



NUMBER: M1212		PAPILLION POLICE DEPARTMENT - General Order	
SUBJECT: Employee Wellness		CALEA Standards Addressed: 22.2.1 22.2.2 22.2.3	
ISSUED BY: Chief Scott A. Lyons		NOTE: Replaces M1212, 02/04/2011	
SIGNED: 		EFFECTIVE DATE: December 1, 2016	

I. POLICY

It is the policy of the Papillion Police Department to provide opportunities, incentives, and resources to promote physical wellness to all employees of the department.

II. PURPOSE

Studies in recent years have clearly demonstrated that individuals who perform shift work are at greater risk of health hazards if they do not make an effort to maintain general health and physical fitness. It is also important for the citizens we serve that our sworn personnel are fit and able to perform the essential functions of their job, especially those which require physical strength and endurance. In an effort to reduce the risks to employees and to citizens, the Department requires participation in an annual fitness assessment and offers a voluntary employee wellness program whereby employees are provided an opportunity to exercise and to remain healthy while on-duty. (22.2.2)

III. PROCEDURE

A. Fitness/Wellness Assessment

1. At least one time per year all sworn Department employees hired on or after 3-7-94, who are less than 50 years of age, shall participate in a mandatory fitness assessment which shall be administered in accordance with the standing agreement between the City of Papillion and FOP Lodge 19. Others hired prior to this date or 50 years of age or older will have the option to voluntarily participate under guidelines established by this order. The assessment will be constructed so as to test two inter-related components within the concept of "total fitness". (22.2.3 a)
2. The test battery will be to determine the individual's "health fitness" and "motor fitness", and may be comprised of at least the following assessment tests:
 - a. 1.5 mile run test (cardio respiratory fitness);
 - b. 1 minute sit up (dynamic strength);
 - c. Sit and reach (flexibility);
 - d. Push up (dynamic strength);
 - e. 1 repetition maximum bench press (absolute strength);
 - f. Vertical jump (anaerobic fitness);
3. The "Cooper Fitness Standard" will be utilized to assess officer's performance on the above mentioned events. This standard is scaled according to age and gender.
4. The Chief of Police, or his designate, will retain the right to require an employee to submit documentation of a medical release prior to participating in the physical assessment.
5. Other stipulations regarding the physical fitness assessment may be itemized in the official agreement between the City of Papillion and FOP Lodge 19.

B. Wellness Program: All on duty police personnel who wish to do so may take time while working to exercise at the Papillion Police Department provided the following conditions exist:

1. the employee is in good physical health sufficient to participate in a regular fitness routine.
2. the employee is not currently in FTO trainee status;
3. there are at least three uniformed Road Patrol officers (excluding trainees) currently working on the shift;
4. no more than one on duty Road Patrol officer is exercising at any one time;
5. exercise times do not occur during peak call for service times or during times when current issues necessitate police officer visibility on the road. Nor do they occur coincidentally with the beginning or the ending of a duty shift;
6. officers take no more than one and one half hour for all the time it takes to dress, exercise, and return to service;
7. officers keep a police radio on and within hearing distance at all times they are exercising and their assigned cruiser is immediately available to respond if needed. Investigators shall keep a functioning cell phone on their person in order to be immediately available to respond if needed;
8. such time is taken in lieu of time taken out of service for meals and breaks;
9. officer(s) have supervisory approval for the actual exercise period.

C. Recognition

Employees who score 80% or better in their annual fitness assessment will receive the Department's fitness award which may be worn on the uniform.

D. Intended Scope

Officers shall be aware that this opportunity is extended solely for the purpose of helping officers maintain a healthy lifestyle so that they are better able to perform the essential functions of the job. Officers who take advantage of the opportunity to exercise while on duty must be prepared to demonstrate that they are actually exercising. No other activities are permitted under the purview of this General Order. Supervisors will be expected to periodically monitor for compliance.

E. Physical Examinations (22.2.1)

1. A periodic physical examination is a benefit to both the employee and the employer, and all employees are encouraged to obtain a physical examination annually.
2. The department will pay for physical examinations required by the employer. Employee initiated physical examinations are at the employee's expense, unless otherwise provided for in their employer provided medical insurance.
3. The nature of some specific positions or responsibilities may necessitate periodic specific health screenings such as firearms instructors, property room personnel, or narcotics detectives who are exposed to hazardous chemicals or contaminants.

F. Wellness Program Coordinator: In addition to conducting the annual assessment, the appointed fitness instructors serve as trained program coordinators for the continued goals of a wellness program. Optional services available through program coordinators include: (22.2.3 b)

1. Precursory individual health screening and fitness assessments to include: (22.2.3 c)
 - (a) Cooper Clinics Readiness Questionnaire
 - (b) Health History Form
 - (c) Participants Body Composition

- (d) Resting Blood Pressure and Heart Rate
- 2. Individual goal setting and education to include: (22.2.3 d)
 - (a) Fitness Profile
 - (b) General health, nutrition, and exercise information
 - (c) Realistic goals for improved fitness assessments
- 3. Initial and ongoing support and evaluation to include: (22.2.3 e)
 - (a) Body Composition tests as requested
 - (b) Program and event planning including health challenges, races, etc.
 - (c) Mock fitness assessments to chart mid-year progress
- 4. If an employee would prefer a more confidential screening the City of Papillion's insurance carrier, provides an online service to identify health risks and establish goals.

IV. RECORD OF CHANGES:

12/01/16	Added age out language from new contract
02/04/11	Added CALEA standards of screening and coordinator responsibilities.
02/28/05	Update assessment tests given, restrict on duty exercise program to the police facility.