



Peoria Police Department Policy and Procedure Manual	
Policy 3.12A	Public Safety Administration Building Exercise Facility Protocols



I. POLICY

- A. It is the policy of this the Peoria Police Department and the City of Peoria to provide the best possible service to the citizens of Peoria. In order for the Peoria Police Department and the City of Peoria to carry out this responsibility, it is important that each employee maintain a reasonable level of physical fitness and overall wellness. This will enhance the employee's ability to accomplish tasks or duties in their job description, while reducing the risk of injury and illness.
- B. In order to aid employees in the effort to improve fitness and maintain wellness, the City has provided a fitness center within the Public Safety Administrative Building (PSAB). Access to this facility is a privilege available only to full-time and part time benefited city employees according to the criteria listed in this policy.

II. PROCEDURE

- A. All employees are expected to comply with the procedures set forth in this policy or risk having their privileges to use the fitness center suspended or revoked.
- B. Physical Examinations – While it is not mandated that City of Peoria employees have a physical examination prior to beginning an exercise program, all employees are strongly encouraged to do so prior to using the exercise facility.
 - 1. This is recommended in order to assess the employees overall wellness and to determine if their physician recommends any restrictions to an exercise program.
 - 2. Employees should review their individual health plans to determine what physical examinations are covered.

III. ACCESS TO THE EXERCISE FACILITY

- A. The PSAB has been designed to insure maximum security and access to the facility is strictly regulated. All employees who elect to use the exercise facility at the PSAB must attend a facility orientation on security requirements and the use of the exercise facility and sign a liability waiver form before being eligible to access the facility.
 - 1. Orientations will be conducted by the assigned Peoria Police Department's Physical Fitness Coordinator or authorized designee.
 - 2. Orientations can be scheduled by e-mailing the Executive Assistant requesting an orientation.
 - a. The requests shall be forwarded to the Peoria Police Department's Physical Fitness Coordinator for scheduling.
 - b. Upon completion of the orientation, employees will have their names added to the exercise facility authorization list.
- B. Access Hours- Due to the security issues associated with the PSAB, employees not assigned to the PSAB who elect to use the exercise facility will have access only during specified hours.
 - 1. Public Safety Employees – Access to the exercise facility is not restricted due to the nature of the employee's assignment.
 - 2. Other City Employees – Monday – Friday, 5:00 AM to 9:00 PM. Employees must vacate the secured areas of the facility by no later than 9:00 PM, as their access card will not allow them to exit the facility after this time.

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- C. Access Protocol for Other City Employees – City employees who have attended the orientation and signed the waiver form shall follow the following protocol to gain access to the exercise facility:
1. The City employee shall contact the Peoria Police Department employee working the information desk and present them with their City of Peoria identification card and request a visitor access card for the exercise facility. No other form of identification will be accepted.
 2. The Peoria Police Department employee will verify on the exercise facility roster that the city employee is authorized to access the facility.
 3. If the City employee is on the exercise facility roster the City employee will be given an access card for the exercise facility. The Peoria Police Department employee will retain the City Employee's ID card until the City employee returns the exercise facility card.
 4. If the City employee is not on the exercise facility roster the employee will be denied access. If this occurs, the City employee shall contact the Peoria Police Department's Physical Fitness Coordinator to resolve the problem.
 5. Due to maximum occupancy restrictions associated with the exercise facility, once all of the visitor access cards have been given out, no additional City employees will be granted access.

IV. USE OF EXERCISE FACILITY

A. Authorized Use:

1. The PSAB exercise facility is authorized for access and use by only full-time and benefited part-time employees of the City of Peoria.
 2. Under no circumstances are any individuals allowed to access or use the facility that are not authorized employees of the City of Peoria and have not met the requirements of this policy.
- B. Liability Waiver Form: Employees must sign a liability waiver form prior to receiving authorization to use the weight room facility. These waivers will be maintained by the Physical Fitness Coordinator.

V. INDUSTRIAL COVERAGE DURING PHYSICAL FITNESS

- A. To ensure that all employees have the benefit of industrial insurance coverage, even though participation in the use of the exercise facility is completely voluntarily, employees shall use the equipment in a responsible manner, and only for its intended purpose.
- B. In the event an employee becomes injured during the use of the exercise facility emergency medical personnel shall be immediately contacted if necessary. Any injuries sustained by an employee shall be reported to their immediate supervisor who shall be responsible for executing the initial industrial paperwork.

