



NORFOLK
Department of Police

Administrative General Order - 325: Wellness & Physical Fitness

Office of Preparation: Strategic Management Division (mar)

CALEA: 22.3.1, 22.3.2

VLEPSC: PER.03.05, PER.03.06

LEGAL REVIEW DATE:

6-25-2014

PRESCRIBED DATE:

7/8/14

City Attorney:

Jack E. Dowd

City Manager/Director of Public Safety:

Michael D. Jones

APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:

[Signature]

Purpose

To provide a policy which verifies that sworn police employees are medically assessed and physically fit to perform the essential tasks of the job and promotes the management of a healthy lifestyle.

Policy (CALEA 22.3.2)

The jobs of sworn police officers are proven to be more taxing physically, emotionally, and mentally than those of the average City employee. Therefore, it is fitting and proper that a Wellness and Fitness Program for all sworn police officers be implemented. The Police Physical Fitness and Wellness program provides assessments, programs, activities, and education for all sworn police officers.

Supersedes:

Any previously issued directive conflicting with this order

Order Contents:

- I. Annual Medical Assessment
- II. Annual Fitness Assessment
- III. Tobacco Use Policy
- IV. Responsibilities

I. Annual Medical Exam (VLEPSC PER.03.05), (CALEA 22.3.1)

- A. Each sworn police officer is required to participate in an annual medical exam provided at the City's expense and on City time to evaluate the employee's ability to perform essential job functions and overall health.
- B. Upon completion of this exam, the employee will be provided a medical clearance for duty if appropriate. If the officer is not cleared for duty, the medical vendor will provide a course of action needed so that medical clearance can be obtained.
- C. The medical exam is to focus on early detection of medical issues, clearance for respiratory protection as required by the job, prevention of future potential health problems, evaluation of medical issues that impact physical ability, and reinforcement of a healthy lifestyle.
- D. Components of the Medical Examination are based on current medical evidence and developed in partnership with the Police Department and the Department of Human Resources.
- E. The Norfolk Department of Police Medical Examination Program consists of a physical exam. Current public safety medical guidelines and best medical practices designated by the current Occupational Health Physician will be used. Employees who are age 45 and over, or who have two or more primary risk factors based on the American College of Sports Medicine guidelines, will receive a diagnostic stress treadmill test. This test will be repeated every 5 years, unless the medical professional requires it to be repeated more often. If this test is positive, the employee will be required to follow up with their physician for an Echo Stress Test as a follow-up screening tool.
- F. Upon completion of the Medical Examination, any additional testing, care, or treatment of the officer will be handled by the officer's primary care physician and incorporated into the officer's medical health care plan.

II. Annual Fitness Assessment (VLEPSC PER.03.05, PER.03.06)

- A. Every sworn officer is required to participate in an annual Fitness Assessment provided at the City's expense and on City time. The purpose of the Fitness Assessment is to evaluate the employee's current physical fitness levels. The five physical fitness components evaluated are: cardiovascular fitness, muscular strength, muscular endurance, flexibility, and body composition. The Fitness Assessment process will include mandatory participation in the Police Agility Course (Attachment A) and 1½ mile run/walk.

- B. The Departmental Fitness Assessment will take place in the month following the employee's annual medical exam and then only after the employee has obtained a medical fit-for-duty clearance from the contracted medical provider for the City.
- C. The Police Agility Course consists of representative samples of police officer tasks requiring running, pushing weighted objects, change in direction, mannequin drag, and handcuffing simulation. The agility course will be a timed event. Both the agility course and 1½ run/walk must be taken during the same Fitness Assessment session.
- D. Employee fitness scores will be documented and referenced against an accepted standard. Employees who do not meet the minimum standard will be provided fitness and wellness information and strategies by the Norfolk Department of Police Health & Fitness Coordinator in order to improve their overall health and assist them in meeting the minimum standard.
- E. No employee will be disciplined for failing to pass the Annual Fitness Assessment. Employees who are unable to pass the Annual Fitness Assessment during two consecutive annual fitness assessments will be given a formal and structured fitness protocol to include mandatory on-duty physical activity.

III. Tobacco Usage Policy

- A. All sworn officers newly hired or re-hired after January 1, 1997 are required to sign an acknowledgement that it is a condition of their initial and continued employment that they refrain from any on-duty or off-duty use of tobacco products.
- B. All sworn officers employed before January 1, 1997, who use tobacco products must use designated smoking areas only while on-duty. These officers are encouraged to work towards a tobacco free lifestyle.
- C. The City will promote other Wellness programs and activities for all public safety employees as needed and may include:
 - 1. Self-care
 - 2. Nutrition
 - 3. Weight management
 - 4. Disease management
 - 5. Preventive screenings
 - 6. Smoking cessation and awareness classes

IV. Responsibilities

All affected employees will be held personally responsible for complying with the provisions of this policy.

Attachment: Police Agility Test

