B.pdf>).

B. Officers failing physical fitness requirements will have two (2) additional opportunities to complete the assessment within sixty (60) days.

1. Officers that fail the third assessment will work with a personal trainer and dietician, provided by the department, and will be placed on light duty status for up to sixty (60) days or until cleared for duty.

2. Officers will have two (2) more opportunities to successfully complete the assessment after working with a personal trainer.

3. Officers who fail the assessment after the 5th opportunity or for three (3) consecutive years, will be terminated.

III. PROGRAM MANAGEMENT

A. The administration and management of the Wellness Program, the Physical Fitness Requirement, and the Department's Fitness Center are the responsibility of the Commander, Training Division.

B. The Police Training Specialists are responsible for the day-to-day operation of the Fitness Center and oversee the Fitness Center, as necessary, to assist participants, maintain equipment and monitor participant eligibility.

C. The Police Training Specialists assist, conduct, or coordinate all elements of the Wellness Program and related support activities.

IV. WELLNESS PROGRAM AND SUPPORT ACTIVITIES

A. Physical Fitness Elements

1. The Department provides an on-site Fitness Center.
2. Fitness assessments, individual exercise programs and nutritional plans are available upon request and must be scheduled with a CJSTC certified Physical Fitness Trainer.
3. Special Fitness Events
 - a. The Chief of Police may sanction an event for official participation by the Department as an organization.
 - 1) Department employees may elect to be involved in the Special Olympics Law Enforcement Torch Run and other participatory sports events. Note: Personnel attending the Police Olympics do so as individuals on their own time.
 - 2) Fitness events may be announced on Department bulletin boards, email, or other communications.
 - 3) The Training Division may facilitate the participation of personnel in health and fitness events by coordinating with the sponsors.
 - a) All such events must be approved by the Commander, Training Division.
 - b) The Department assumes no liability for participation by personnel in such events.

B. Wellness Elements

1. Seminars on various health-related topics may be scheduled by the Training Division and/or as requested.
2. Health and fitness posters and informational bulletins to promote personal wellness shall be regularly displayed on the Training Division's CARS page, and at the Fitness Center.
3. CPR Re/certification
 - a. Mandatory CPR Recertification classes are held biennially for all sworn personnel.
 - b. CPR Re/certification is offered to all civilian personnel.
4. Life Scan Physical Examinations
 - a. Sworn Personnel
 - 1) Physical examinations by Life Scan Wellness Centers are available annually to eligible sworn members, at no cost, as announced by the Training Division.
 - 2) The physical examination is at no cost and participation is voluntary.
 - b. Civilian Personnel
 - 1) Physical examinations by Life Scan Wellness Centers are available at their own cost.
 - 2) Physical examinations by Life Scan Wellness Centers are available annually to Forensic Services Technician, at no cost, as announced by the Training Division.
5. Medical Examination Program
 - a. The Police Training Specialists shall conduct the activities necessary to implement the contract for medical examinations.
 - b. All examinations will be administered at the medical facility contracted by the City of St. Petersburg for such purpose.
 - c. Police Training Specialists will maintain and update all forms, lists and files associated with the Medical Examination Program and will schedule eligible personnel.
 - d. The Department will not receive nor maintain medical records or files derived from this program. Personnel are to advise the contracted medical facility to mail their examination reports to their homes or personal physicians.
6. Physical examinations and annual chest X-rays are available for Forensic Services Technician at no cost.
7. Hearing and blood lead (Pb) screenings are available annually for Firearms Instructors at no cost.

8. Hepatitis B Vaccinations (HBV)

- a. The Department has a Hepatitis B Vaccination program which is voluntary for all members who have occupational exposure.
- b. The program provides that:
 - 1) Vaccinations are made available after receipt of infectious diseases training and within ten (10) working days of initial assignment;
 - 2) All members who decline to participate are required to sign an acknowledgment of declination;
 - 3) Members who initially decline the Hepatitis B vaccination are provided the vaccination if the decision is made to accept;
 - 4) The vaccination is available at no cost and at a reasonable time and place to employees who are at risk for occupational exposure to infectious diseases; and
 - 5) Vaccinations are provided by, or under the supervision of, a licensed physician or licensed healthcare professional.

