



# City of Citrus Heights Police Department

Ronald A. Lawrence  
Chief of Police  
Memorandum



**DATE:** December 8, 2017

**TO:** National Law Enforcement Officers Memorial Fund  
Award Nomination Reviewing Committee

**FROM:** Ronald A. Lawrence, Chief of Police

**SUBJECT:** On Duty Work Out Program Executive Summary

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As a police officer, it is crucial to remain in peak physical condition, which is evident in the academy and in the hiring process. The vigorous workouts and physical training that a police officer must endure to be considered for a career in law enforcement is important for their short-term success and long-term health. But once an officer is hired they complete field training and are released to solo patrol. There is no longer an academy instructor encouraging them to run faster, jump higher, or perform better and there is no physician examining them to determine if they are capable of doing the job. The Citrus Heights Police Department has partnered with its Police Officers' Association to implement an on duty work out program to ensure the long-term health and safety of our officers.

Our program is designed to allow officers a 40-minute workout while on duty on each of their work days. CHPD has taken it a step further and has created an awards program to incentivize more personnel to utilize the program. In its first year, the award program award 11 recipients with pins to be displayed on their uniforms. In the second year, there were a total of 30 recipients. The third year is currently in the fitness assessment testing phase and results should be available soon. The addition of the award portion of the program has resulted in almost three times the number of officers scoring "good" or "excellent" on their annual fitness assessments. A competitive sense has moved into the CHPD sworn ranks and has infused the staff members with common goals that are beneficial to them on a personal health level, and also beneficial to the department overall. Healthy and fit employees are less likely to be injured and they generally have a higher morale and sense of self. This program has been a success from the beginning and we continue to see the positive results each year.

DECEMBER 15, 2017



# ON DUTY WORKOUT PROGRAM

CONCISE PROJECT NARRATIVE

PRESENTED BY: LOFAS, SAMANTHA

CITRUS HEIGHTS POLICE DEPARTMENT

6315 FOUNTAIN SQUARE DRIVE, CITRUS HEIGHTS, CA 95621

## **CITRUS HEIGHTS POLICE DEPARTMENT**

### **Mission**

To safeguard the people we serve and enhance quality of life by impacting crime with skilled policing professionals and community partnerships.

### **Core Values**

- SERVICE - Focus on community and organizational priorities in a timely, proactive, courteous, and responsive manner
- INNOVATION - Progressive training and technologies with forward-thinking strategies to solve problems, reduce crime, and improve the quality of life
- TEAMWORK - Collaboration with a focus on flexibility, communication, and the sharing of risk, responsibility, and reward
- UNITY - Respect and equal treatment for all in our community and organization
- PROFESSIONALISM - Ethical and moral conduct through authentic and reliable performance by valuing others' opinions and perspectives

### **Vision**

As the premier police department, with a rich tradition of excellence, we will continue to transform lives through adaptive policing with progressive crime reduction methods, innovation, and partnerships with our community, employees, and their families.

### **Department Overview**

CHPD consists of the following:

- 1 Chief of Police
- 2 Sworn Commanders
- 1 Civilian Manager
- 6 Sworn Lieutenants
- 13 Sworn Sergeants
- 3 Civilian Supervisors
- 12 Detectives
- 60 Sworn Police Officer
- 3 Civilian Code Enforcement Officers
- 9 Civilian Community Services Officers
- 3 Civilian CSI/Property and Evidence Technicians
- 20 Civilian Dispatchers
- 6 Civilian Records Assistants
- 12 Civilian Support Staff

With 151 total employees, 94 of them are sworn personnel and 57 civilian personnel.

## **ON DUTY WORKOUT PROGRAM OVERVIEW**

The Citrus Heights Police Department has implemented a Physical Fitness Program that allows all sworn officers to participate in a 40-minute exercise regime "on duty" every work day. The program was initially put into place on July 1, 2013, and has continued to be a standing item in the Memorandum of Understanding with the Citrus Heights Police Officers' Association in the following years.

