



City of Racine Police Department  
**Policy and Procedure**

**Number: 1502**

<b>Subject:</b> <b>Use Of the Weight &amp; Exercise Rooms</b>		
<b>Date Issued:</b> <b>10-22-99</b>	<b>Effective Date:</b> <b>02-25-11</b>	<b>Revision Number:</b> <b>3</b>

**POLICY:**

It is the policy of the Racine Police Department to promote the health and fitness of its members and employees by providing a place that can be used conveniently and safely. These rooms shall be maintained for the benefit of the general membership of both the Racine Police and Fire Departments.

**PROCEDURE:**  
**MEMBER/  
EMPLOYEE:**

1. The weight room and exercise room may be used off-duty or on duty during lunch break with approval of the shift commander.
2. If a member/employee observes defective equipment or a safety hazard in either the weight room or the exercise room, contact the Shift Commander to ensure that:
  - a. Repairs are scheduled
  - b. Equipment is removed or placed off-limits
  - c. Safety hazards are corrected promptly.
3. If a member/employee receives any injury as a result of working out in either the weight room or the exercise room, contact the Shift Commander immediately.

**NOTE:**

The exercise room is restricted to employees of the Public Safety Building. Employee spouses, relatives and/or friends are not permitted to use, or allowed into, the exercise room. Children of employees are not permitted to use the exercise room and employees exercising may not have children with them while working out.

**SHIFT  
COMMANDER:**

1. Periodically conduct a random walk through both the weight room and the exercise room to ensure:
  - a. Only members/employees are present within the room.
  - b. All equipment appears to be in working order and that any safety hazards are addressed promptly.
2. Upon being notified by a member/employee that there is defective equipment:
  - a. Determine whether the equipment should be removed immediately or just marked off-limits until repairs are completed.
  - b. Notify the Administrative Manager of the defective equipment in the weight room.
  - c. Notify the Fire Department (Fleet Supervisor or the Fire Departments Chief's office) of the defective equipment in the exercise room.
3. Upon being notified by a member/employee about a safety hazard in either room:
  - a. Determine whether the safety hazard is temporary and if so, ensure that it is removed.
  - b. If the safety hazard cannot be immediately corrected, make the gymnasium off-limits until it is.
  - c. Notify the Administrative Manager or the Fire Department (Fleet Supervisor or the Fire Departments Chief's office) as applicable.
4. Upon being notified by a member/employee about an injury:
  - a. Make sure that appropriate medical care is provided.
  - b. Ensure that a supplement and photos of the cause of the injury, as well as the injury are taken.
  - c. Ensure that a Supervisor conducts a basic investigation into the incident.

**ADMINISTRATIVE  
MANAGER:**

1. Upon receiving information that the weight room has defective equipment or a safety hazard requiring attention:
  - a. Make arrangements for outside services to repair the equipment as necessary.

- b. Ensure that building maintenance is notified to eliminate any building-related safety hazards.

**RELATED  
PROCEDURE:**

[1212 – Reporting Building Repairs and Upkeep Needs](#)  
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