9. Mandatory Bloodborne Pathogen, Infectious Disease, and Exposure Control Plan training is:

- a. Available to all Police Department personnel.
- b. Mandatory for all personnel assigned to at-risk job classifications, prior to assignment where risk of occupational exposure may occur, and have done so prior to receiving their HBV vaccinations.
- c. Training for all Department personnel about infectious diseases, and exposure control will be updated periodically and/or as directed by the Chief of Police and will include revised information and procedures.

V. MEDICAL CLEARANCE

- A. Employees are encouraged to have a physical examination before beginning an exercise program.
- B. Employees with duty restrictions or on no-duty status must have a physician's clearance with specific exercise recommendations.

VI. FITNESS CENTER

A. Requirements

1. The following groups are eligible to use the Fitness Center and exercise equipment:
 - a. All Department employees
 - b. Reserve Officers
 - c. Police Explorers
 - 1) Explorers must be accompanied by an employee who has been authorized to use the Fitness Center.
2. Department members who wish to use the Department's Fitness Center must meet certain requirements. They
 - a. Must attend an orientation program to familiarize themselves with the Center's exercise equipment. The orientation consists of either hands-on exercise and equipment instruction or a demonstration of proficiency by a CJSTC certified Physical Fitness Trainer.
 - b. Must complete and sign [J:\Forms\Legal Forms\Waiver form \[City\] Adult 08042015.pdf](J:\Forms\Legal Forms\Waiver form [City] Adult 08042015.pdf) with emergency contact information and the <J:\Forms\Authorization to Utilize the SPPD Fitness Center.pdf>.
 - 1) Both forms will be maintained by the Training Division.
3. The Chief of Police, or designee, may grant permission to specific individuals or allow other groups to use the Fitness Center as requested:
 - a) They must request permission in writing.
 - b) They must be fingerprinted, clear a background check, and be entered into RMS. This function is performed by the Records and Evidentiary Services Division personnel.
 - c) Special request usage may be limited during peak use periods.

B. Fitness Center Rules

1. Fitness Center orientation and required forms, with emergency contact information, must be completed before use of Fitness Center.
2. Instruction on the use of the Assault Treadmill is required by a designated instructor prior to initial use.
3. Shirts and closed-toe shoes must be worn at all times.
4. No food or beverage, except water, is permitted inside the SPPD Fitness Center.
5. Spring collars and clips are required when using weighted barbells.
6. Do not drop weights, barbells, or other equipment.
7. Rack all weights onto the designated racks after use.
8. Return equipment to its proper location.
9. Wipe down cardio equipment and machines after use.
10. Do not leave personal belongings or gear in the SPPD Fitness Center.
11. Secure weapons prior to using the SPPD Fitness Center.
12. New SPPD Fitness Center rules may be posted at the discretion of the Chief of Police or his designee.

C. Emergency Procedures

1. In the event of an accident/injury all workouts must cease, and the Fitness Center must be cleared of all personnel except those required to assist.
2. If necessary, 911 should be called for emergency assistance.
 - a. Someone should be stationed outside of the building to direct emergency personnel to the Fitness Center.
 - b. No one displaying symptoms of shock or disabling injury should be allowed to leave the Fitness Center without emergency medical supervision.
3. An Injury Report Form should be completed as soon as possible.

D. Maintenance

1. The Training Division is responsible for maintenance of the Fitness Center including the following:
 - a. Regularly scheduled maintenance of the exercise equipment.
 - b. Disabling, marking, or removing defective exercise equipment.
 - c. Making recommendations for the purchase of additional and/or replacement equipment and initiating and following up on repair and purchase orders.
 - d. Updating and maintaining bulletin boards at the Fitness Center.

Anthony Holloway
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