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|                              | <b>ELGIN POLICE DEPARTMENT</b><br>151 Douglas Avenue Elgin, Illinois 60120  |  |
| <b>Effective Date:</b><br>08/05/02   | <b>STANDARD OPERATING PROCEDURE</b>   | <b>Revised Date:</b><br>05/21/08   |
| <b>Chief of Police:</b><br> | Health Fitness, 22.3  |  |
| <b>Cross Reference:</b>  | <b>Policy Sections:</b><br>22.3.1 Physical Examinations<br>22.3.2 Physical and Mental Fitness for Duty<br>22.3.3 Fitness Facility<br>22.3.4 Fitness Committee |  |

## **PURPOSE**

The purpose of this policy is to encourage all members of the Elgin Police Department to develop and maintain a minimum level of physical fitness, to demonstrate the Department's concern for health, longevity, and well being of its members, and to supply instructions on physical conditioning for those desiring such.

## **POLICY STATEMENT**

It shall be the policy of the Elgin Police Department to encourage all personnel to develop and maintain a physical fitness program.

## **PROCEDURES**

### **22.3.1 PHYSICAL EXAMINATIONS**

The City of Elgin provides physical examinations to employees as outlined in the City pay plan and collective bargaining agreements.

### **22.3.2 PHYSICAL AND MENTAL FITNESS FOR DUTY**

- A. All employees shall maintain their physical and mental condition to the degree necessary to perform any duty or assignment that may be normally expected or required. When deemed necessary, to insure that employees meet the physical and mental requirements for job performance, the Chief of Police retains the authority to require that employees submit to physical and mental examinations to verify Fitness for Duty.
- B. The City of Elgin provides an Employee Assistance Program and medical insurance program to assist employees with medical, physical, or psychological problems.

### **22.3.3 FITNESS FACILITY**

- A. The Elgin Police Department will provide a fitness facility for its employee's use and encourage them to maintain a program of fitness and wellness to maintain work efficiently, decrease chances of injury, and reduce absences due to sickness.
- B. The Fitness Room will be open to all Police Personnel 24 hours per day.
- C. All users should complete an orientation of the equipment prior to their first workout for safety, proper use and maximum benefit.
- D. All members shall abide by the posted Fitness Room Guidelines.
- E. Police Department employees desiring to place a padlock on a Fitness Room Locker on a permanent basis must have the approval of the Training Coordinator. Locker's are subject to availability.

#### **22.3.4 FITNESS COMMITTEE**

- A. A Fitness Committee comprised of a Supervisor, two Patrol Officers and one Civilian shall be formed. The committee will be charged with supervision, maintenance, training and development of any fitness programs or tests.
- B. One member of the fitness committee shall be a certified physical trainer and be available to assist employees with questions regarding fitness programs.