



HOWARD COUNTY DEPARTMENT OF POLICE

# GENERAL ORDER ADM-51 PHYSICAL FITNESS AND FACILITIES

EFFECTIVE MARCH 15, 2010

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This General Order contains the following numbered sections:

- I. POLICY
- II. PHYSICAL EXAMINATION PROCEDURES
- III. USE OF DEPARTMENTAL FITNESS EQUIPMENT
- IV. MAINTENANCE OF EQUIPMENT AND AREAS
- V. VOLUNTARY FITNESS TESTING PROGRAM
- VI. PERSONAL TRAINING PROGRAM
- VII. EDUCATION AND TRAINING
- VIII. HOWARD COUNTY WELLNESS WORKS PROGRAM
- IX. CANCELLATION

## I. POLICY<sup>1</sup>

It is the policy of the Howard County Department of Police (HCPD) to promote physical fitness and wellness amongst its members. Because of the stress and physical demands that officers face, an appropriate level of fitness is necessary for officers to perform their jobs in a manner that ensures the safety of both the officers and the public. Physical fitness and conditioning are also vital parts of a police officer's preparation for duty. The Department recognizes that physical fitness contributes to the general health and well being of all members both on duty and off. The Department encourages physical fitness and provides facilities for all members and time to officers to support personal physical fitness. The Department allows and encourages its members to participate in the Wellness Works Program offered by the county. The Department also develops and provides its own wellness classes.

## II. PHYSICAL EXAMINATION PROCEDURES

The Department recognizes that a physical examination is beneficial to both officers and the Department. Required physical examinations shall be provided at no cost to the personnel involved.<sup>2</sup>

A. The Department requires two types of physical examinations:

1. Pre-employment examinations shall be conducted for all persons seeking paid positions with the Department.
2. Examinations may also be conducted to determine whether an employee can perform the essential functions of his or her job following leave for illness or injury, or where the employee's fitness for duty is otherwise in question.

**NOTE:** These physical examinations will also include drug and alcohol screenings. The Department will also conduct random drug and alcohol screenings as well as screenings when a reasonable suspicion of substance abuse exists. These screenings shall be performed at no cost to the employee. Drug and alcohol screenings will be carried out in accordance with General Order ADM-34, Substance Abuse Policy.

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<sup>1</sup> CALEA 22.3.2

<sup>2</sup> CALEA 22.3.1

- B. In regard to this policy the Personnel Section is responsible for the following:
1. Coordination with the Howard County Office of Human Resources in the selection of a health care provider or facility (vendor) to conduct physical examinations.
  2. Maintaining the confidentiality of employees' medical records.
  3. Providing periodic reports to the Chief of Police, or his designee, on the overall status of the program.
  4. Distribution of results:
    - a. All physical examination results will be sent to the County's Office of Human Resources. A copy will be sent to the officer in a confidential envelope, preferably to the home address.
    - b. Written notice will be sent to the officer and to the Chief of Police when an officer's fitness for duty or ability to perform the essential functions of his position is called into question.

**III. USE OF DEPARTMENTAL FITNESS EQUIPMENT**

The equipment shall only be used by Howard County Police Department personnel, subject to the following conditions:

- A. Personnel must first complete a Departmental familiarization training session with an approved certified personal trainer. All personnel, including civilian and volunteer personnel, shall then sign an Exercise Facility Acknowledgement of Rules and Release of Liability Form (Appendix B) acknowledging their completion of the training session and submit it to the Human Resources Bureau.
- B. An individual on light duty or temporary no-duty status will not participate except as specifically authorized by the County's contracted medical service.
- C. An individual returning to full duty from another status for medical reasons (e.g. light duty, temporary no-duty) will not participate without the written approval of the treating physician. If the individual has or has had a medical condition which calls into question the appropriateness of the individual's use of fitness equipment, the treating physician must authorize participation and establish levels of participation which shall be binding on the individual.
- D. A supervisor may, consistent with manpower requirements and workload considerations, authorize on-duty time for physical conditioning for sworn members. On-duty time shall not exceed three (3) hours per member per work week.
- E. Team sports such as volleyball, basketball, etc., shall require pre-approval from the appropriate Deputy Chief as Department sanctioned on-duty physical conditioning. Certain events or programs, e.g. Youth Services - After School Programs, shall be authorized by the Division Commander, or above, and deemed part of an assignment.
- F. Training facilities may only include county owned areas designated for fitness use. Examples include both Northern and Southern District's weight rooms, the Public Safety Training Facility, Fire Department Stations, Public Schools gyms etc. The use of such equipment must be in accordance with sanctioned guidelines (i.e. Board of Education and Department of Fire & Rescue). Privately owned fitness facilities will not be sanctioned without the specific pre-approval of a Deputy Chief.