## THE PROGRAM

- 1) Patrol's sworn staff will exercise on duty for 40-minutes at the beginning, end or during their shift 3-4 days a week, unless calls for service require additional patrol. The Watch Commander will determine daily participation.
- 2) Specialized units (Investigations, Motors, Problem Oriented Policing) will have the option of when to exercise depending on schedules. Each unit's manager or supervisor will determine exercise schedules and daily participation.
- 3) All sworn employees must exercise for approximately 40-minutes, be in uniform and report for duty in the one-hour period when the time is allotted. Overtime will not be authorized due to exercise time.
- 4) A Fitness Committee comprised of the Police Department's Professional Standards and Training Sergeant, the CHPOA President, one member selected by the CHPOA President and two members selected by the Police Department holding the rank of Officer. It will be the Sergeant's responsibility to facilitate the program, including generating health bulletins for employee motivation and information, ensuring maintenance of the gym equipment, collecting and reporting data to validate the program, etc. It will be the committee's responsibility to meet on a semi-annual basis to review the progress of the program, make recommendations and assist in the implementation of the program.
- 5) The contract Fitness Coordinator will continue with a renewable contract and will be responsible for the following: conducting annual fitness assessments on all sworn personnel, keeping all medical information confidential, providing an exercise prescription for each employee, collecting and reporting department data, and being available for a minimum of six exercise periods per month for employee consultations.
- 6) Use of specific gym equipment will be determined by the employee and the Fitness Coordinator.
- 7) Each employee will receive an annual health assessment and exercise prescription before exercising on duty. The Fitness Coordinator will be the only individual who will have access to the personal medical information of participants. The Fitness Coordinator will maintain the information on a computer disk, which will not be disclosed absent court order. The assessment will consist of the following:
  - a. 12-hour fasting lipid blood panel (cholesterol, HDL, LDL, Blood glucose and triglycerides results)
  - b. Bodyweight and height
  - c. Resting and exercise blood pressures
  - d. Resting and exercise heart rates
  - e. Body fat skin calipers
  - f. Muscle fitness (flexibility, strength and endurance) tests
- 8) Should an employee present two or more of the following factors: is a smoker, has high cholesterol, obesity, diabetes, hypertension or high LDL, indicating a health condition which could conflict with the employee's physical ability to participate in the fitness program, the employee may be referred to the employee's treating physician. The Fitness Coordinator will provide the

doctor with a letter listing his concerns, a copy of the job specification of a Police Officer as well as a list of possible fitness activities and available gym equipment. The employee will be required to provide to the Fitness Coordinator medical clearance from the treating physician indicating that the employee is physically capable of participating in the fitness program. The Fitness Coordinator will notify the Department if the employee fails to provide medical clearance within 21 days from the date of the referral or the employee's treating physician indicates that the employee is not physically capable of participating in the fitness program.

- 9) Exercise prescriptions will be developed as a cooperative effort between the employee and the Fitness Coordinator. There shall be no minimum levels of fitness. Each employee will be required to participate in good faith in the fitness program. The failure to participate in good faith may subject the employee to disciplinary action. Upon request to the Fitness Coordinator, a copy of an employee's exercise prescription may be obtained for supervisory purposes.
- 10) No competitive sports are allowed while on duty. Walking and running outside the building is permissible on pre-determined routes.

### **PHYSICAL FITNESS AWARD**

Over the past couple of years, the Citrus Heights Police Department has made it a priority to encourage its officers to work towards maintaining a healthy lifestyle. We can all appreciate and agree upon just how difficult it can be at times to find the motivation necessary to exercise on a daily basis. Some officers have utilized the fitness program at CHPD to make life-altering changes. All sworn personnel at CHPD are currently required to complete a physical fitness assessment annually. Maintaining a "Good" or "Excellent" level of fitness every year can be challenging at times. In 2015, CHPD began formally recognizing personnel who achieved and maintain a "Good" or "Excellent" level of fitness with a fitness pin to proudly display on their uniforms.

CHPD is fortunate to have the opportunity to formally recognize its officers for their outstanding achievements in front of the entire department at an annual Honors and Awards ceremony. Officers who are successful in achieving a "Good" or "Excellent" level of fitness are now being recognized annually at this recognition ceremony as well.

In addition to receiving a fitness pin to display on their uniform, a recognition board has been created and is hung proudly within the department. The board is large enough to accommodate two 8.5" x 11" (landscape) plastic insert sleeves which house the name sheets of the award recipients for that particular year. The names are updated annually after the fitness testing process is completed.

### **PHYSICAL FITNESS AWARD REQUIREMENTS**

This award is presented to those officers who are rated "GOOD" or "EXCELLENT" in each of the categories below after completing their yearly physical fitness assessment. Ratings are based on age and gender norms obtained from general population data. Rankings for males and females are divided into the following age groups: 20-29, 30-39, 40-49, and 50 & over.

- 1) Aerobic Fitness - Submaximal stationary bicycle or treadmill test. The officer will have the choice between the bike OR the treadmill. Both tests will be scored the same. The score is derived from heart rates at various workloads.
- 2) Upper body strength & endurance - Push up test.

