

## FITNESS POLICY (EMPD)

Item B-CS (12-2010) MC 2010/07/20	REPORT ON IMPLEMENTATION OF THE EKURHULENI METROPOLITAN POLICE DEPARTMENT (EMPD) FITNESS POLICY
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### RESOLVED:

1. **That** the contents of the report regarding the Ekurhuleni Metropolitan Police Department's (EMPD) Fitness Policy, **BE NOTED**.
2. **That** the policy attached to the report as **Annexure "A"** **BE APPROVED** as the EMPD Fitness Policy.
3. **That** the Ekurhuleni Metropolitan Police Department's (EMPD) Fitness Policy **BE IMPLEMENTED** with effect from 01 August 2010.

**EKURHULENI METROPOLITAN POLICE DEPARTMENT  
POLICY DIRECTIVE: FITNESS PROGRAMME**

## **1. SCOPE**

This document covers the following aspects:

2. Definitions
3. Goals
4. Legislation
5. Command and control
6. Program compliance
7. Health
8. Safety
9. Maintenance of physical attributes
10. Physical education activities
11. Physical education instructors
12. Test batteries
13. Attire
14. Physical education programmes
15. Conclusion
16. Annexure

## **2. DEFINITIONS**

- 2.1 “Physical Education Policy”— Standard, administrative Departmental physical education framework impacting on all officials within the Department.
- 2.2 “Health Evaluation” — Full health evaluation done by the occupational health and safety division of the following:
  - Initial health evaluation
  - Periodic health examination
  - Exit health evaluation
- 2.3 “Safety”— safe, accountable and controlled implementation of all physical education programmes.
- 2.4 “Physical education activities” — exercises that are designed to maintain and improve:
  - Flexibility
  - Muscular strength
  - Endurance
  - An-aerobic capacity
  - Agility
- 2.5 “Test batteries” — physical education stations designed to evaluate and assess physical attributes of officials in the Department.
- 2.6 “Basic fitness programme”— basic physical education programme is designed to develop, guide, support, evaluate and assess new recruits of the Department.

- 2.7 “Operational physical education programme”- Operational physical education programme is designed to maintain, guide, support, evaluate and assess improved operational performances of officials in the Department.
- 2.8 “Tactical street survival programme”-tactical physical education programme is designed to enhance and evaluate:
- Physical attributes;
  - Firearm competency;
  - Tactical decision making, of operational members in the Department
- 2.9 “Occupational Health Team”- Will consist of a registered nurse and a NQF level 6 qualified fitness instructor, Field training Officer and a Physical Education instructor. This competency will reside with the Training Academy.

### **3. GOALS**

The goals of the physical education programme are:

- To reduce the frequency of injuries to members when they execute their official duties.
- To, in certain cases, reduce the frequency of illness suffered by members of the department.
- To promote health and physical operational preparedness in the department by making members aware of the positive effects of fitness and proper nutrition.
- To improve the physical abilities of members to perform their official duties in a professional manner.
- To, improve operational performance.
- To, reduce sick leave.
- To, assist in stress reduction.
- To, improve job satisfaction.
- To, improve emotional/physiological well being.

### **4. LEGISLATION**

- The South African Police Service Act, 1995 (Act no. 68 of 1995), applicable to a Municipal Police Service, clearly prescribes that members must engage in a physical education program (National Standards in terms of Section 641 L of the South African Police Service Act, Act 68 of 1995). Legislation identified the critical need to ensure that members execute their duties professionally, and to help to relieve some of the stress they might experience in the workplace.
- SAQA legislation prescribes that there must be proper unit standards and assessment criteria in place before conducting any training. Preferably these unit standards must be registered at the applicable SETA.
- Skills Development Act, Act 97 of 1998.
- Occupational Health and Safety Act, Act 85 of 1993.
- Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993.

