
FITNESS CENTER AND DEFENSIVE TACTICS TRAINING ROOM

10310.1 PURPOSE

It is the policy of the Santa Ana Police Department to encourage its member to actively participate in regular physical exercise. The Bruce R. Carlson Fitness Center (Fitness Center) and the Defensive Tactics Training Room are provided to allow employees a place to engage in physical fitness training as part of a personal wellness program. The Fitness Center is named after retired Captain Bruce Carlson, a strong advocate of personal fitness.

10310.2 FITNESS CENTER AND DEFENSIVE TACTICS TRAINING ROOM USAGE REQUIREMENTS

1. All persons seeking to use the Fitness Center, Functional Fitness Room, or Defensive Tactics Training Room, must first contact the Training Division Sergeant via email, phone or in person and request access. The sergeant will ensure the requesting employee completes all of the following:
 - (a) Read Department Procedure - Fitness Center and Defensive Tactics Training Room Procedures
 - (b) Watch the "Fitness Center and Defensive Tactics Training Room" video
 - (c) Attend a walk-through and orientation by a member of the Training Division
 - (d) Sign the appropriate liability waiver
2. Liability Disclaimer - The City of Santa Ana and the Santa Ana Police Department are not responsible for any injury occurring during the use of the Fitness Center, Functional Fitness Room, or Defensive Tactics Training Room. The use of the center is not considered work related and is therefore not covered by Workers' Compensation Insurance. Always seek the advice of a physician prior to engaging in any exercise program.

10310.3 FITNESS CENTER USAGE

The Fitness Center is located on the first level of the Police Administration Building. The center is equipped with a combination of weight training and aerobic exercise equipment designed to accommodate a variety of fitness needs. Within the Fitness Center is the Functional Fitness room. The Functional Fitness room is specially equipped with multi-use fitness equipment which shall not be removed unless it is for designated training purposes and authorized by the Training Division Commander. If an employee is unfamiliar with functional fitness workouts, they are encouraged to contact the Training Division, who can facilitate a more detailed explanation of the equipment.

10310.3.1 POLICE EMPLOYEE ACCESS

The Fitness Center, Functional Fitness Room, and Defensive Tactics Training Room are available for use by employees and volunteers of the Santa Ana Police Department, 24 hours a day, seven

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days a week. All employees and volunteers must have completed mandatory CLETS training prior to using the facilities.

10310.3.2 OUTSIDE AGENCY EMPLOYEE ACCESS

The Fitness Center, Functional Fitness Room, and Defensive Tactics Training Room are available to members of outside agencies whose primary place of assignment is the Santa Ana Police Department or they are a member of an allied agency located in Santa Ana and their participation would support our mission of interagency cooperation and/or special operations or Task Forces. All outside agency employees must have completed mandatory CLETS training prior to using the facilities.

Members of outside agencies shall submit a memorandum requesting authorization to use the Fitness Center to the Chief of Police, via the manager or commander in charge of the division where they are assigned, prior to using the Fitness Center. The memorandum shall include the name of the employee's agency, his/her title, assignment and the approximate number of hours spent working at the Santa Ana Police Department per week. The manager or commander shall make a recommendation based on the criteria above, and forward it to the Chief for review. If approved by the Chief, the individual shall be required to contact the Training Division to complete the Fitness Center orientation.

All outside agency personnel are required to wear their law enforcement identification card, visible on their person, at all times while using the Fitness Center. If they prefer, the Training Division can issue them a Fitness Center ID Card which they may use in place of their law enforcement identification card.

10310.4 FITNESS CENTER RULES AND STANDARDS OF CONDUCT

The following rules and standards of conduct shall apply to all persons using the Fitness Center:

1. Appropriate non-revealing exercise attire must be worn at all times.
 - (a) Closed-toe shoes must be worn at all times. Sandals are not permitted.
 - (b) Shirts must be worn at all times
2. Exercise equipment must be wiped clean of all perspiration immediately after each use with paper towels. Cleanliness and good personal hygiene are essential for safety, wellbeing and the health of the persons using the facility.
3. A 20-minute user time limit will apply to all exercise equipment whenever a waiting line exists.
4. Weight equipment shall not be dropped, thrown, or slammed in a way that would create damage or cause injury to persons.
 - (a) Free weights shall be replaced on racks in their proper place when not in use.
 - (b) Weights shall be removed from bars immediately after use and replaced in their appropriate storage racks.
 - (c) Weight machines shall be returned to "zero" weight immediately after use.

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5. Damaged equipment shall be immediately reported to the Property and Facilities Division (CDC) followed by a memorandum, directed to the Properties and Facilities Manager, describing how the damage occurred.
6. Radios, CDs, and other individually used sound equipment may be used in the Fitness Center only if earphones are utilized.
7. All persons shall be courteous and respectful of the feelings of others while using the Fitness Center.

10310.5 DEFENSIVE TACTICS TRAINING ROOM RULES AND STANDARDS OF CONDUCT

The Defensive Tactics Training Room is located on the fourth floor of the Police Administrative Building. The primary purpose of this room is to provide a location for Defensive Tactics Instructors to deliver department authorized training. When not in use by the Training Division, the room is available to employees to practice their defensive tactics skills.

The following rules and standards of conduct shall apply to all persons using the Defensive Tactics Training Room:

1. Unless participating in department or approved training, there will be no striking between users.
2. Users are encouraged to use a mouthpiece and groin protector (males) while engaged in sparring.
3. A jiu-jitsu or similar type gi or rash guard and grappling type shorts may be worn.
4. Only mat shoes are allowed to be worn while on the mats. They should be removed when not on the mat and should not be used to walk around the facility.
5. No jewelry of any kind will be worn while training.
6. To avoid injuries, only utilize techniques that are familiar to both participants and never apply techniques at full speed or full strength.
7. Malicious throws, takedowns, or submission holds are prohibited.
8. Always conduct grappling exercises at ground level unless under the direction of a Defensive Tactics Instructor during department sponsored training.
9. Training shall cease immediately when one person signals their training partner to do so.
 - (a) Visibly tapping their partner or the mat
 - (b) Verbally telling their partner to stop
 - (c) An observer identifies a safety issue and stops the training

10310.6 DEFENSIVE TACTICS TRAINING ROOM CARE AND MAINTENANCE

Cleanliness is of extreme importance. Mats and other equipment in the Defensive Tactics Training Room must be kept clean. Cleaning supplies are located in the overhead cabinet just outside

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the room. **Mats shall be cleaned after each training session.** The procedure for cleaning the mats is covered during the Fitness Center Orientation. The Training Sergeant is responsible for maintaining and replenishing the cleaning supplies. If any of the mats or equipment in the room becomes damaged, the Training Sergeant should be notified immediately followed by a memorandum, directed to the Training Commander, describing how the damage occurred. If, in the opinion of the Training Sergeant, the damage is such that it creates an unsafe training environment, the room will be closed until repairs can be made.