

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number TRA-018
	Subject Physical Training Hours	
	Special Instructions Replaces TRA-023 dated March 1, 2015	Effective Date July 6, 2018

I. **PURPOSE**

Establishes the Physical Training program as a voluntary program to assist authorized personnel in maintaining an acceptable and healthy level of physical fitness.

II. **POLICY**

The Department will make duty hours available to police, and other authorized personnel, to perform approved physical activities in order to maintain a healthy level of physical fitness.

III. **PROCEDURE**

A. Eligible Personnel.

1. All police personnel;
2. The Department's Health Management Specialist;
3. Motor Carrier Inspectors; and
4. All certified (active) civilian Methamphetamine Suppression Section team members. Note: Applicable personnel upon becoming inactive, or who lose certification, will be prohibited from utilizing PT hours.

B. Civilian employees (except those positions listed above) are not eligible to participate in the program.

C. Physical Training (PT) Hours.

1. An employee's use of PT hours (as authorized in this SOP) is strictly voluntary. Injuries occurring while conducting physical training during the use of PT hours shall be immediately reported as outlined in HMR-021. It is the employee's responsibility to follow the guidelines set forth in this procedure regarding the types of physical training which are authorized.
2. Personnel may request and utilize up to three (3) hours on-duty time per week for physical fitness training. PT hours will be recorded using Duty Code 1700 on the Shield Activity Report.
3. PT hours are to be used for approved physical training exercises only and may not be applied to any other activities. These exercises may include, but are not limited to:
 - a. Running/Walking/Jogging.
 - b. Bicycling: Stationary or moving.

- c. Non-competitive swimming.
- d. Aerobic or cardiovascular training.
- e. Weightlifting or resistance training.

Note: Weightlifting or resistance training programs should consist of general body conditioning and strengthening. Programs designed for competition or power development (e.g. maximum lifts) are not approved for this program.

- 4. Competitions of any kind, competitive sports, contact sports, or practices thereof, are not approved or permitted for physical training.
 - 5. PT hours are never cumulative and must be taken in one-hour increments. Overtime or compensatory time shall not be granted to utilize PT hours.
 - 6. Use of PT hours are subject to the needs of the Department. The Department should make reasonable efforts to accommodate an employee's request if possible; however, due to the circumstances of a job assignment (e.g. District Duty Officer without a relief officer, inclement weather, involvement in a detail, etc.), personnel may be denied permission to utilize PT hours.
 - 7. PT hours may be utilized at the employee's residence or a workout facility (private or public).
 - 8. An employee may lose the privilege of PT hours for any abuse or violation of this policy.
 - 9. An employee's past and current job performance should be considered by a commander or supervisor when permitting use of the time.
 - 10. An employee approved for a limited duty status will be eligible to utilize PT hours during the limited duty status.
 - 11. Employees authorized PT hours as part of a specialty team will not be allowed any additional hours through this program and will follow the PT requirements for their specialty team.
- D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.