

	Policy & Procedures				No. 1.37	
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CALEA STANDARDS

22.3.1 22.3.3

22.3.2

POLICY 22.3.2 (1.)

It is the policy of the Canton Police Department to strongly encourage all personnel to maintain a satisfactory level of general health and physical fitness for their own well-being. The function of a law enforcement agency require a level of fitness not demanded by many other occupations. Proper physical fitness allows personnel to perform more effectively and may reduce the need for sick leave due to injury or illness. Furthermore, satisfactory general health and physical fitness may positively affect mental health and aid in reducing stress and anxiety associated with the law enforcement profession.

PURPOSE 22.3.3

The purpose of this written directive is to establish the Department's policy on physical examination and physical fitness of sworn personnel. The goal of this program is to promote health and wellness by conditioning the body to be better prepared for the demands of law enforcement activities. The Department has established and maintains a Physical Fitness Coordinator who is specially trained to assist department members in physical fitness activity.

JOB TASKS

The following is a list of job tasks identified for sworn employees. **22.3.2 (3.)**

Essential Functions

1. Patrols an assigned area in a police cruiser; apprehends persons violating the law or wanted by the police; checks public assemblies, buildings for security; observes and interrogates suspicious persons; issues traffic citations; locates fires; reports street light

and traffic signals out of order; street hazards or other dangerous conditions; checks schools, parks and playgrounds and responds to public emergencies.

2. Receives dispatch orders and responds to calls for service, emergency situations, and serious crimes; takes charge of crime scenes until relieved by higher authority; exercises knowledge of State Laws, Federal Laws, Supreme Court decisions, and town by laws in determining legal justification for arrest, search and seizure, protective custody, and other situations.
3. Renders First Aid to ill or injured persons, assists persons needing police service or refers to other department if not the Police Department jurisdiction, and may act as court prosecutor, at the discretion of the Chief.
4. Investigates all offenses and incidents in assigned patrol area, examines a crime scene, identifies and collects evidence and records data to aid in the identification, apprehension and prosecution of offenders and the recovery of property; secures, receipts and transports property coming into custody, confers with court prosecutors, and testifies in court.
5. Preserves the peace at public gatherings, neighborhood disputes and family quarrels; negotiates settlements between emotionally upset and often irrational persons involved in domestic disputes, drunkenness, break ins, larcenies, vandalism, assaults, and other situations.
6. Maintains a log of activities, completes detailed reports on all crimes, vehicle accidents and other incidents requiring police attention, and investigation reports in conformance with department regulations and statutory requirements.
7. May serve at desk answering telephone and in person complaints, advising officer in appropriate sector to answer call; redirect non-police complaints to proper department; may serve as dispatcher.
8. Delivers summonses, warrants, subpoenas and other official papers promptly and accurately as directed by superior officer.
9. Inspects cruiser at start of tour for defects, damages and cleanliness, immediately reports vehicular damages and defects and couples required reports, operates radio consistent with FCC and department regulations.
10. May perform additional functions, e.g., firearms instructor, safety officer, crime watch specialist, CAR instructor. May serve as detective working in plain clothes to investigate and follow up on criminal activity; conduct crime scene search, take photographs, lift fingerprints; interview complainants, victims, witnesses, suspects, maintain liaison with other law enforcement agencies; become knowledgeable of known criminals, associates, behavior patterns.
11. Operates and maintains department issue firearms, including a pistol and shotgun, as well as cap stun and baton.

RECOMMENDED MINIMUM QUALIFICATIONS

Physical and Mental Requirements 22.3.2 (2.)

The employee works in a loud noise environment, being exposed to work with explosives, and outdoor weather conditions up to 2/3rd of the time. Employee is required to sit, stand, walk, climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms, taste or smell, talk or listen/hear, and use hands up to 2/3rd of the time. Employee frequently will lift weight more than 60 lbs. Occupational risks include loss of life. The employee must respond to emergencies during any weather condition. Normal vision is required. Equipment operated includes an automobile, office machines, computers, and department issued firearms and other protective devices.

PHYSICAL FITNESS

Physical fitness should be a personal and professional goal of all personnel. Research and statistical evidence prove that physical fitness and a proper diet improve health and performance. It is recognized that one single program will not meet the needs of all personnel. Therefore, the Department recommends a voluntary and varied physical fitness program for all personnel.

22.3.3

Per contract agreement, prior to implementation of any personalized physical fitness program, an employee must obtain and pass a medical examination from their personal physician. The Town will pay the cost of the complete physical examination for each employee every two years. The cost of this physical shall not exceed three hundred fifty dollars (\$350.00) and the results shall be confidential between the doctor and the employee. In addition, each sworn officer should achieve the following fitness requirements: Complete 1-mile run, complete 15 sit-up's in one minute and complete 5 push up's in one minute. **22.3.2**

TIME ALLOTTED

Per contractual agreement, 45 minutes will be allotted to officers for workout time per eight-hour shift; Superior Officers are allotted 60 minutes. The officer will be required to respond to calls when needed during their workout time, so he/she will not be allowed to shower and change clothing during that time period. Workout time shall be requested of the sergeant, lieutenant, or officer in charge (OIC) during shift briefing. The supervisor/OIC may choose to deny workout time if there is an expectation that there may be a heightened level of service during the shift. It is further understood that denial of workout time shall not be for the purpose of punishment or harassment, and that it shall not be unreasonably denied.

