



Florida Fish and Wildlife Conservation Commission  
Division of Law Enforcement

## HEALTH AND FITNESS

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
42	May 28, 2020	May 9, 2019	All Members

### References

Section 112.1815 F.S., 60L-34.0061(2), F.A.C.; IMPP 5.3, IMPP 6.1 AND IMPP 6.26; CFA 10.16M

### 1 POLICY

- A** The Division contracted with a recognized expert on job task analysis and physical fitness standards related to employment to provide a report and assessment on the physical requirements of the job of an FWC officer. This report indicates that a physically and mentally fit member enjoys increased physical working capacity, increased attendance, the potential reduction of medical costs, and increased safety factors which significantly favor the ability of the member to safely perform functions and activities that they may be called upon to do in the performance of their daily duties. The Division further wants to ensure a fit, healthy work force, and to assist members in developing and maintaining their physical fitness status and readiness to perform. Additionally, the report indicates that a physically fit workforce is less prone to experiencing discipline issues, and mental health issues both at work and at home.
- B** It is the policy of the Division to encourage members to enjoy optimal fitness throughout their personal and professional lives, by becoming "fit for duty/fit for life".
- C** It is the policy of the Division to stress the importance of fitness to:
  - (1) Reduce the likelihood of serious injury and illness by improving the physical conditioning and wellness of Division members.
  - (2) Increase member safety.
  - (3) Improve member work performance by reducing stress, obesity and other disorders associated with sedentary lifestyles.
  - (4) Provide guidance to Division members requiring or requesting assistance on physical fitness and health-related issues.
  - (5) Live a healthy life.
- D** It is the policy of the Division to design a fitness training program to promote understanding and acceptance of the purpose and importance of the physical assessment standard and to empower officers to succeed. Further it is the intent of the Division to ensure fitness is a key piece of Division culture and identity.

## 2 RESPONSIBILITIES

- A It is the responsibility of each member of the Division to develop and maintain their physical fitness and readiness to perform the duties required for their position. This program may consist of:
- (1) Medical screening: A screening of health risks for specifically identified positions.
  - (2) Fitness assessments: To assess health-related fitness areas.
  - (3) Fitness goal-setting: Counseling by trained instructors based on assessment results.
  - (4) Prescribed training: An individualized exercise and nutrition prescription based on the assessment.
  - (5) Education: Formal training to teach safe exercise.
  - (6) Feedback and Reinforcement: To assess results and insure involvement.

## 3 PROCEDURES

- A The Division shall offer the **Physical Abilities Test (PAT)** as a fitness assessment each year. Annual attendance and participation in a Division PAT by sworn members is mandatory.
- (1) The PAT procedures may be viewed at: <https://myfwc.com/get-involved/employment/law-enforcement/physical/>
  - (2) Such assessments shall be administered by trained members of the Division or others who are trained as fitness instructors and approved by the Division.
  - (3) A prescreening assessment shall be conducted prior to participating in the PAT. This prescreening shall include the member's blood pressure and resting heart rate.
    - (a) A member's blood pressure shall be measured and register below 160/90 mm Hg to participate in the PAT.
    - (b) A member's resting heart rate must be between 50-100 beats per minute to allow participation.
    - (c) (a) and (b) above are exempted with a signed Physician's Clearance to Test Form (FWCDLE\_008) that acknowledges a member's discrepancies with the prescreening standards in (a) and (b) above and still allows for participation.
  - (4) Members are encouraged to stretch and warm-up prior to attempting the PAT.
  - (5) Each PAT assessment shall have an Automated External Defibrillator (AED) on-site.
  - (6) If a member needs to participate in their required annual PAT at any other time other than the regularly scheduled annual assessment they shall coordinate through their supervisor and/or their Region to attend an alternate assessment date/location.
  - (7) For members employed prior to this GO becoming policy the mandatory PAT does not have a pass or fail time limit.
  - (8) For member employed prior to this GO becoming policy the mandatory PAT test shall not be used for fitness for duty.
- B **On Duty Training Sessions**
- (1) On duty training sessions are different than the training sessions outlined under **Use of Assigned Division Vehicles for Travel to Health and Fitness Facilities (PROCEDURES C (1))**. These training sessions are intended to be independent workouts as approved by the training staff.
  - (2) Sworn members shall be afforded three 30-minute on-duty physical fitness training sessions per week under certain conditions:

- (a) The physical fitness training sessions shall occur:
  - 1. Immediately prior to a shift without allowance for travel time;
  - 2. immediately after a shift;
  - 3. during their assigned lunch hour, if assigned to an administrative position or office.
  - 4. All activities conducted during training sessions shall be activities approved by the division training staff. A list of approved activities will be maintained on the fitness and wellness website at <http://portal2.fwc.state.fl.us/sites/LE/letraining/fitness/default.aspx>

**C Use of Assigned Division Vehicles for Travel to Health and Fitness Facilities**

- (1) Members may use an assigned Division vehicle for the purpose of traveling to and from a workout location or exercise facility for physical fitness training within the limitations listed below:
  - (a) Use of the assigned vehicle must be either immediately prior to or immediately after the sworn member's assigned work shift.
  - (b) Members may also use their assigned vehicle to travel to an exercise facility during their assigned lunch hour, if assigned to an administrative position or office.
  - (c) The assigned vehicle shall not be utilized on those days when the sworn member is on leave or on scheduled regular days off.
  - (d) Use of assigned vehicle is restricted to county of assignment or 25 linear miles.
  - (e) Sworn members using Division vehicles to travel to and/or from a workout location or exercise facility shall advise their communications center of their location, and arrival and departure times.
  - (f) Immediately after a physical fitness training session, the sworn member shall proceed to his/her duty assignment, work area, or residence, whichever is applicable.