**IV. MAINTENANCE OF EQUIPMENT AND AREAS**

- A. Maintenance of the physical conditioning areas is the responsibility of all personnel utilizing the facilities. The Support Services Division (SSD) shall directly manage the areas. All personnel using the areas will conform to the following rules:
1. Detached lifting (free) weights shall not be dropped or left on the floor.
  2. When not being used, all physical conditioning equipment must be returned to its proper place. Exercise machines that rely on weight plates for loading shall be left unloaded upon completion of the user's exercise program. All weight plates will be returned to the storage racks.
  3. All physical conditioning areas must be kept neat and orderly at all times. The exercise equipment shall be wiped down by the user prior to moving to another piece of equipment.
  4. Any defects in a physical conditioning room or related equipment will be reported to the Fitness Coordinator in writing or by e-mail, specifically describing the defect.
  5. Equipment shall be cleaned/sanitized after use. The SSD shall provide cleaning materials for this purpose at each departmental gym facility.
- B. The following acts are strictly prohibited:
1. Bringing food and beverages, other than water, into the areas.
  2. Using any type of tobacco product in the areas.
  3. Cursing, playing loud music, or making noises which may disturb individuals outside of the conditioning areas.
  4. Posting of any unauthorized information or literature in the areas.
- C. Authorization to post any information or literature relevant to physical conditioning may be granted by the SSD Commander.
- D. The SSD shall conduct periodic inspections of all physical conditioning areas to identify any necessary repairs or replacement of worn or damaged equipment.

**V. VOLUNTARY FITNESS TESTING PROGRAM<sup>3</sup>**

The contracts between the Department and the Howard County Police Officers Association (HCPOA) and the Howard County Police Supervisors Alliance (HCPSA) allow for a voluntary fitness-testing program. Police Lieutenants and above are also permitted to participate in the program. The tests mirror those given to police officer applicants, with the standards adjusted for gender and age. The latest version of the standards will be made available in Appendix A, which can be accessed on the network's shared directory "T" Drive and DMS. The tests shall be scheduled during one period each year, with several separate times so as not to conflict with officer's duty assignments or work schedules. All officers are encouraged to participate.

**NOTE:** Officers who are on light duty or otherwise unavailable on the testing dates will have to wait until the following year to participate. In accordance with Union contracts, neither the participation, nor lack of participation, in the testing nor the results shall in any way be made part of member evaluations, with the exception of non-HCPOA bargaining members, for whom positive testing results may be included in their performance evaluations.

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<sup>3</sup> CALEA 22.3.3a

- A. Tests shall include the following:
  - 1. Explosive Leg power measured by a Vertical Jump test;
  - 2. Upper Body Dynamic Strength measured by one (1) minute push-up test;
  - 3. Abdominal Muscular endurance measured by the number of bent-leg sit-ups performed in one minute and;
  - 4. Cardiovascular capacity measured by a 1.5 mile run.
- B. Incentives are available to those who participate. These include:
  - 1. Monetary rewards are available to police bargaining unit members, as well as to Sergeants, Lieutenants, and Captains, based on their successful completion of the components.
  - 2. All officers who successfully pass all four components shall be issued uniform insignia reflecting that accomplishment.

**VI. PERSONAL TRAINING PROGRAM**

The purpose of the Personal Trainer Program is to educate participants in the principles of progressive resistance training, nutrition, cardiovascular health, and proper exercise technique. This is a 12-week, voluntary training program for departmental members interested in improving their overall health and fitness.<sup>4</sup> During the 12 weeks participants will work individually or in small groups with a departmental certified personal trainer to achieve specific fitness related goals.<sup>5</sup>

