



HR – Municipal Complex Fitness Center Use City of Crystal Lake Administrative Directive

PURPOSE: Physical fitness has been shown to have a positive effect on reducing the health risks and fortifying overall well being for individuals. The City of Crystal Lake believes in and encourages all employees to participate in regular physical fitness activities to ensure their physical agility and well-being.

PROCEDURE: It is the policy of the City of Crystal Lake to guide and assist those employees who wish to lower cardiovascular risks, reduce stress levels and develop an intelligent, comprehensive and effective fitness plan.

I. Warm-Up/Stretching & Cool-Down Exercises

- A. Warm-Up/Stretching: No matter what your current level of fitness, always begin your daily activity session with a warm-up. You should be able to accomplish these exercises in 5 to 10 minutes, depending on your familiarity with each exercise. Performing the warm-up and stretching routine will increase the temperature of the muscles of the body and prepare the cardiovascular system for the activities that follow. Stretching also increases circulation and relaxation in muscles and connective tissue.
- B. Cool-Down: Cool-down exercises are included to help prevent the muscle soreness that sometimes follows infrequent physical activity. Approximately 2-3 minutes should be set aside for cool-down exercises. You can recover faster from any sustained physical activity by continuing to participate in some type of easy activity such as walking. Follow the recommended cool-down activities shown on the diagrams that have been posted in the Municipal Complex fitness room.

II. Sequence of Workout Activities

- A. A well-designed exercise program should be divided into five major components:
 - 1. Warm-up/Stretching (5-10 minutes)
 - 2. Aerobic Fitness (20-30 minutes)
 - 3. Transition (3-4 minutes)
 - 4. Muscular Fitness (20-30 minutes)
 - 5. Cool-down (2-3 minutes)
 - a. Note: Exercise components 2 & 4 can be interchanged.

III. Municipal Complex Fitness Room Procedures

- A. The City maintains an on-site, fully equipped fitness room that includes both aerobic and muscular fitness equipment for employee use. City employees are encouraged to exercise a minimum of 40 minutes and a maximum of 90 minutes, three days per week to maintain good health and fitness. Exercising on-site may only occur during non-working hours. Although use of the fitness room is voluntary, it is encouraged to be used by all employees. City employees using the fitness room shall follow these procedures:

- 1. Employees may exercise while off duty (before or after working hours), provided that all

the parameters of this program are followed.

2. Use of physical fitness equipment is restricted to active City employees who have completed the introductory training provided by the Police Department's Physical Fitness Specialists. Access to the fitness room will not be granted until training is completed.
3. All Personnel shall sign a Use of Fitness Equipment Waiver of Liability.
4. On duty exercise sessions are not permitted.
5. Appropriate workout attire will be worn while utilizing the fitness room.
 - a. Jeans, clothing with zippers or rivets, short shorts, or any other clothing not designed for working out will not be allowed.
 - b. Rubber soled, closed toe shoes are allowed – Inappropriate shoes that are not allowed include: Sandals or sport sandals, flip flops, deck shoes, dress shoes, boots.
6. Employees using the fitness room will perform warm up/stretching exercises prior to starting their fitness session. Upon completion of the session, employees will perform cool down exercises.
7. Employees using the fitness room are required to sign-in and sign-out on the log book located in the Fitness Room.
8. Employees are required to sanitize equipment before and after each use to help prevent the spread of bacteria.
9. Employees will return equipment to the proper storage location. Anything brought into the fitness room by the employee (i.e. water bottles, towels) shall be removed before leaving.
10. The following authorized non-competitive sporting activities may be conducted:
 - a. Aerobic exercises
 - b. Weight lifting training
 - c. Stationary exercise bike
 - d. Treadmill/Step Mill/Step Machine
11. The use of free weights without a counter balance system, such as a "Smith Machine," or a spotter is prohibited and the following weight lifting limits shall be strictly followed:
 - a. Dumbbells shall not exceed a maximum weight of 75 lbs. each
 - b. If working with free weights, a minimum of two employees must be present
 - c. Total lifting capacity limit is 250 lbs. with "Smith Machine"
12. Dropping or banging of the weights is prohibited.
13. No weight equipment may be removed from the fitness room for use in another area.
14. Fitness room equipment may not be modified or used in a way in which it was not designed.
15. Unless conducted in conjunction with a Police Department approved training scenario, no employee shall participate in any type of martial arts or self defense sparing with another