### **5. COMMAND AND CONTROL**

The physical education programme of the Ekurhuleni Metropolitan Police Department resides under the auspices of the Ekurhuleni Metropolitan Police Training Academy. The Ekurhuleni Metropolitan Police Training Academy is responsible to oversee, manage and maintain the physical education programme. The Ekurhuleni Metropolitan Police Training Academy must ensure that all assets applicable in the physical education programme undergo regular safety inspections and the findings are documented in accordance with existing municipal policies. The Ekurhuleni Metropolitan Police Training Academy must

research international and national physical education trends and ensure, where necessary, transparent implementation.

## 6. PROGRAMME COMPLIANCE

The operational physical attributes of metro-police members are inherent in their official operational duties. Where an operational member does not comply with the physical education programme standards he/she will be given a six (6) month period to prepare him/her for the second assessment. If a member is not found yet competent with the second assessment he/she will be referred to Occupational Health Team for an Exit Health Evaluation. The findings of Occupational Health Team will indicate whether the member is healthy enough to continue with operational duties.

When a member is not healthy to perform operational duties:

- Members' operational allowances are terminated.
- Member is transferred to an environment where he/she can be utilized in accordance with the employers needs.
- Member is redeployed where his/her expertise can be utilized.

## 7. HEALTH

Before any member partakes in any physical education programme, he/she must have a full health evaluation by Occupational Health consisting of the following:

- a) Medical Surveillance, including:
  1. Initial Health Evaluation: To be done prior to placement or when the job description of member changed.
  2. Periodic Examination: To be done annually.
  3. Exit Health Evaluation: To be done when member cease to be operational.
- b) Fitness for work medical evaluation in case of any illness/injury that might negatively influenced by work, including queries concerning sick absenteeism.

Ekurhuleni Metropolitan Police Department (EMPD) Occupational Health Team is continually striving to create a better, healthier work environment. It is hoped that this will ultimately lead to a healthier, fitter more motivated workplace with fewer days lost to sickness/injuries and fewer ill-health retirements. The ultimate aim is to ensure all employees can enjoy a better quality of life culminating in a long and healthy retirement. EMPD is implementing a fit for life Occupational Health Program which entails:

- a) The training of Lifestyle Advisers and potential development of fitness Instructors.
- b) The purchase, delivery and installation of standardise fitness equipment in each location organisation wide,
- c) The negotiation of favourable membership rates for EMPD staff at local Leisure / Fitness Centres.
- d) The employment of Occupational Health advisors, and,
- e) The use of multi stage shuttle run as baseline fitness level indicators.

## 8. FITNESS ASSESSMENTS

### All Employees:

The “Fit for Life Occupational Health Programme” will be targeted at all employees. The introduction of fitness assessment will be on an incremental basis. In the first instance assessments will be introduced as a programme at the most central Customer Care Areas.

### Method of testing and recording

- Every six months

A fitness assessment will be carried out for each employee at six monthly intervals or in circumstances where a fitness or well being related problem has been identified when appropriate.

- Multi stage shuttle run test / Treadmill walk tests

These will be main methods of fitness assessments to be undertaken by employees. An analysis fitness test will be used for personnel who do not meet the fitness levels within the agreed ranges. This test requires a longer period of time to conduct, but is more accurate than the above tests.

- Records and Confidentiality

Personal attainment / performance records will be kept at the respective precinct stations and by the Occupational Health Team, and may be accessed by the individual, on request to their line manager and/or the Training Academy.

Records will be used both for comparison purposes within an individual's personal exercise programme and also to compile annual statistical returns to EMPD Headquarters. Performance /attainment records will remain confidential.

Should any member experience any health problems while participating in any physical education programme he/she will immediately be referred to the Occupational Health Team.

