



## CITY OF MINNETRISTA

### REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

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**Subject:** Work Out on Duty Policy

**Prepared By:** Craig Squires, Director of Public Safety

**Meeting Date:** October 6th, 2025

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The Minnetrista Public Safety Department added a gym to its facility to improve physical fitness among staff. Currently most patrol shifts are 12 hours long, which makes finding time to work out before or after a shift more difficult. Staff have inquired about working out in the Department gym during their shifts. This workout would replace normal paid breaks, so staff would not be gaining any additional break time. It would be the choice of the officer if they wished to take a break or use time to work-out or do a combination of both within their allowed break time.

Several area Departments already have a policy allowing staff to use fitness equipment during assigned shifts. The policy created by the Minnetrista Public Safety Department is a hybrid of area policies.

This workout policy prioritizes the officer's primary responsibilities, ensuring that fitness activities do not interfere with a police officer's primary duties (i.e. emergency responses, investigations, public education, training, and other responsibilities).

The policy requires all pending work to be completed before working out. Some examples of pending work include any calls on hold, reports, and evidence processing.

At least two officers must be working and only one can use gym equipment at a time while wearing most of their uniform.

If three officers are working, one officer can use gym equipment out of uniform.

At all times the officers are subject to calls and are required to monitor their radios.

This policy was reviewed by Kennedy and Graven Law Firm.

This policy was also reviewed in a City personnel committee meeting with legal council present for questions.

Some benefits to increasing the ability for staff to work out include:

**Mission Statement:**

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Improved Physical and Mental Fitness, Improved Officer Safety, Reduced Risk of Injury, Enhanced Performance, Reduced Sick Days, Better Command Presence, Long-term Health Benefits, and Stress Reduction.

Implementing workout on duty policies can be a win-win for both the officers and the Department, fostering a culture of health and wellness.

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| <b>Recommended City Council Action:</b> Allow working out on duty per this policy. |
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Does Recommended Action meet City Mission Statement? ☒ Yes ☐ No

Does Recommended Action meet City Goals/Priorities? ☒ Yes ☐ No

Explain:

**Mission Statement:**

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

**CITY OF MINNETRISTA  
USE OF PUBLIC SAFETY DEPARTMENT EXERCISE EQUIPMENT  
VOLUNTARY WAIVER AND RELEASE OF LIABILITY**

I understand that the use of exercise equipment and facilities located at the Minnetrista public safety department building is potentially dangerous and I choose to participate and use such facilities at my own risk. I understand that such activities can result in personal injury, disability, or damage or loss of personal property. In consideration for using the exercise equipment and facilities, I agree as follows:

1. My participation is completely voluntary. I understand that I will receive no compensation for time spent using the exercise equipment and facilities while I am off-duty. My use of the exercise equipment and facilities is voluntary, and I will use the exercise equipment and facilities as a personal pursuit. My use of the exercise equipment and facilities is not to be considered a condition of my employment.
2. I acknowledge that the activity is not an essential service provided by the city of Minnetrista and that use of the equipment and facilities is limited to employees only.
3. I will not use the exercise equipment or facilities while under the influence of alcohol or any other intoxicating or mood altering drug.
4. I understand that use of the exercise equipment and facilities has certain risks. I understand that these risks, known or unknown, anticipated or unanticipated, may result in injury, death, illness, disease or damage to myself or my property, or to other persons and their property. I understand that any on-duty or off-duty injury related to my use of the exercise equipment and facilities may not be covered by workers' compensation.
5. I assume all risks in connection with this activity and waive any right to make claims or bring actions against the city or any of its officers, employees or agents for any injuries or damages to me or my property related to the alleged negligence of the city or any of its officers, employees or agents. This waiver does not apply to any injuries or damages that are the result of any willful, wanton, or intentional misconduct by the City. This waiver also does not apply to any workers' compensation claim.
6. I agree to hold harmless and indemnify the city and its officers, employees and agents, from any and all claims or actions for injury, or damages to myself and any third party, resulting from my use of the exercise equipment or facilities.
7. I understand that entering into this agreement results in my giving up certain legal rights. I am aware of those rights and am signing this agreement of my own free will.
8. The terms of this agreement shall serve as a release and assumption of risk and shall be binding on myself, my heirs, executor, administrator, and/or personal representative.
9. I have read, understand and agree to the statements in this document.

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Signature of Employee

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Date



## **Minnetrista Public Safety Department**

### **Workout On Duty Policy**

#### **INTRODUCTION:**

The expectation of the Minnetrista Public Safety Department and the community is that police officers that are sworn to offer extraordinary protection and superior service are physically and mentally fit to perform this goal. The Minnetrista Public Safety Department offers a voluntary health and fitness program that incorporates regular exercise, stress management and the overall choice of a healthy lifestyle along with the mandated mental health consultations.