- A. The Department will maintain a staff of officers/civilians who are certified personal trainers.
- B. Trainers and participants will utilize approved county training facilities only.
- C. Interested members shall contact the Education & Training Fitness Coordinator, who will assign the member to a trainer when openings become available.<sup>6</sup>
- D. Applicants will be required to complete a Physical Activity Readiness Questionnaire (PARQ) prior to any training.<sup>7</sup> The assigned trainer is responsible for reviewing the questionnaire to determine if the applicant may begin training. If it is determined that the applicant falls into the moderate or high risk stratification, based on The American College of Sports Medicine Risk Stratification System, the applicant will be required to obtain written clearance from their medical practitioner.
- E. Trainers should conduct pre- and post-training fitness assessments based on their clients particular goals.<sup>8</sup>
- F. Participants may meet with their assigned trainer during on-duty time in accordance with the policy, Section III, D.
- G. Trainers will be responsible for reviewing their assigned members questionnaires, which are to be completed and reviewed prior to training. These questionnaires will be maintained in the member's personnel file in Humans Resources.
- H. Trainers are responsible for maintaining their certification. The Department will ensure that the approved certified personal trainers are provided with the resources to keep their certifications current. Trainers who allow their certification to lapse will be removed from the program until they are able to show a valid personal trainer certification.

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<sup>4</sup> CALEA 22.3.3a

<sup>5</sup> CALEA 22.3.3d

<sup>6</sup> CALEA 22.3.3b

<sup>7</sup> CALEA 22.3.3.c

<sup>8</sup> CALEA 22.3.3c & 22.3.3e

**VII. EDUCATION AND TRAINING**

The Education & Training Division (E&T) shall have the following responsibilities:

- A. E&T will coordinate the application of the Fitness Test.
- B. Develop and provide classes on wellness issues (e.g. smoking cessation, healthy eating practices) both independently and in conjunction with the Howard County Wellness Works Program and other approved resources, County or private.
- C. Provide instruction and guidance (group and individual) on using equipment and setting up a personal training program.<sup>9</sup>
- D. Shall maintain on staff a training program/fitness coordinator who shall be responsible for:<sup>10</sup>
  - 1. Maintaining the liability/waiver forms for personnel participating in the personal trainer program.
  - 2. Overseeing the assignment of personnel participating in the personal trainer program.
  - 3. Assisting in the coordination of obtaining personal trainer certification for selected personnel as openings present themselves.
- E. The Education & Training Division will conduct an annual evaluation of the Wellness Program and recommend improvements through channels.<sup>11</sup>

**VIII. HOWARD COUNTY WELLNESS WORKS PROGRAM**

The HCPD encourages all members to participate in Howard County Government's Wellness Works Program. The goal of Wellness Works is to sustain a comprehensive wellness program, in which individuals can take charge of their personal well being.

- A. Participation is voluntary for all agency members.<sup>12</sup>
- B. A steering committee consisting of various County Departments shall guide and manage this program.<sup>13</sup>
- C. Employees who are eligible for health care benefits (County or other) may participate in health risk assessments offered through the County's health insurance carriers.<sup>14</sup> This assessment will:
  - 1. Identify personal health strengths and risks.
  - 2. Provide an action plan to help manage current condition as well as prevent future conditions.<sup>15</sup>
  - 3. Provide a personal report and action plan for getting healthy and staying healthy.<sup>16</sup>

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<sup>9</sup> CALEA 22.3.3d  
<sup>10</sup> CALEA 22.3.3b  
<sup>11</sup> CALEA 22.3.3e  
<sup>12</sup> CALEA 22.3.3a  
<sup>13</sup> CALEA 22.3.3b  
<sup>14</sup> CALEA 22.3.3c  
<sup>15</sup> CALEA 22.3.3c  
<sup>16</sup> CALEA 22.3.3d

- D. Employees who are eligible may participate in free onsite Wellness Screenings which will assist in identifying important health care numbers, such as blood pressure and cholesterol.<sup>17</sup>
- E. Howard County Wellness Works shall continue to provide on-going support by making available:<sup>18</sup>
  - 1. Information on community resources, events and program discounts.
  - 2. Information in health topics and websites to assist with achieving a healthy lifestyle.
  - 3. Wellness news and articles.
- F. The HCPD may offer its own wellness and screening programs.

**IX. CANCELLATION**

This General Order cancels and replaces General Order ADM-51, Physical Fitness and Facilities, dated October 15, 2005.

AUTHORITY:



William J. McMahon  
Chief of Police

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<sup>17</sup> CALEA 22.3.3c

<sup>18</sup> CALEA 22.3.3e