At the time of the workout, it is the responsibility of the participant to notify the OIC or the Station Officer/Dispatcher that he/she is going to work out. Once the workout is complete, participants must again check-in with the Station Officer/Dispatcher to assure the safety and well-being of the participant. For patrol officers and Sergeants, workouts may not occur at a time overlapping the end of shift.

WORKOUT LOCATIONS

The Canton Police Department's fitness room is available to all agency employees who are approved for the fitness program. When an officer works out in the fitness room, he/she is to sign the roster indicating the date/time of the workout. In order to be reimbursed under the contract, employees must provide satisfactory evidence of participating in some form of physical activity to the Chief. They must be able to demonstrate that they are participating in a high level of physical fitness.

PHYSICAL EXAMINATIONS 22.3.1

The Department encourages all personnel to receive physical examinations on a regular basis. Entry-level physical examinations are required for all sworn personnel. This is to ensure general fitness to perform the tasks of their assignments, not to identify personnel with disabilities. A physical examination is a benefit to both the employee and the agency. Any physical examination should be conducted only to confirm the employees' continued fitness to perform the tasks of their assignments and to inform them of their general physical condition, not to identify employees with disabilities who are otherwise able to perform their assigned duties, with or without reasonable accommodation.

The nature of some specific positions or responsibilities may necessitate periodic specific screenings, such as those for crime scene personnel, firearms instructors, or range technicians who are repeatedly exposed to hazardous chemicals or lead contaminants. If screenings are necessary, the agency will assist the officer(s) in scheduling an appointment in a timely fashion.

The Department will pay for all initial physical examinations required by the Department. As mentioned previously, per contract agreement, prior to implementation of any personalized physical fitness program, an employee must obtain and pass a medical examination from their personal physician. The Town will pay the cost of the complete physical examination for each employee every two years. The cost of this physical shall not exceed three hundred fifty dollars (\$350.00) and the results shall be confidential between the doctor and the employee.

The Department recommends all sworn personnel strive to meet the standards adopted by the Massachusetts Municipal Police Training Committee (MPTC) in its Health and Wellness Guide located at: <http://www.mass.gov/eopss/law-enforce-and-cj/law-enforce/mptc/training-and-academies/recruit-officer-courses/full-time-recruit-officer-courses/mptc-health-and-wellness-guide-jan-2010.pdf> which are identifiable, job-related and achievable.

Sworn personnel must meet the standards set by the MPTC to successfully complete basic training and become certified as a police officer. All sworn personnel are encouraged, but not mandated, to meet and maintain these standards. Physical fitness measurements adopted by the MPTC (As of 6/6/2023) are as follows:

1. ONE-MINUTE PUSH-UP

- This portion of the assessment will measure the muscular endurance of the upper body.
- Student officers are graded by the number of push-ups correctly performed in 1 minute.
- A correct push-up will be counted each time the planked body is lowered to the down position where your chest touches the MPTC instructors' fist or 3" block, then return to the up position where the elbows are fully extended.
- Women can participate in a modified push-up but must remain modified throughout the assessment.
 - Position your knees together and bent at 90-degrees with your feet crossed at the ankles.
 - Proper form will be the same as the previous instructions.

2. PLANK

- This portion of the assessment measures core strength and endurance.
- Student Officers are graded by completing the appropriate plank form within the given time limit. (30 seconds/1-minute)
- The starting position:
 - On the command "GET READY" hands must be on the ground. Hands can either be in fists with the pinky side of the hand touching the ground or lying flat with palms down, no more than shoulder width apart.
 - Elbows must be bent and in contact with the ground, shoulders must be directly over the elbows, and forearms flat on the ground.
 - One or both knees resting on the ground before the start of the event.
- A plank will not count if:
 - The plank position is not in a straight line from the ankles, through the knees and hips, to the shoulders.
 - Feet, forearms, or hands losing contact with the floor or being interlaced.
- Student Officers will be given one verbal warning to correct form outside of technique previously described. If (s)he cannot fix the incorrect form, the plank event will be terminated.
- If the Student Officer rests on the ground, the plank event will be terminated.

3. 300 METER RUN

- This portion of the assessment will measure anaerobic power and sprinting ability.
- It is an important area for performing police tasks involving short sprinting or anaerobic activity.

4. 1.5 MILE RUN

- This is a timed run to measure the heart and vascular systems' capability to transport oxygen.
- It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems.
- The score is in minutes and seconds.

FITNESS FACILITY

Department personnel are encouraged to utilize the exercise room located in the basement of the Police Department. Equipment is not to be removed from the exercise room. Users are responsible for cleaning equipment they use with the provided disinfectant spray bottle and paper towels, and for replacing all equipment to appropriate areas of the exercise room. Shoes are required to be worn at all times while in the fitness facility. Weights are to be placed on appropriate racks when not being used. Dumbbells and weight plates may be placed on the floor between sets; however, they should not be placed on padded benches and must be replaced on the racks when the user is finished.

Olympic bars are to be left stripped of weight plates when the user is finished. Collars are strongly encouraged when using Olympic bars. Any broken or unsafe equipment should be reported to the Fitness Coordinator, Shift Supervisor, or to the Deputy Chief.

FITNESS AND WELLENSS COORDINATOR 22.3.3

The Fitness and Wellness Coordinator must have some educational background in exercise/exercise physiology. The coordinator will be responsible for consulting with and assisting employees in developing a personalized exercise program. The coordinator will help answer any questions an employee has regarding a particular exercise or a piece of exercise equipment. The coordinator will also be responsible for the overall maintenance and repair of the fitness equipment. He/she will report directly to the Chief of Police.