



# Departmental Memorandum

Volume 24-2

To: All Uniformed Personnel  
From: Nicholas Bassett, PSU

Katherine Lester, Chief of Police  
Date Issued: 02-02-2024

## **PHYSICAL FITNESS PROGRAM UPDATE**

The Department is in the process of modifying GO 257.02 (Physical Fitness Program). Some of these changes will include additional options that employees may complete, instead of the original PPT format, in order to qualify for on-duty workout time. Until the general order is approved, please acknowledge and observe the following updates which are in effect for 2024 CPT.

### **257.02 PHYSICAL FITNESS PROGRAM**

#### **PROCEDURE**

##### **A. MAINTENANCE**

1. **SPD** shall allow on-duty workout time as part of the Physical Fitness Program (PFP).
2. Employees in the classification of police officer, police sergeant, community service officer, community service officer (limited term), and dispatchers will be eligible to participate in the PFP.

##### **B. PHYSICAL FITNESS PROGRAM**

1. Employees shall participate in an annual **Physical Fitness Refresher (PFR)** to remain eligible for on-duty workout time.
  - a. **The Employee Services Unit** shall administer the assessment.
  - b. The department's fitness coordinator shall provide specific fitness programming as needed to assist participants in improving their overall health and fitness and/or to complete the assessments successfully.
  - c. The **PFR** will be reviewed annually and may be altered based upon departmental needs and/or the recommendations from the department's fitness coordinator and with the concurrence of the SPOA.
2. Eligible full-time employees are permitted 120 minutes of on-duty workout time per week. Eligible part time employees shall prorate workout time accordingly. The workout time includes the time required for the employee to shower and/or prepare for work.
3. Workout time may be revoked or suspended by the employee's division manager for the following reasons:
  - a. Failure to regularly put forth a good faith effort in the program.
  - b. Failure to abide by the program rules as set forth in this order.
  - c. Willful participation in potentially dangerous exercises.

##### **C. PHYSICAL FITNESS REFRESHER**

1. The assessment **shall** consist of the following:
  - a. **A 30-minute block of instruction.**
  - b. **A one-hour workout which should include:**
    - (1) **Warm-up, stretching and cool down.**
    - (2) **One of the following options:**
      - (a) **A workout prescribed by ESU/fitness instructor**
      - (b) **A self-directed workout chosen by the participant**
      - (c) **The Physical Performance Test (PPT) which consists of the following:**
        - i. **Vertical jump measurement.**
        - ii. **Plank exercise maximum hold time.**
        - iii. **300-meter sprint.**



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- iv. The maximum number of push-ups, 60-beat cadence, no time limit.
- v. 1.5 mile run.

2. Participants may be provided 30 minutes to change into appropriate attire for the remainder of the shift.

## D. ON-DUTY WORKOUT ACTIVITY

1. SPOA represented employees are encouraged to maintain a fitness level to reduce personal injury, promote good health and wellness, and to be able to meet the physical demands of their profession.
2. Unless otherwise stated in this order, on-duty workouts shall be conducted at a SPD facility.
3. Workouts at a personal gym or at home are not considered compensable.
4. Walking or running outside a police facility is allowed when a predetermined route is provided to the immediate supervisor. Additionally, a cellular telephone or police radio shall be carried in case of an emergency.
  - a. Walking or running in groups is encouraged for personal safety.
  - b. Employees walking or running at night shall wear reflective clothing or other high-visibility equipment.
5. Bicycling to or from work or outside a police facility is not permitted as an on-duty workout.
6. Competitive sports or other dangerous activities are prohibited as an on-duty workout.

## E. PROGRAM MANAGEMENT

1. The PFR will be administered during the annual Continuing Professional Training (CPT).
2. Division managers or designees will determine exercise schedules based on the needs of their divisions.
3. Employees working out on duty will have priority use of the exercise equipment and shower facilities.
4. Overtime shall not be authorized for on-duty workout time.
5. Weekly workout schedules may be adjusted at the discretion of the division manager or designee.
6. All reasonable efforts should be taken to ensure that weekly workouts occur as planned. Workout time shall not be rolled over into the next week.

## F. MODIFIED DUTY STATUS

1. All modified duty employees shall be required to obtain a physician's note and clearance prior to entering or continuing in the PFP or PFR.
2. The physician's clearance must clearly define the restricted and allowable activities of the employee.