

	LAKEWAY POLICE DEPARTMENT	
	Policy 3.3 Health and Wellness Policy	
	Effective Date: 10-22-2014	Revised: 11-6-2014
	Approved: _____ Chief of Police	
	Reference:	

I. POLICY

The Lakeway Police Department Health and Wellness Policy is designed to address the issue of good health and physical fitness for commissioned officers and recognize the benefit to non-commissioned personnel. The objective of the program is to support and assist officers in the maintenance of good health and fitness by providing periodic evaluations and assessment of their general physical and mental condition. In addition, the program will also provide valuable resources for non-commissioned personnel to maintain healthy lifestyles.

II. PURPOSE

The key to good health and fitness lies in lifestyle. Each officer has an individual responsibility to maintain a level of fitness that permits him/her to carry out job responsibilities and safely handle any situation that may arise. More importantly, officers have a responsibility to their families when it comes to day-to-day safety and longevity. The acceptance of this responsibility involves a commitment from each officer. Unfortunately, good health and fitness do not "just happen". Therefore, personal goals must be established and effort must be put forth to achieve them. A fitness plan, which includes goals in the areas of diet, exercise, and weight control, will pay great dividends if carried out.

III. DEFINITIONS

- A. PRT is Physical Readiness Testing.
- B. For purposes of this policy, "officer" refers to full-time, police officers.
- C. For purposes of this policy, "employee(s)" refers to all full-time employees, whether sworn police officers or not.

IV. PHYSICAL CONDITIONING

The Chief of Police has authorized employees to conduct physical conditioning for no more than one hour during a regularly scheduled work day, with the expectation to perform no less than 30 minutes of physical activity. It is expected that an employee will don/doff within this hour. Public safety is our top priority, and physical training will be conducted only when it can be done without compromising our mission of keeping our community safe. Physical conditioning is carried out at the discretion of the employee's supervisor and may only be carried out after the employee has received gym orientation training from coaches designated by the Chief of Police. The Chief will identify and authorize appropriate personnel to conduct Physical Readiness Testing (PRT) of all officers. Two times in a calendar year, all officers will be subject to PRT as follows:

A. Testing Periods

1. Within the month of November, all officers must pass PRT.
2. Within the month of May, all officers must pass PRT.

B. Physical Readiness Testing (PRT): The PRT standard for each officer is based on their age, weight, and gender. Based on the test battery provided by the Texas Department of Public Safety- Education, Training, and Research Division (ETR), all officers must score at or above the 40th percentile.

C. Documentation. The person conducting the PRT will be required to document the results on a form approved by the Chief of Police. A copy of this form will be given to each officer and their immediate supervisor. The original will be forwarded to the Chief's Office.

D. Exemptions. An officer must report to their immediate supervisor any medical condition that could affect their ability to perform all assigned tasks and responsibilities. All exemptions must be requested on a form approved by The Chief of Police and the request must be approved by the Chief of Police. All exemption requests must be accompanied by a letter from a physician describing the physical condition that prohibits participation in the PRT. Letters from physicians for temporary exemptions must be issued within three months of the testing period. Letters from physicians for extended exemptions must be issued within twelve months of the testing period. Each physician letter must be accompanied by a memorandum from the employee detailing the physical condition that prevents participation in PRT.

1. Officers unable to perform PRT may apply for one of the following exemptions:

- a) Temporary Exemption. An officer with a temporary physical condition that prohibits them from participating in PRT may request a temporary exemption. An officer approved for a temporary exemption will

be exempted from PRT. A temporary exemption is granted per testing period.

b) Extended Exemption. An officer with a prolonged physical condition that prohibits them from participating in PRT may request an extended exemption. An officer approved for an extended exemption will be exempted from PRT. An extended exemption may be granted for a period of time determined by the Chief of Police.

2. The Chief of Police may request additional information from the officer or their attending physician if needed to assist with determining whether to approve a request. Any officer who is provided an exemption will surrender any fitness award they have received until the officer is able, once again, to achieve the award standard during a regularly scheduled PRT. The Chief of Police may also, at his/her discretion, require an officer who applies for exemption to undergo a fitness for duty evaluation.

E. Education and Awards. The Department shall create age and gender specific fitness goals and reward participants who exceed the minimum physical testing requirements. The objective of the award program is to support and encourage officers in the maintenance of good health and fitness.

1. Fitness Ribbon. A fitness ribbon is awarded when an officer scores at or above 70% on the PRT. Once awarded, the fitness ribbon will be retained by the officer until the employee fails to meet the award standard during a regularly scheduled PRT.

2. Fitness Star. A fitness star is awarded when an officer scores at or above 80% on the PRT. The fitness star is awarded in conjunction with the fitness ribbon and the star is affixed to the center of the ribbon. Once awarded, the fitness star will be retained by the officer until the employee fails to meet the award standard during a regularly scheduled PRT.

3. The Patrol Captain or designee is responsible for developing and implementing health and fitness education and training to assist sworn and non-sworn employees in their efforts to improve their overall health and achieve individual fitness goals.

F. Disciplinary Measures. It is the goal of the Health and Wellness program that officers never fail the PRT. Every reasonable effort will be made to bring an officer up to the minimum standard.

1. An officer failing to pass PRT during a testing period will be considered non-compliant and will receive a written counseling record. They will also be required to successfully complete a fitness program established by the Chief of Police. This education component may be conducted through video or web-based training at the discretion of the Chief of Police.

2. An officer that fails to successfully meet the minimum standard of PRT during two or more consecutive testing periods will not be eligible to participate in any promotional process. A note will also be made in the officer's performance evaluation.

3. The Chief of Police, at his/her discretion, may require an officer that is unable to pass PRT to undergo a fitness for duty evaluation.

V. MENTAL HEALTH CONSULTATION

All officers will participate in an annual consultation with a mental health professional designated by the Chief of Police. The officer will incur no cost for this evaluation.

VI. MEDICAL CONSULTATION

All officers will participate in an annual medical examination by a licensed physician designated by the Chief of Police. The officer will incur no cost for this examination.