VI. FACILITY RULES

- A. The exercise facility and locker rooms will be maintained and kept clean and orderly by those who utilize them.
- B. All individuals who use the facility are expected to comply with the rules and guidelines of this policy and the items listed below:
1. It is recommended that a spotter be present when using free weights.
 2. It is recommended that a weight belt be used to reduce back injuries.
 3. Prior to using any equipment the employee shall inspect it for damage or excessive wear. Any damage or excessive wear should be reported to the Executive Assistant assigned to the Chief of Police via e-mail.
 4. Weight selector pins must be fully inserted into the weight stacks before use. No additional weights are to be added to the weight stacks.

5. Collars shall be used on all free weights at all times.
6. Due caution should be used to insure all body parts are kept away from moving parts.
7. Shirts and closed-toed shoes are required at all times while in the exercise facility.
8. Each employee must have a cotton towel in their possession in the exercise facility and will wipe down the equipment immediately after using it.
9. All exercise equipment will be returned to its proper location after use.
10. When using the cardiovascular equipment, only athletic type shoes are permitted.
11. The last employee using the weight room will turn off all lights, fans, televisions and radios.
12. Abuse of exercise equipment is prohibited. This includes but is not limited to slamming or dropping weights and using weight equipment for other than its intended purpose.
13. No food or beverages (including sports drinks) are allowed in the exercise facility at any time. The only permitted beverage is water.
14. Excessive noise is not permissible.
15. No personal property or any kind shall be left in the exercise facility.
16. No employee will enter any portion of the Public Safety Facility that they are not authorized to access.
17. Employees shall use the antiseptic spray and paper towels to wipe down any equipment that has been exposed to perspiration.

VII. USE OF LOCKER ROOMS

A. Lockers and Property:

1. For the mutual convenience of the City of Peoria and the employee, employees may be assigned a lock and locker in the PSAB locker rooms.
2. Employees are advised that the retention of any personal items within the lockers and/or locker rooms are done so at their own risk and the City of Peoria will not be responsible for any losses.
3. Moreover, any Peoria Police Department provided equipment is subject to entry, search and inspection at the direction of the Fire Chief or designee for fire department employees, and the Chief of Police or designee for all other City of Peoria employees without further notice.
 - a. Any privately owned property contained in such equipment, including the contents of any closed or sealed items or containers, may be opened and examined without further notice or without the employee's permission.
 - b. This provision includes any Peoria Police Department provided equipment or property even such property that may be secured by a personally owned lock.
 - c. Employees have no reasonable expectation of privacy when using City of Peoria provided equipment.

B. Sworn Police Employee Lockers:

1. Sworn police employees shall be assigned a locker and a lock by the Police Support Assistant assigned to the Property and Evidence Section.
2. Only locks issued by the city to sworn employees are permitted to be placed on a city locker.