**D** The Physical Fitness Award may be awarded to any member who participates in the Division's Physical Abilities Test (PAT) and achieves a time in the "Superior" category at the annual Division's Fitness Assessment in accordance with the Division's *Awards and Commendations Manual*.

**E Stress Management Procedures**

- (1) The Division is committed to a stress management program for its members. If a member detects stress-related behavior that is adversely affecting or may adversely affect his, her or another member's performance of duties, the Regional Commander or Section Leader shall immediately be notified so that appropriate action may be taken.
- (2) Supervisors should be conscious of symptoms related to internal or external stress of members. Radical behavior changes manifested by an individual in any of the following areas, for example, should be considered as an indicator of potentially serious problems:
  - (a) Productivity
  - (b) Personality
  - (c) Absenteeism
  - (d) Bizarre behavior
  - (e) Severe medical problems
  - (f) Alcoholism or drug use
- (3) Any member, upon noticing or becoming aware of unusual behavior patterns by any member that would indicate stress-related problems, shall immediately notify his or her immediate

supervisor, Section Leader or Regional Commander. Regional Commanders and Section Leaders shall be responsible for documenting the unusual behavior patterns and making recommendations to the appropriate Deputy Director.

- (4) Supervisors should always consider referral of the member who exhibits any of the above stress-related symptoms, or any other symptom that may be related to stress. The Commission's Human Resources Office should be contacted for guidance.

## **F Mental Health**

- (1) Sworn members shall receive initial and periodic educational training related to mental health awareness, prevention, mitigation, and treatment to include post-traumatic stress disorder as referenced in 112.1815 F.S.
  - (a) Members seeking benefits of section 112.1815 F.S., shall comply with requirements of Chapter 440, Workers' Compensation, F.S.
- (2) Training shall either be provided and documented by the Division's training section and maintained in the sworn member's training record or provided and documented via PowerDMS.

## **G Fitness for Duty**

- (1) When the Division Director or a Deputy Director has been notified by a Regional Commander or Section Leader that a member may be unable to perform their duties in a competent, professional, and courteous manner due to physical illness, emotional illness, physical condition, or injury, the member may be required to submit to a medical examination by a physician pursuant to Rule 60L-34.0061(2), Florida Administrative Code, to determine fitness for duty.

## **H Sunscreen Usage**

- (1) The American Academy of Dermatology recommends that sunscreen be worn everyday if you will be outside and the sunscreen should be:
  - (a) Broad-spectrum protection (protects against UVA and UVB rays).
  - (b) SPF 30 or higher.
  - (c) Water resistant.
  - (d) Used to generously coat all skin that will not be covered by clothing, approximately one ounce of sunscreen is needed to cover exposed areas of the body.
  - (e) Applied to dry skin fifteen minutes before going outdoors.
  - (f) Reapplied approximately every two hours, or after swimming, sweating, and according to the directions on the bottle.<sup>1</sup>
- (2) A sunscreen that offers the above helps to protect your skin from sunburn, early skin aging and skin cancer. However, sunscreen alone cannot fully protect you. In addition to wearing sunscreen, dermatologists recommend taking the following steps to protect your skin:
  - (a) Wear protective clothing such as a long-sleeved shirt, long pants, a wide-brimmed hat and sunglasses, when possible.
  - (b) Seek shade when appropriate, remembering that the sun's rays are strongest between 10 a.m. and 2 p.m.
  - (c) Use extra caution near water, snow, and sand as they reflect the damaging rays of the sun, which can increase your chance of sunburn.
  - (d) Get vitamin D safely through a healthy diet that includes vitamin supplements. Do not seek the sun.

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<sup>1</sup> <https://www.aad.org/media/stats/prevention-and-care/sunscreen-faqs>

- (3) Each regional Captain shall have a designee who purchases and makes available to their members a sunscreen with a minimum SPF factor of 30.
- (4) If a member prefers a sunscreen other than the issued type, the member may purchase a sunscreen of their choice with the appropriate p-card approval or purchase with personal funds and be reimbursed for the amount of the expenditure. The following guidelines shall to be followed for reimbursement:
  - (a) Receive and attach the invoice for the purchased sunscreen to a completed "Reimbursement Voucher for Expenses Other Than Travel" (FWC C-676B).
  - (b) The "Reimbursement Voucher for Expenses Other Than Travel" must be reviewed and approved by an authorized supervisor prior to being submitted for payment.

#### 4 FORMS

FORM NUMBER	FORM TITLE
FWC C676B	Reimbursement Voucher for Expenses Other Than Travel
FWC/DLE-008	Physician's Clearance to Test Form