#### **PURPOSE:**

To encourage officers and full-time staff to participate in the established fitness program, maintaining a healthy lifestyle which will produce a direct correlation to improved service to our communities. The benefits of maintaining high levels of physical fitness are plentiful; improved capability to perform specific physical tasks, improved ability to mobilize the body efficiently, improved tolerance to fatigue, improved employee morale, reduced risk during physical tasks, better psychological preparation, reduction in sick time, improved productivity, improved performance, improved abilities off-duty, and increased longevity after retirement.

#### **POLICY:**

It is the policy of the Minnetrista Public Safety Department to provide superior protection and service by reducing crime and enhancing the quality of life expected by our community. The Minnetrista Public Safety Department recognizes that law enforcement duties often expose employees to both routine and acute stress and highly stressful situations that cannot be resolved through regular coping mechanisms and have the potential to cause various forms of short or long-term emotional trauma. The Minnetrista Public Safety Department encourages officers to maintain a high standard of physical fitness and officers are afforded the opportunity to utilize a workout facility in order to improve and maintain their physical abilities.

#### **PROCEDURE:**

The Minnetrista Public Safety Department has developed a voluntary on-duty physical fitness program, whereas officers have the opportunity depending on workload and staffing to exercise during their shift. Officers are also encouraged to continue with a fitness regimen on days off. The following points will explain how an officer can take advantage of the program.

- a. PARTICIPATION WAIVER: Officers are required to complete a liability waiver that has been vetted by our City Attorney.
- b. FITNESS CENTER RULES ON-DUTY: The following rules must be adhered to with the possibility of revocation if found that an officer is abusing the privilege.

1. When the required criteria are met, staff are allowed to exercise in lieu of their paid allotted meal and break periods not to exceed a period of time greater than 60 minutes. This time is to include the doffing and donning of their uniform and/or the use of the showering facility. Staff choosing to use meal periods and breaks to exercise will forfeit that time and do not receive additional meal periods or breaks that day.
2. Uniformed Patrol Officers only one licensed officer is allowed to exercise for 60 minutes out of uniform during their scheduled shift while there are 3 or more uniformed officers logged on and working. While there are 2 officers working, one officer is allowed to work out with uniform on allowing them to rapidly respond to a call if necessary. Non-licensed full-time staff are allowed to exercise for 60 minutes out of uniform when there is another employee with the same title currently working and able to handle that title's duties. Non-patrol assigned licensed officers are allowed to exercise up to 60 minutes out of uniform.
  - a. All on-duty workout time is to include the doffing and donning of their uniform/non-uniform clothing and/or use of the showers.
3. Officers are required to monitor their portable radios. Sergeants and other officers are responsible for monitoring and coordinating exercise times for their shift. Officers are required to return to their patrol duties if advised by their sergeant or other on-duty officers. Officers are expected to use common sense regarding street coverage prior to and during their exercise period.
  - a. The officer is still subject to calls. The employee is only authorized to work out on duty when they have completed all assigned work.

- c. If officers are on duty, they must be logged onto duty and place themselves out of service, even if working out at the beginning or ending of shift. All paperwork must be completed prior to putting themselves out of service and there should not be any calls in pending.

1. The on-duty supervisor or staff will grant fitness/workout time during shifts as fairly and equitably as possible.
  - a. Staff's on-duty shift duration that day must be at least 8 consecutive hours.
2. Staff must conduct their on-duty workouts within the Minnetrista Public Safety Department to ensure the ability to quickly transition and respond to calls as needed.

- a. Officers are expected to replace equipment on the designated racks or positions. No weight discs are to be left on the equipment.
3. Police Department employees may be denied on duty work out time if satisfactory job performance standards are not met.
- d. FITNESS CENTER RULES OFF-DUTY: The following rules apply to officers who are using the center in off-duty hours.
  1. Minnetrista Public Safety Department employees are allowed to use the facility at any hour during their off-duty time.
  2. Officers are expected to replace equipment on the designated racks or positions. No weight discs are to be left on the equipment.

**CONCLUSION:**

The Minnetrista Public Safety Department possesses the lofty responsibility to offer our citizens exceptional service by hiring, training and maintaining officers who are physically and mentally fit to perform the tasks expected by the mandates of our policies and the community. This policy creates the conduit for our staff to be successful in this expectation and provides the resources to best care for our most important department asset; our personnel. However; physical fitness activities cannot interfere with primary job duties (i.e. emergency responses, investigations, public education, training activities, other responsibilities), nor should physical fitness activities delay public service in any way. The Minnetrista Public Safety Department reserves the right to prohibit any physical fitness activity which, in its sole discretion, presents greater risks than benefits.

Participation in the on-duty fitness program may be revoked or suspended by the Chief of Police or designee should an employee be found to not be following the above requirements, found not to be utilizing the time for physical fitness or preparing to return to duty, and/or abusing any of the equipment. The time of revocation or suspension will be determined by the Chief of Police.

**INSERT WAIVER OF LIABILITY AND RELEASE ON NEW PAGE**