3. Employees are prohibited from putting locks on any locker not assigned to them.
 4. Any lock or unauthorized lock found on an unassigned locker for more than a 24 hour period will be removed or cut off by a supervisor and any contents will be impounded for safekeeping in the police property room.
 5. Locks shall not be left unlocked when the locker is unattended.
 6. All lockers are the property of the City of Peoria and are subject to opening for inspection at any time.
 7. All lockers will be kept clean and no items of any kind shall be placed on top of the lockers.
 8. No stickers or writing of any kind shall be placed on employee lockers.
 9. No items shall be left in the aisle ways or under the seats in the locker room.
- C. Other Peoria Police Department Employees: Based upon the non-sworn employee's assignment, issuing a locker and a lock will be left to the discretion of the Peoria Police Department. Locks shall not be left unlocked when the locker is unattended.
- D. Fire Department Employees:
1. Fire Department employees shall be assigned a locker and a lock by the Police Support Assistant assigned to the Property and Evidence Section at the direction of Fire Department Staff.
 2. Only locks issued by the city to fire department employees are permitted to be placed on a city locker.
 3. Employees are prohibited from putting locks on any locker not assigned to them.
 4. Any lock or unauthorized lock found on an unassigned locker for more than a 24 hour period will be removed or cut off by a supervisor and any contents will be impounded for safe keeping in the police property room.
 5. Locks shall not be left unlocked when the locker is unattended.
 6. All lockers are the property of the City of Peoria and are subject to opening for inspection at any time.
 7. All lockers will be kept clean and no items of any kind shall be placed on top of the lockers.
 8. No stickers or writing of any kind shall be placed on employee lockers.
 9. No items shall be left in the aisle ways or under the seats in the locker room.
- E. Other City Employee Locker Use:
1. Employees who have received authorization to use the exercise facility are permitted to use the visitor's locker room only when using the exercise facility.
 2. Employees are permitted to use a designated "guest" locker to place a lock on only while using the exercise facility.
 3. Locks shall not be left unlocked when the locker is unattended.
 4. Any lock found to be left on a visitor locker after 9:00 PM each day will be cut off and any contents will be impounded for safekeeping in the police property room.
 5. All lockers will be kept clean and no items of any kind shall be placed on top of the lockers.
 6. No stickers or writing of any kind shall be placed on the lockers.
 7. No items shall be left in the aisle ways or under the seats in the locker room.

VIII. VIOLATIONS OF EXERCISE FACILITY USE – Employees who do not abide by the rules established for maintaining the integrity of the exercise facility and locker rooms will be prohibited from using the facility if observed violating the rules by a member of Staff or the Physical Fitness Coordinator in the following manner.

- A. First Violation - Offender will be warned as to the rules violation. The Physical Fitness Coordinator or member of staff will make an entry into the fitness employee user file as to the reason the employee was warned.
- B. Second Violation - Offender will be asked to leave facility and will be unable to use the facility for 48 hours. The Physical Fitness Coordinator or member of staff will make an entry in the fitness employee user file as to the reason the employee was dismissed from the facility for 48 hours.
- C. Third Violation - The offender will be suspended from use of the facility for thirty (30) days. The Physical Fitness Coordinator will route a memorandum through the chain of command to the Chief of Police, or the Fire Chief, if a fire department employee is involved, outlining the reason for recommending the suspension.
 1. The Chief of Police, Fire Chief, or designee will review the recommendation and will make the final decision on the suspension.
 2. If the employee is suspended, the employee's department head and the employee will receive a copy of the suspension notice.
 3. The Physical Fitness Coordinator or member of staff will make an entry into the fitness employee user file that the employee was suspended and the reason for the suspension.
- D. Fourth Violation - Offender will no longer be allowed to use the facility. The Physical Fitness Coordinator will route a memorandum through the chain of command to the Chief of Police, or the Fire Chief, if a fire department employee is involved, outlining the reason for recommending expulsion.
 1. The Chief of Police, Fire Chief, or designee will review the recommendation and will make the final decision for expulsion.
 2. If the employee is expelled, the employee's department head and the employee will receive a copy of the expulsion notice.
 3. The Physical Fitness Coordinator or member of staff will make an entry into the fitness employee user file that the employee was expelled and the reason for the expulsion.

IX. PHYSICAL FITNESS COORDINATOR

- A. The Peoria Police Department Physical Fitness Coordinator is responsible for the duties as outlined in this policy.
- B. In addition, the Physical Fitness Coordinator is responsible for the following:
 1. Donated Equipment: Exercise equipment, which is donated to the Peoria Police Department, must be approved by the Peoria Police Department's Physical Fitness Coordinator prior to being used and/or installed in the Peoria Police Department's exercise facility.
 2. Equipment Inspections:
 - a. The Physical Fitness Coordinator will conduct and document in the maintenance log monthly inspections of the exercise facility equipment to ensure that it is safe for use.
 - b. Any equipment found to be unsafe will be disabled and a sign will be posted on the damaged equipment that the item is not safe for use.
 - c. The fitness equipment vendor will be contacted to repair the equipment.

3. Maintenance:

- a. The Physical Fitness Coordinator is responsible for contacting the appropriate fitness equipment vendor for repairs, and to conduct preventative maintenance on the weight room equipment every six months.
- b. The maintenance log documenting the maintenance schedule and repairs will be annotated and will be maintained by the Fitness Coordinator.

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