

	POLICY & PROCEDURE	SERIES # 615	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	DIVISION GYMNASIUM		07/08/03
			OVERSIGHT Support Services
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #615 dated 11/30/97		

I. PURPOSE:

The purpose of this policy is to establish procedures for the use of the Division Gymnasium.

II. POLICY:

It is the policy of the Hampton Police Division to encourage physical fitness of all Division members. It is advisable to consult a physician before starting any exercise program.

III. PROCEDURE:

A. Use of the gym is governed by the attached list of rules and the following procedures:

1. The following individuals are authorized to use the Division Gymnasium:
 - a. **All Hampton Police Division Members**
 - b. Sworn members of the Hampton Sheriff's Department
 - c. Sworn law enforcement officers from other jurisdictions when accompanied by a Division employee
 - d. Retired sworn Division officers and retired Hampton firefighters
 - e. Full-time Hampton firefighters
 - f. Any individuals authorized by the Chief of Police
2. All authorized members are required to sign the attached liability waiver form PRIOR to using the gymnasium. The form is to be executed and returned to the Training Unit where it will be kept on file. Extra forms are available in the gymnasium.
3. Unauthorized persons will be required to leave.
4. Members using the gym will sign in and sign out.
5. Members using the gym will wear athletic clothing. Officers in uniform are not permitted to use the gym unless in training.

APPROVED:
CHIEF OF POLICE



6. Personnel using the gym are required to wear athletic shoes. Avoid using black soled running shoes in the court area.
7. Upon leaving the gym, Division members will change into appropriate clothing before entering any office to conduct business.
8. Members using the gym are not covered under workman's compensation during recreational or personal exercise activities.
9. The Training Unit has priority over gym use for training purposes and will coordinate all gym activities. Requests for the use of the gym for organized activities will be made through the Training Unit and in addition all equipment malfunctions will be reported to the Training Unit.
10. It is the responsibility of the on-duty Watch Commander or his designee to periodically inspect the gymnasium for use by unauthorized persons.

B. WEIGHT ROOM RULES

1. Use of the Weight Room is governed by the attached list of rules:
 - a. Train with a spotter when lifting heavy weights or when lifting to exhaustion.
 - b. Protect equipment with a towel or wipe equipment with cleanser after use.
 - c. No horseplay in the weight room.
 - d. Unload barbells when you are finished.
 - e. Use collars when lifting.
 - f. Do not lift in close proximity to the mirrors.
 - g. Be courteous to fellow employees – allow others to “work in” between sets. Limit time on aerobic equipment to 20 minutes if others are waiting.
 - h. Do not drop or slam weights.
 - i. The use of chalk is prohibited.

HAMPTON POLICE DIVISION
Office of the Chief of Police

Waiver of Liability

NAME: _____

ADDRESS: _____

OCCUPATION: _____ PHONE: _____

IF YOU ARE A LAW ENFORCEMENT OFFICER FROM A JURISDICTION OTHER THAN THE
HAMPTON POLICE DIVISION:

GUEST OF: _____ PHONE: _____

In consideration of the City of Hampton granting permission to use the exercise equipment and facilities in the Hampton Public Safety Building, I waive all claims for damage or loss to my person and property arising from such use, whether or not caused by any act or omission of the City, its officers, agents or employees.* This waiver is made voluntarily. I understand that I am using the exercise equipment and facility at my own risk.

NOTE: You must be authorized by Policy and Procedure #615 to use the Division Gymnasium.

(Signature)

(Date)

*This waiver applies only to recreational use by employees.