

Procedural Directive

**California State University
Northridge
Department of Police Services**



To: All DPS Personnel
Subject: Employee Wellness - Use of Department Gym for DPS Personnel
Directive Number: 2023-01
Date: August 2, 2023
Amends/Supersedes: Officer Wellness - Use of Department Gym for Sworn Personnel
Approved: Alfredo B. Fernandez, Interim Chief of Police

I. Purpose:

The Department has adopted and embraces the Six Pillars established by the President's Task Force on 21-Century Policing. The Task Force's recommendations are far reaching and encompass multiple areas that center on building community trust and legitimacy, policy and oversight, community policing, and training.

The sixth pillar of the task force focuses on officer wellness and safety. The Department believes that care for our officers' wellbeing and health is no less important than any of the other recommendations addressed in the Task Force's report. We firmly adhere to the philosophy that police officers that are of healthy mind and body are better able to serve their community.

The Department's focus on maintaining proper safety equipment, training and ongoing education is well documented. Furthermore, the Department has sworn members trained in the area of peer support to assist officers that may feel traumatized by the events that occur day-in and day-out in the profession of law enforcement. Additionally, the campus has a robust employee assistance program (Life Matters) that is designed to support campus employees in a variety of situations.

In an effort to further support our police officers' wellbeing, it is the intent of the Department to allow sworn members of the Department of Police Services to workout on-duty in the Department's gym as outlined in Section II.

Additionally, it is the desire of the Department to support the wellbeing of all its employees. Thus, the opportunity to work out while on-duty in the Department gym will also be extended to full-time non-sworn personnel on a six-month pilot program

as outlined Section II. This pilot program may be rescinded at anytime by the Chief of Police and is strictly voluntary.

II. Procedures:

A. Use of Department gym while on-duty

1. All full-time, CSUN DPS employees may workout in the gym located within the Department of Police Services while on-duty under the following guidelines:
 - a. The workout is approved by the immediate supervisor;
 - b. The duration of the workout may not exceed 1-hour to include travel to and from the gym, and/or donning and doffing of uniform and equipment;
 - c. All DPS personnel working out in the Department gym must be trained in the proper and safe use of the Department's workout equipment in accordance with established policies and procedures.
 - d. Workouts while on-duty outside of the DPS gym are not approved. This includes running on or off the campus and/or using other gym facilities such as the SRC.
 - e. Only one workout period will be approved per shift or 24-hour period.
 - f. Only three workouts will be approved per week (Sunday through Saturday).
 - g. As has been the Department's past-practice, nothing in this policy is meant to prohibit an employee from utilizing the Department gym when off-duty.
2. Supervisor's Responsibility
 - a. Sworn Supervisors must ensure that there are enough officers in the field and available to respond to calls for service at all times.
 - i. At minimum, patrol supervisors must have 3 sworn officers (supervisor included) on their watch to approve an on-duty workout.
 - ii. Investigative and administrative sworn officers may be approved by their supervisor based on their respective workloads.
 - iii. Supervisors may deny the workout if they deem that the operational needs of the Department and/or the public safety will be adversely affected.
 - b. Non-sworn supervisors and leads must ensure that the workout will not interfere with the normal operations of the unit.
 - c. Supervisors are responsible for monitoring employees on their watch or under their direction who choose to workout and ensure they adhere to all procedures set forth in this procedural directive. However, this does not relieve the employee working out of their responsibility to

properly follow the directives of this procedure nor, is it expected that the supervisor be personally present in the gym while an employee is working out.

- d. In the event of an injury, the supervisor will follow all current protocol related to an on-duty injury or illness and shall fill out the appropriate Worker's Compensation forms and other reports that are required.
- e. Sworn supervisors will ensure that all workouts by on-duty sworn personnel are properly logged into the Department's CAD system.
- f. Non-sworn supervisors will be required to keep track of the workout to ensure the employee returns to their duties in a timely manner. The one-hour timeframe will include travel time to/from the employee's duties and/or work station.
- g. Supervisors and/or command staff may randomly spot check the gym to ensure proper use of the time and/or the equipment.
- h. Any supervisor or command staff member may rescind approval to workout if they determine the employee is improperly using the time or is using the equipment in an unsafe manner.

3. Police Officer Responsibility

- a. Police officers that wish to workout must first gain approval from their respective supervisor.
- b. Once approved, the officer will announce on the radio that they are on a "Code-7 William" if they are on their scheduled shift.
- c. If the officer is working out prior to or after their shift they will announce on the radio that they are on a "Code -7 Ocean".
- d. When the officers completes the workout (no more than one-hour) they will either show themselves clear on the Department radio and back in-service or out of service as appropriate.
- e. The officer working out shall monitor their Department radio, keep their equipment readily available and MUST respond to calls for service if needed to serve the community and/or support their fellow officers.

4. Non-sworn DPS Staff Responsibility

- a. Employees that wish to workout must first gain approval from their respective supervisor or, if appropriate, their lead.
- b. Once approved, the employee will proceed directly to the Department gym to workout. The allotted time is strictly for working out in the Department gym and may not be utilized as a break or personal business.
- c. Employees working out may, at the discretion of their supervisor or a command staff member, be called back to work if they deem it is necessary for the operational needs of the Department.

5. Command Staff – Workouts

- a. Command staff members (including non-sworn) of the Department may workout while on-duty if approved by their respective commanding officer.
- b. Work schedules may be adjusted at the discretion of the commanding officer with full consideration being given solely to the needs of the Department and campus community.
- c. On-duty workouts may not exceed one-hour per 24-hour period.
- d. On-duty workouts are only approved in the DPS gym.