

GRAND FORKS COUNTY
POLICY MANUAL

POLICY NO. 106-02

Eff. 2/21/12

**FITNESS POLICY FOR GRAND FORKS
LAW ENFORCEMENT EMPLOYEES**

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Grand Forks County established a fitness program for all law enforcement employees in order to provide an avenue to a healthy life style, and reduce personal illness and injury for employees who work in a physically demanding and dangerous profession. The goals of this program are to reduce county health insurance costs, reduce injury, enhance esprit de corps, give employees access to a healthy life style, and provide a higher level of service to the tax-paying public. Whether grandfathered or not, all law enforcement officers are expected to put forth a reasonable effort to meet and exceed minimum standards.

Sheriff's Office, Juvenile Detention and Correctional Center Employees: This policy applies to all essential law enforcement personnel, including the sheriff, all deputized sheriffs, correctional center management, correctional officers, and juvenile detention center management and officers. Administrative support staffs are not included in the definition of law enforcement staff. Law enforcement employees are subject to mandatory fitness standards, and as such the county will provide a single membership for each law enforcement employee at Center Court Fitness. If these employees desire a family membership, payment will be made by the employee directly to Center Court Fitness. Staff is encouraged to work out, and for this reason, the county provides up to two 30-minute workout sessions per week. In order for an employee to receive payment for working out, they must meet the following criteria:

- **Meet minimum standards for their age/gender OR**
- **Meet minimum standards for their age/gender in three of five standards AND show improvement on meeting standards in the other two standards within one year – to be tested quarterly; OR**
- **Using employee's most recent test as a baseline of fitness, employees will quarterly demonstrate an improvement in meeting standards to meet standards at subsequent annual test.**

In addition, these employees may use an additional 30 minutes of sick leave each week for a third session. These sessions will be annotated on their time card and will not count towards overtime. The fitness center may be asked to provide a copy of some form of attendance verification to the county payroll department. Exempt employees have the flexibility to incorporate exercise sessions

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into their schedule on- and off-duty. Exempt employees will receive no additional compensation. Sometimes, for various reasons, law enforcement employees may request to use another fitness center. These requested exceptions will be approved on a case-by-case basis by the County Commission. If approved, the employee will submit a voucher on a quarterly basis with proof of payment to their fitness center. The employee will be reimbursed at the Center Court Fitness rate. Additional costs will be an out-of-pocket expense incurred by the employee.

Medical Assessment: Annually, all male law enforcement officers 45 years of age or greater and female officers 55 years of age or greater will be medically evaluated and screened by Altru Health System medical doctors and technicians. Data will be collected and documented under an employee number unknown to county staff. The medical evaluation will determine if the employee is fit to participate in the annual test. If the medical assessment deems the employee is unfit to participate, clearance must be obtained from the medical authority in order to complete the annual test. Costs for the medical evaluation will be paid for by the county. Employees who are required but do not complete the annual fitness evaluation will not be eligible to participate in the fitness test and may be subject to disciplinary action.

Officers unable to participate in the fitness tests due to a permanent medical condition must provide to the Department Manager or designee medical documentation prohibiting them from participating in each test. Officers will be evaluated to ensure all of the essential functions of their position can continue to be met. Those able to meet essential functions will be excused from further testing; whereas those unable to meet essential functions will be reassigned to a position where they are able to perform essential functions.

Officers unable to test due to a temporary medical condition during the testing period will be given a reasonable time of recovery prior to testing. Testing done outside the defined testing period is ineligible for monetary compensation.

Fitness Standards: The fitness standards and tests are derived from the US Marshall's fitness standards based on age and gender of each individual. The referenced standards represent validated US Marshall standards. The minimum standards listed after the test battery are the minimal goals and staff are encouraged to exceed these. Annual testing will be performed

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between September 15th and October 15th. Employees who meet the standard are entitled to a monetary award commensurate with their performance based on their gender and age as of September 15th. Monetary payments will be disbursed within 45 days of the conclusion of the testing period. Employees will be ineligible for any monetary award if unable to test during the 30-day testing period. The only exception to this policy is if job requirements outside the local area prevent the employee's ability to attend the scheduled testing. This must be verified and recommended by the Department Manager for County Commission approval.

Test battery will consist of the following tests:

- 1.5 mile run
 - 300 meter run
 - Bench press (ratio of body weight)
 - Push-ups (2 minute time limit)
 - Sit-ups (1 minute time limit)
- See Appendix for standards and monetary award.

Application of Policy to New Hires: Employees hired after January 1, 2007 must meet these standards. Employees hired after October 1, 2007 must meet standards to successfully complete their probationary period and must maintain these requirements throughout their employment. The probationary period for law enforcement employees is one year. Probationary employees are not eligible for any monetary award. Failure to meet standards will result in termination.

Relationship to Employee Evaluations: All law enforcement employee evaluations will have a fitness participation category. The category will have satisfactory, unsatisfactory and N/A as choices for the evaluation. Factors that may affect the rating are results of the annual test, overall participation in the program, and attitude. Personnel unable to participate in the annual test due to medical reasons will receive an N/A.

Coordination: The County Fitness Coordinator will administer the program, including the annual testing portion of the fitness program. The Fitness Coordinator may enlist the aid of other county employees or Center Court Fitness staff in coordinating the testing. Details of

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scheduling will be communicated to all law enforcement employees in writing reasonably in advance of the scheduled testing.

Educational Opportunities: Services available to law enforcement employees from Center Court Fitness, as part of the county's group contract, include the opportunity for participation in existing classes, the opportunity to suggest special group classes, and individual consultations to get started on an exercise program. (On-going services of a personal trainer would require an additional fee payable directly to Center Court Fitness.)

Program Evaluation: Each year, the County Commission will receive from Altru Health System a summary report of the employee medical assessments. The report will not identify any employee by name. These reports, together with the results of the annual fitness testing, will allow the County Commission to track the success of the program over time, and to make adjustments to the program. This policy shall be reviewed minimally every five years.

Fitness table – See Appendix.