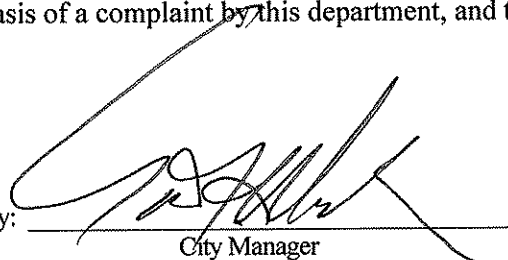
individual while in the fitness room.

16. Because the fitness room is contained within a place of business, employees using the room must always be cognizant of keeping any form of noise at an appropriate level. Employees using the fitness room may use the on-site television or radio while working out, however a reasonable volume must be maintained. Employees may use their own IPODs or MP3Players with headphones or earphones while working out.

RESPONSIBILITY:

This directive is for internal use only, and does not enlarge the City's governmental entity, and/or any of the City's officers' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Approved By: _____



City Manager

Original Effective Date: February 6, 2012

Revised:

Next Review: February 2014



**City of Crystal Lake
Waiver of Liability
For Use of Fitness Equipment**

I, the undersigned active City of Crystal Lake employee, desire to use the exercise room owned by the City of Crystal Lake, an Illinois municipal corporation. I represent that I have received training in the use of the equipment and fully understand the health risks, and other risks, involved in using the equipment. I acknowledge I have no known health condition that would prevent me from using the fitness equipment and/or have physician's authorization to use such equipment. I fully understand I am using the exercise equipment during non-work/off-duty time and assume all risks and liability associated with the use of the exercise room. I understand that I may not bring unauthorized/untrained employees or those who are not employees of the City of Crystal Lake into this facility.

I understand and represent that the use of the exercise room equipment during non-working/off-duty time is a voluntary decision on my part; the use of the exercise room equipment is absolutely not required during non-working/off-duty time, in any way as a condition of my current or continued employment with the City of Crystal Lake. I specifically understand the use of the exercise room equipment during non-working/off-duty time is unrelated to the course and scope of my employment with the City of Crystal Lake. I understand and agree that any injury sustained by me as a result of the use of the exercise room equipment during non-work/off-duty time is an injury that does not arise out of the course and scope of my employment with the City of Crystal Lake.

I acknowledge that I have received a copy, read and fully understand the "Voluntary Physical Fitness Program" guidelines and requirements pertaining to the use of the facility including all materials covered in the pre-use training provide by the Crystal Lake Police Department Fitness Trainers. I understand that any deviation from the training or rules on my part may result in the suspension or revocation of my privileges to the exercise room and exercise equipment, as well as further disciplinary action by the City of Crystal Lake.

In consideration for the right to use the exercise room and exercise equipment during non-working/off-duty time, I release and discharge the City of Crystal Lake, the City of Crystal Lake Police Department, and the officials and employees of the foregoing from any and all liability whatsoever pertaining to my use of the exercise room and exercise equipment during non-working/off-duty time. In further consideration of the right to use the exercise room and exercise equipment during non-working/off-duty time I agree to protect, defend, indemnify, and hold harmless the City of Crystal Lake, all of its departments, officials, and employees from and against all suits, actions, claims, losses, liability, or damage of any kind, and from and against costs and expenses, including reasonable attorney's fees, on account of injury to my person, or any other person, arising from any act on my part in using the exercise room or exercise equipment during non-working/off-duty time.

Printed Name – Employee

Date

Signature-Employee

Printed Name –Witness

Date

Signature - Witness