

**TITLE:** Wellness Program

**SOP NUMBER:** 04-010

**EFFECTIVE DATE:** 04-01-11

**REPLACES/RESCINDS:** 04-01-07



## **I. PURPOSE**

This standard operating procedure 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, and discusses the availability of the Wellness Program for civilian employees.

## **II. POLICY**

The Fairfax County Police Department's Wellness Program is voluntary, whereby sworn Department employees may be permitted time on-duty for physical activity, fitness and/or nutritional education. To encourage fitness for all employees, civilian employees are allowed to utilize the fitness facilities at their work location or other Fairfax County owned facilities. The County does not allow civilian employees to work out while on-duty; however, with supervisory approval, civilians may flex their schedule if they choose to participate in wellness during their work shift. The time spent working out will not be considered on-duty time and must be made up.

Division/station commanders are responsible for the administration of the program at their respective facilities. Supervisors are responsible for deciding the feasibility of releasing on-duty officers for workouts which are secondary to workload. Wellness time should be no more than one (1) hour each work shift per employee. Division/station commanders may suspend an employee's privilege to participate in the program if the employee is found to be violating any rules or regulations pertaining to this standard operating procedure.

## **III. PROCEDURES**

The following procedural guidelines have been established to ensure that the Wellness Program will be administered in a standardized fashion to all the participants involved.

- A. Each division/station commander will designate a division/station wellness coordinator who will be responsible for coordinating the station's wellness needs with the Department wellness coordinator who is assigned to the Criminal Justice Academy.

- B. Officers on restricted duty who wish to participate in the Wellness Program must be approved by the Administrative Support Bureau commander or designee before qualifying for on-duty workouts.
- C. All participants must document their participation in the program by way of a sign-in sheet located at each facility's fitness center/room. The assigned division/station wellness coordinator will be responsible for posting the sign-in sheet and ensuring compliance. The division/station wellness coordinator will retain the sign-in sheets for three years and then dispose of them.
- D. All injuries shall be reported orally to the on-duty supervisor immediately. Documentation of injuries shall be in accordance with General Order 330, "Reporting Personal Injuries." Supervisors should ensure a thorough inquiry concerning the exact nature of activity at the time of injury. Following any injury that requires a doctor's examination, officers must submit a Medical Status Form to their respective commander that authorizes a return to duty.
- E. Injuries incurred while participating in wellness activities off-duty will not be covered by workers compensation. Only injuries occurring during working hours shall be submitted as required by General Order 330.

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.

It is the responsibility of the employee to select activities in which he 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 Department wellness coordinator, the division/station wellness coordinators and the Department athletic trainer can provide examples of exercises to achieve fitness goals.

Questions regarding appropriate wellness activities shall be addressed to the Department's Wellness Advisory Board. The Wellness Advisory Board consists of the Administrative Support Bureau commander, Academy director, Office of the Medical director, Department athletic trainer, Department wellness coordinator, and an Office of Risk Management representative.

Officers participating in the Wellness Program while on-duty are subject to recall to duty at all times. It is required that wellness begin and end at the officer's assigned work location. However, with prior approval from his first line

supervisor, wellness may be conducted at another Fairfax County owned facility.

- F. The division/station wellness coordinator will conduct periodic inspections of the physical training area. The division/station wellness coordinator will report any necessary repairs or replacement of worn or damaged equipment to the division/station commander. The division/station wellness coordinator will also make recommendations to the division/station commander for the acquisition of any additional equipment that would benefit the program.
- G. The scheduling of on-duty personnel shall be done by the first line supervisor. Consideration must be given when the scheduling of workouts interferes with staffing levels and employee workload. Commanders have discretionary control in establishing the number of fitness participants if a squad/unit is at minimum staffing.

The following guidelines should be used in scheduling workouts:

1. Workout schedules are preferred at the beginning and end of the shift. The first line supervisor can use discretion in scheduling officers during the middle of the shift depending on workload, peak times for service, and staff overlap.
2. The Wellness Program is intended to provide a foundation for an employee to attain acceptable levels of health and fitness. It is not intended to provide the total amount of time necessary for an individual's personal program. Ultimately, the responsibility to maintain acceptable levels of health and fitness rests with the individual.
3. Officers shall mark out using the CAD event type "WELL" when utilizing the Wellness Program.

#### IV. ACCREDITATION STANDARDS REFERENCE

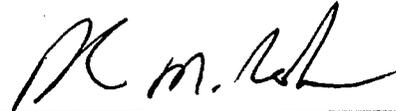
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This SOP becomes effective April 1, 2011, and rescinds all previous rules and regulations pertaining to the subject.

Issued by:



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Chief of Police