
	GAITHERSBURG POLICE DEPARTMENT			
	Fitness Center and Defensive Tactics Facilities			
	General Order	108.13		Related CALEA Standards:
	Effective Date	05/08/2024		
Authorized by: Mark P. Sroka <small>CHIEF OF POLICE</small>		SIGNATURE	DATE 05/08/2024	

1. DEPARTMENT POLICY

- 1.1 The purpose of this directive is to provide guidelines for the safety and welfare of City of Gaithersburg employees using the physical fitness facility.
- 1.2 Gaithersburg Police Department (GPD) areas designated for fitness use are the Fitness Center (Room 302) and Defensive Tactics (DT) Room (matted Room 317) located at 16 S. Summit Avenue. The use of these designated areas and equipment shall be limited to all police employees, interns, volunteers, all other City of Gaithersburg employees, and contracted vendors who may need access to the areas so designated, and must be in accordance with this policy.

2. PURPOSE

- 2.1 The purpose of this policy is to promote physical fitness and wellness amongst its members.
- 2.2 The Department recognizes that physical fitness contributes to the general health and well-being of all members both on duty and off duty.

3. APPLICABILITY AND EXCEPTIONS

- 3.1 This policy applies to all police employees, interns, volunteers, all other City of Gaithersburg employees, and contracted vendors who may need access to the the areas designated for fitness use as specified in 1.2 above.

4. POLICY GUIDELINES

- 4.1 Due to the stress and physical demands employees face, an appropriate level of fitness is necessary for employees to perform their jobs in a manner that ensures the safety of both the employee and the public.
- 4.2 Physical fitness and conditioning are essential functions of a sworn police officer’s job requirements.
- 4.3 GPD encourages physical fitness and provides facilities for all members to

support personal physical fitness.

5. **USE OF DEPARTMENTAL FITNESS EQUIPMENT**

- 5.1 The equipment shall only be used by City of Gaithersburg employees as enumerated in 1.2 and 3.1 above.
- 5.2 Employees on light duty or temporary no-duty status will not use any GPD fitness equipment unless specifically authorized by their treating physician. Medical notes should be submitted to the Administrative Bureau Commander.
- 5.3. Employees will complete a fitness waiver prior to using the 16 South Summit Fitness Center.

6. **MAINTENANCE OF EQUIPMENT AND AREAS**

- 6.1. Maintenance of the physical conditioning areas is the responsibility of all employees utilizing the facility. The Administrative Bureau Commander shall directly manage the areas. All employees using either room will conform to the following rules:
 - 6.1.1. Detached lifting (free) weights shall not be dropped or left on the floor.
 - 6.1.2. All physical conditioning equipment must be returned to its proper place when not being used.
 - 6.1.2.1 Exercise machines that rely on weight plates for loading shall be left unloaded upon completion of the user's exercise program.
 - 6.1.2.1 All weight plates will be returned to the storage racks.
 - 6.1.3. All physical conditioning areas must be kept neat and orderly. The exercise equipment shall be wiped down by the user prior to and after use on each piece of equipment. Mats located within the Defensive Tactics room shall be cleaned according to posted instructions.
 - 6.1.4. Any defects in the fitness center or DT Room, or related equipment will be reported to the Administrative Bureau Commander or designee in writing, describing the defect.
- 6.2. All employees must clean equipment using disinfectant wipes prior to and

after use of each piece of gym equipment. Disinfectant wipes will be provided by GPD. Cleaning of the facility equipment is the responsibility of the user.

- 6.3. Fitness Center and/or Defensive Tactics room use is limited to the occupancy provided by the Fire Marshal. Periodic reviews and inspections will occur to ensure these limits are maintained.
- 6.4. The following is strictly prohibited in the fitness center and DT room:
 - 6.4.1. Bringing food and beverages, other than water, into the areas.
 - 6.4.2. Using any type of tobacco product in the areas.
 - 6.4.3. Cursing, playing loud music, or making noises which may disturb individuals outside of the fitness center and DT room areas.
 - 6.4.4. Posting of any unauthorized information or literature.
- 6.5. The following applies when using the DT room:
 - 6.5.1. No shoes should be worn while on the mat except for wrestling shoes or socks;
 - 6.5.2. No keys, knives, jewelry, or anything sharp that could puncture the mat will be worn while on the mat;
 - 6.5.3. After every use, the mat area used must be cleaned with appropriate cleaning solution;
 - 6.5.4. No weapons or gun belts are allowed in the room; and
 - 6.5.5. Defensive tactics skills should not be practiced without an instructor present to lessen the chance for injury. Activities such as stretching, yoga, pushups, sit ups, etc. are permissible.
- 6.6. Authorization to post any information or literature relevant to physical conditioning may be granted by the Administrative Bureau Commander.
- 6.7. Periodic inspections will be conducted by the Administrative Bureau Commander or designee of all physical conditioning areas to identify any necessary repairs or the need for replacement of worn or damaged equipment.