


FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT STANDARD OPERATING PROCEDURE		
	SUBJECT: FITNESS PROGRAM	
	S.O.P. 02.03.09	
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	CATEGORY: Personnel	SUBCATEGORY: Occupational Health and Safety
APPROVED BY: Ronald L. Mastin <i>Ronald L. Mastin</i> FIRE CHIEF, FIRE AND RESCUE DEPARTMENT		EFFECTIVE DATE: December 1, 1988 REVISION DATE: September 1, 2008
FORMS REQUIRED: Fairfax County FRD Wellness Program Participation Agreement		

PURPOSE:

To establish procedures for the mandatory Fitness Program for all uniformed Fire and Rescue Department (FRD) personnel.

I. GENERAL PROGRAM REQUIREMENTS

- A. All uniformed personnel are required to participate in a mandatory and regular fitness program. Supervisors shall be held responsible for scheduling and providing time for personal fitness training.
 - 1. Uniformed day work personnel are allowed to engage in personal fitness training during their normal work hours. Exceptions for this allowance can be granted only due to position responsibilities and must be coordinated through their immediate supervisor. The employee shall always maintain a level of fitness to perform operational duties. Up to one hour of compensatory time may be authorized at the discretion of the supervisor for participation in the physical fitness program while off duty in the event that position responsibilities preclude on-duty participation in the program.
 - 2. Uniformed shift work personnel are required to engage in personal fitness training during their designated 24-hour shift.
 - 3. Individuals may be granted exception to fitness training on a day-to-day basis by the station commander/work location supervisor for up to three consecutive workdays.
 - 4. Uniformed employees who are assigned to field operations that refrain from fitness for reasons determined or undetermined for more than three consecutive workdays have a performance issue. This issue may require a fitness for duty evaluation (detailed in S.O.P. 02.04.03), which could result in that employee being assigned to a light duty position.
 - 5. Competitive and/or contact sports while on duty are not allowed and are not compensable under Workers' Compensation rules.

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6. Approved fitness activities include aerobic, strength training, and activities approved by Fairfax County's Risk Management Division.

B. Civilian fitness training is not mandatory and shall be granted at the discretion of each work location supervisor. Civilian fitness training shall not affect the employee's work location responsibilities and job performance at any time.

II. DEPARTMENT PEER FITNESS TRAINERS

Peer Fitness Trainers are selected on the basis of an application process and will be certified in a nationally recognized certification process, such as the IAFF/IAFC/ACE Peer Fitness Trainer Certification. They also must fulfill continuing education requirement classes in the fitness field. The role of a Peer Fitness Trainer is to provide exercise leadership through guidance and supervision and to encourage safety and participation in regular fitness programs. The trainers will be available upon request to set up limited individual fitness programs.

A. A Peer Fitness Trainer or training regimen shall be assigned by the Wellness Fitness Program Manager to personnel when:

1. Assistance is requested by department personnel.
2. Fitness for duty evaluation requires peer fitness trainer.
3. An employee fails to pass the Work Performance Evaluation.

B. In order to ensure the credibility and safety of the FRD's Fitness Program, uniformed personnel may be referred to the PSOHC by a Peer Fitness Trainer.

C. Other Peer Fitness Trainer responsibilities to the FRD include, but are not limited to:

1. Test administrator and return-to-duty assistance for the Work Performance Evaluations.
2. Test administrator and mentoring for the Candidate Physical Ability Test (CPAT).
3. General assistance with fitness training for recruits.
4. General assistance with the FRD Fitness Program deemed necessary by the Fitness Program Manager.

D. Each Peer Fitness Trainer shall uphold involvement in all identified responsibilities or he or she will be subject to removal from the FRD Fitness Program.

E. Each Peer Fitness Trainer shall be responsible to adhere to any pre-arranged fitness program commitments or he or she may be subject to an unexcused absence of duty.

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III. FITNESS RESOURCE MATERIALS

Each work location will be supplied with fitness materials that will have information on health and fitness.

IV. FITNESS EQUIPMENT

The Fire and Rescue Department's (FRD) fitness equipment is ordered, installed, and maintained under the authority of the Fitness Program Manager and the Fitness Program Working Group. This includes fitness equipment for all fire stations, the Fire and Rescue Academy, or other facilities that FRD personnel are subject to staff.

A. Complement of Fitness Equipment for Each FRD Facility

1. The FRD will maintain a minimum complement of aerobic, strength, and functional training equipment for each identified FRD facility.
2. The complement of fitness equipment may vary by facility based on the physical accommodations and number of personnel at that particular facility.

B. Fitness Equipment Ordering

1. The ordering of all fitness equipment will be determined by the Wellness Fitness Program Manager.
2. All volunteer departments shall consult with the Wellness Fitness Program Manager prior to considering any new or replacement purchases.

C. Fitness Equipment Requests

1. All fitness equipment requests shall be directed in writing through the station commander or designated facility supervisor. **The requests shall be submitted prior to the next fiscal year (May 1) for planning consideration by the Fitness Program Manager.**

D. Fitness Equipment Maintenance and Reporting

1. All fitness equipment repairs shall be forwarded to the Wellness Fitness Program Manager by emailing a complete and detailed description of the needed repairs or by submitting an FRD-031, Fitness Equipment Repair Request Form.
2. All fitness equipment shall be serviced annually or as necessary. **Personnel are responsible for cleaning and disinfecting all equipment in order to extend the life span of the equipment and enhance the safety of the users.**

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E. Fitness Equipment Inventory

1. Fitness equipment inventory shall be maintained by the Fitness Program Manager.
2. Each inventoried unit is identified with a unique FRD number that corresponds with a particular category of equipment in addition to the county asset number (bar code).

These categories include:

AB	Aerobic
CD	Cable Driven
MS	Miscellaneous
PL	Plate Loaded
FN	Functional

3. The FRD number is located on each unit with a corresponding orange label. This number is to be utilized on the FRD-031, Fitness Equipment Repair Request Form.

F. Fitness Equipment Replacement Process

1. Fitness equipment shall be replaced according to the industry standard replacement schedule. Replacement of fitness equipment shall be determined by budget availability, use, minimum complement, and repair history. The predetermined replacement shall be based on the purchase date identified on that particular unit or through the fitness equipment inventory.

Treadmill	8 years
Elliptical / Natural Runners	8 years
Stepmill (PT 7000)	8 years
Cable Driven Equipment	14 years