## 9. SAFETY

The Occupational Health Team will be responsible to ensure that all physical education activities in the Regions are conducted in a safe and controlled manner:

- Ensure that all members are familiar with physical education equipment and their training principles. The physical education instructor and field training officer must provide orientation sessions and demonstrations to members.
- Ensure that the correct clothing is worn when members participate in the physical educational programmes.
- Select an appropriate time for members to participate in the physical education activities.
- Ensure that a physical education instructor or field training officer is present when members participate in any physical education activity.
- Ensure that cognizance is taken of the IOD (Injury on Duty) policy in Metropolitan Municipality of Ekurhuleni especially the clause relating to Accidents during sport activities.

## **10. MAINTENANCE OF PHYSICAL ATTRIBUTES**

The constant objective of the physical education programme is also to assist members to maintain a certain level of operational fitness to enhance their ability to execute their official duties effectively. To ensure this Occupational Health Team will:

- Provide written recommendations regarding the health of every member after every consultation indicating:
  1. The health status of the member.
  2. Limitations and anticipated period thereof.
  3. Advise on the health of the member as necessary, e.g., Rehabilitation, diet referral to other health professionals.

## **11. PHYSICAL EDUCATION ACTIVITIES**

Daily physical education activities should include exercises that are designed to maintain and improve flexibility, muscular strength, endurance, anaerobic capacity and agility. It is the Director's responsibility to ensure that all members, including members working shifts, participate in quality physical fitness activities.

During physical education activities the supervisor must:

- Preserve operational preparedness to assure immediate availability to respond to any operational duty.
- Not use physical education activities as punitive measures.

## **12. PHYSICAL EDUCATION INSTRUCTORS**

Any physical education programme or instruction must be supervised by a qualified and competent physical education instructor. The ideal is that all physical education instructors must be certified by the South African Police Service. The reason for this is that legislation binds us to the same basic standards.

## **13. ATTIRE**

Members will be required to wear the following attire when attending physical fitness assessments:

- Field dress with T-shirt
- PT short, T-shirt and sneakers
- Tracksuit top, tracksuit pants, T-shirt sneakers

## **14. PHYSICAL EDUCATION PROGRAMMES**

### **14.1 BASIC FITNESS PROGRAMMES**

This programme is initiated when students attend the Metro Police Officer's course at the Ekurhuleni Metropolitan Police Academy. The purpose of the Basic Fitness Programme is to develop students physical attributes gradually over a period of six (6) months to prepare them for operational duties. During this programme they will be subjected to a basic Physical Fitness Evaluation that will indicate the basic fitness levels of the students on the Metro Police Officer's course. This programme forms the basis of the other physical education programs. This programme also addresses unit standards on nutrition and fundamentals on fitness.

## 14.2 OPERATIONAL PHYSICAL EDUCATION PROGRAM

The operational physical education programme has the sole purpose to prepare members for their operational duties. This programme can be seen as the next level after the Basic Physical Education Program. The programme will consist out of the maintenance phase and the evaluation phase. The maintenance phase will be managed and supported by the field training officer in each Region. The evaluation phase will be managed and overseen by the Ekurhuleni Metropolitan Police Academy.

- 14.3 The programme will consist out of a maintenance phase and the evaluation phase; both these phases will be managed and overseen by the Ekurhuleni Metropolitan Police Academy. The instrument that be utilized will be the Tactical Street Survival Fitness Evaluation. The reason why the Ekurhuleni Metropolitan Police Academy takes full accountability for this programme is because of the complexity and safety measures involved. This instrument evaluates the awareness, physical abilities and firearm competency of operational members. The annual renewal of firearm permits and authorizations are also incorporated in this instrument.

## 15. CONCLUSION

This policy is intended to ensure optimal operational preparedness with minimum risk to all Ekurhuleni Metropolitan Police Departments' operational members. It will also encourage personnel to ensure a healthy life style in the workplace. The physical education programmes are progressive measures which compliment each other. The aim is to ensure that the Ekurhuleni Metropolitan Police Department enables its operational members to be physically more effective and professional when they execute their official duties. This document is also inline with the national standards as implemented by the South African Police Service (SAPS).