

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date October 1, 2018		Amended Date		Directive 2.11	
Subject Wellness and Fitness					
Reference			Approved 		
			Chief of Police		
Distribution All Personnel City Manager City Attorney		TPCA Best Practices Recognition Program Reference		Review Date January 22, 2019	
				Pages	

This Operations Directive is for internal use only and does not enhance and officer's civil or criminal liability in any way. It should not be construed as a creation of higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to support and assist officers in the maintenance of good health and fitness.

SECTION 2 POLICY

It is the policy of the department to assist officer in maintaining good health and fitness by providing a periodic evaluation and assessment of their general physical condition. In addition, the program will also provide valuable resources and support for officers to continue improve their overall health.

SECTION 3 DEFINITIONS

- A. **Concept 2 Row Machine:** This program uses the Concept 2 row machine, which is used to simulate the action of watercraft rowing for the purpose of exercise and or training for rowing by using air resistance.
- B. **Physical Readiness Testing:** The physical readiness testing will consist of either a 2000-meter row, 500-meter row or a 4:00 minute row. The results of the physical readiness test is based on age, weight and gender set by the Texas Department of Public Safety Education, Training and Fitness Unit.
- C. **Row Assessment Coordinator:** Officer appointed by the Chief of Police to administer and facilitate the programs development and tracking. This officer shall be certified through the Texas Department of Public Safety Physical Fitness Institute and maintain certification set for by the Texas Department of Public Safety.
- D. **Minimum Standard:** the Chief of Police will set the minimum standard. The minimum standard may be changed after review of the physical readiness test results and Department of Public Safety recommendations.

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SECTION 4 PROCEDURES

A. FITNESS ASSESSMENT

1. The Chief of Police will appoint a coordinator(s) for the physical readiness testing. The coordinator(s) will be trained in the administration of the physical readiness test. The fitness coordinator will administer the mandatory assessment and will facilitate program development and tracking.
2. Fitness specialist will be certified through the Texas Department of Public Safety Physical Fitness Institute.
3. Once every calendar year all commissioned employees must pass the physical readiness test.
4. The fitness coordinator will be required to document the results of the physical readiness test on the ETR-164. The certified fitness tester will provide a copy of the completed ETR-164 to the employee and the employee's immediate supervisor.
5. The departments certified fitness tester shall weigh each employee before administering any physical readiness test and record the weight on the ETR-164 form. The tester is also responsible for ensuring the accuracy of the data on the form.

B. PROGRAM ADMINISTRATION

1. Between October 1st and December 31st, all commissioned officers will participate and pass the Physical Readiness Testing. All officers are allowed three attempts to pass the required minimum standard. All officers must take their first attempt within the first month of the testing cycle; which is October. If the officer fails in October, he or she shall make a second attempt in November. If the officer fails in November, she or she shall make a third attempt in December. All physical readiness testing attempts must be completed by December 31st.
2. All officers must pass one of the three physical readiness test offered at the minimum percentage based on their age, weight and gender. The Physical Readiness Test offered are as follows:
 - a. 2000 Meter Row (age, weight, gender)
 - b. 500 Meter Row (Gender)
 - c. 4:00 minute row (age, weight, gender)
3. The 2000-Meter Row (age, weight, gender) shall be used for the Civil Service Entrance Examination.
4. If an officer fails to meet the physical readiness standard:

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- a. Officers unsuccessful in passing the physical readiness test; they will be placed on a Fitness Improvement Plan and given 90 days to pass the primary readiness test. The officer will be given fitness plans and other materials by the (row assessment coordinator) in order to assist with their improvement. The officer can make as many attempts as they choose in order to pass before the 90 days is up.
- b. Officers unsuccessful in passing the physical readiness test with the assistance of the fitness improvement plan will be placed on a Performance Improvement Plan. The officer will meet their immediate supervisor and the (Fitness Coordinator) to discuss deficiencies and/or contributing factors leading to the substandard performance and a re-test will be scheduled in 90 days. The officer will engage in fitness/wellness education with the (Fitness Coordinator). The officer will also complete a training program designed by the (Fitness Coordinator), which will be conducted on the officers duty days.
- c. While on the Performance Improvement Plan, the Chief of Police may revoke any special incentives including but not limited to; Tattoo, beard, overtime, off-duty, Career Path and career path specialize training.

C. MAINTAINING STANDARDS

All officers, regardless of assignment, will participate in the physical readiness test annually unless:

1. The officer is temporarily on light duty as prescribed by a licensed physician
2. The officer, although released to full duty, is recovering from illness or injury and it would not be in the best interest of the officer's health and well-being to exacerbate a particular condition, and will be documented through medical information provided to the Human Resources Department. When the officer is medically cleared, he or she will then be scheduled the assessment within a reasonable amount of time and in collaboration with the program coordinator.

D. MEDICAL SCREENING

In order to promote good health and fitness, this program must be concerned with the safety of the participants at all times. Each officer participating in the fitness program should complete a health screening report yearly, completed by a medical provider.

For those who are 45 years of age or older, a stress electrocardiogram is recommended prior to the involvement in the physical readiness test. In some cases, an employee (at their own expense) may be referred to a physician for clearance to participate in the fitness program. A physician's recommendation will be strictly followed.

Participation in the health screening process is highly encourage as it is aimed at identifying possible health hazards and to proactively make appropriate prescriptive plans. The screening process will aid in determining the level of exercise an officer needs for maintaining or improving his or her fitness.

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E. MEDICAL EXEMPTIONS

- A. An officer must report to his or her immediate supervisor any medical condition that could affect the employee's ability to perform all assigned tasks and responsibilities, including participating in the physical readiness test. A letter must accompany all medical waiver request from a physician describing the physical condition that prohibits participation in the physical readiness test. Letters from physicians for temporary or extended waivers must be issued within three months of the testing period. Each physician letter must be accompanied by a memorandum from the employee detailing the physical condition that prevents participation in the physical readiness test.
- B. Employees unable to perform the physical readiness test may apply for one of the following waivers.
- a. **Temporary Waiver:** An officer with a temporary physical condition that prohibits him or her from participating in the physical readiness may request a temporary waiver. A temporary waiver is granted for 90 days from the testing period.
 - b. **Extended Waiver:** An officer with a permanent physical condition that prohibits them from participating in the physical readiness test may request an extended waiver. An extended waiver may be granted for a period of time determined by the Chief of Police or his designee.
- C. **MILITARY WAIVERS**
- a. An officer who is absent during an entire testing period due to active military duty may apply for a waiver for the testing period. The officer, or the immediate supervisor if officer is unavailable, must submit a memorandum explaining the circumstance to the Chief of Police.
 - b. Upon the officer's return to full duty, he or she shall schedule a physical readiness test with the Row Assessment Coordinator.

D. SCOPE OF RESPONSIBILITY

- a. All members of the department shall know and comply with all aspects of this directive.
- b. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.