

**CITY OF OCONOMOWOC POLICE DEPARTMENT
POLICIES & PROCEDURES**

DATE: September 29, 2020

HISTORY:

SUBJECT: Exercise Room/Area and Exercise Equipment

POLICY NUMBER: 20-074

I. PURPOSE

The purpose of this policy to ensure the proper use of the City of Oconomowoc Police Department's exercise room/area and exercise equipment.

II. RESPONSIBILITY

- A. All members of the City of Oconomowoc Police Department have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this policy.

- B. All employees of the City of Oconomowoc Police Department have the responsibility to learn and follow this policy.

III. POLICY

- A. Policy for use of exercise area and equipment:
 - 1. All exercise activities are conducted at the user's own risk.

 - 2. In order to use exercise room/area and/or exercise equipment employees must have a signed "Exercise Waiver Form" on file.

 - 3. Exercise equipment and exercise room/area shall only be used by City of Oconomowoc Police Department employees.

 - 4. Users must not exceed their own physical abilities. If engaging in exercise routines for the first-time employees are encouraged to consult with a doctor regarding their level of fitness and their ability to perform chosen exercises.

 - 5. Users shall not engage in the use of any equipment for which they are not fully aware of the proper methods of use, risks of use, and required safety precautions.

 - 6. Only equipment approved, acquired, and maintained by the City of Oconomowoc Police Department shall be used to exercise on City property. Exceptions to this requirement include the following personal items:
 - a) Personal mats
 - b) Jump ropes
 - c) Resistance bands
 - d) Personal items listed above must be removed from the exercise room/area at the completion of each session. Requests to bring personal training items not listed must be directed to the Chief of Police for approval. Approval or denial will be provided in written format.

 - 7. All equipment must be used in the manner for which it was designed and intended.

8. District exercise equipment located in the exercise room/area shall remain in the respective exercise room/area.
 9. No exercise equipment shall be removed from the respective exercise room/area unless authorized in writing by the Chief of Police.
 10. All injuries must be immediately reported to a supervisor and Captain of Police. Documentation related to the injury is required.
 11. Any equipment damage or malfunctions must be immediately reported to a supervisor in charge, or his/her designee. At the direction of the supervisor or officer in charge immediate steps should be taken to mark the equipment or otherwise remove it from service until the issue can be addressed, such as unplugging the equipment from power, and/or creating and hanging an appropriate Out of Service sign.
 12. At the completion of each exercise session:
 - a) All equipment used shall be wiped down with an approved cleaning solution stored in the exercise room/area.
 - b) Exercise equipment must be returned to its appropriate location after use.
 - c) The television, fans, and area lights shall be turned off.
- B. Use of the exercise room/area and exercise equipment inconsistent with the rules and recommendations above may result in loss of use of the exercise room/area and exercise equipment.

IV. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE

This policy is effective immediately
and will supersede any directives or understandings in conflict