- 3) Core strength & endurance - Static front plank test
- 4) Lower body strength & endurance - Wall Sit
- 5) Body Fatness - The employee must have a body fatness level BELOW that considered as 'overweight' by the medical standards. Females are said to be at risk with a body fatness of 35% or higher. Males are said to be at risk with a body fatness of 24-25% or higher. Officers competing for the fitness award will be required to be below 20% body fatness for males and below 30% for females. Please note that the scores needed for each of the categories mentioned above are based on gender and age.

At the end of each year's assessment period, the department's physical fitness coordinator will sit down and discuss the results with each employee. Each employee will be made aware of whether or not they qualify to receive the award. The physical fitness coordinator will ask each qualifying officer for approval to forward their name to the awards and recognition committee. The pin can only be worn for the year in which you qualified for the pin and must be renewed by qualifying on an annual basis. The Honors and Awards Committee will keep a log of the recipients from year to year.

Different pins were created to identify the number of consecutive years a recipient has maintained their fitness level to wear the pin. If an officer is awarded over consecutive years, they are required to turn in their fitness pin from the year prior and are awarded a new pin that identifies the number of successive years that the award was maintained.

### FITNESS AWARD RIBBONS

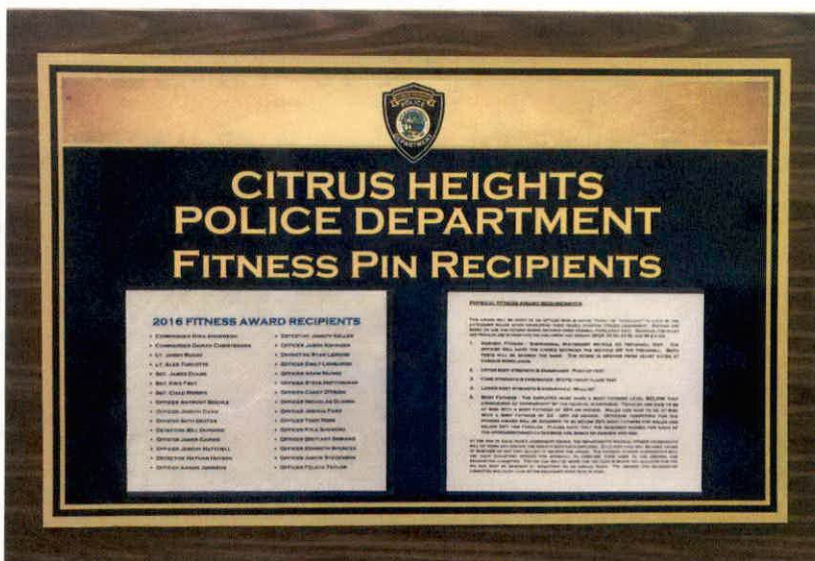


First Year Pin



Consecutive Year Pin

### FITNESS AWARD DEPARTMENT DISPLAY BOARD



### **FITNESS AWARD RECIPIENT STATISTICS**

2015 – 11 sworn personnel received the award

2016 – 30 sworn personnel received the award

2017 – Testing is currently underway

### **PROGRAM VALIDATION**

The program will be measured by change or improvement in the overall employees' fitness level. This will be measured in a number of ways:

- 1) Annual fitness assessments will be performed on all employees for the purpose of validating the program as well as monitoring individual fitness. The Fitness Coordinator will provide a statistical analysis on the fitness level of the overall employee population. Such information will not be provided in any manner that identifies any particular employee.
- 2) Risk Management will monitor the number and types of injuries and evaluated costs. Call-in and Annual Leave usage will also be evaluated and compared to previous years.
- 3) Costs associated with the fitness program will be tracked.
- 4) Information will be collected and monitored by the Fitness Committee. Reports and recommendations will be forwarded to the Chief of Police on an annual basis. The program's continuation will be based upon the benefits received equally by the City, Police Department and its employees.



**First Year Fitness  
Award Pin**



**Consecutive Year  
Fitness Award Pin**



**Fitness Award Department  
Display Board**



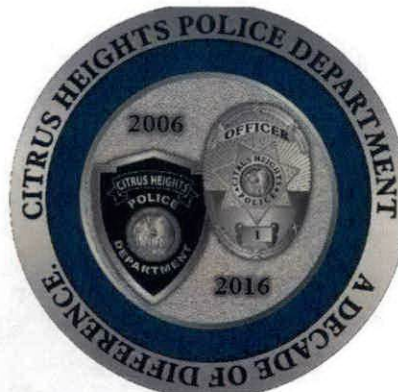
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**CITRUS HEIGHTS  
POLICE  
DEPARTMENT**



**ON DUTY  
WORKOUT  
PROGRAM**



## On Duty Workout Program

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