



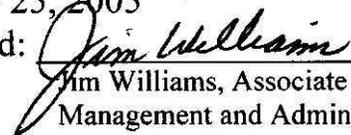
OPERATIONAL INSTRUCTION

Operational Instruction MA- 2005-54-1

Policy Area: Facilities

February 25, 2005

Approved:


Jim Williams, Associate Director
Management and Administration

USE OF AGENCY FITNESS EQUIPMENT

I. COVERAGE

This Operational Instruction applies to all Court Services and Offender Supervision Agency (“CSOSA” or “Agency”) employees and contractors (hereinafter referred to as employees unless otherwise stated), excluding the Pretrial Services Agency.

II. GUIDANCE

CSOSA fitness equipment is available for use by CSOSA employees and contractors. The fitness equipment shall be located in a locked room accessible only by authorized staff. Employees may use the equipment when in a non-duty status. CSOSA does not provide a fitness program, instruction, or trainers. Therefore, an employee’s use of the equipment is strictly at his or her own risk. To use the equipment employees must first complete a Release of Liability form to be filed with the Designated Official where the equipment is located. The form (see Appendix C) can be obtained online on the CSOSA intranet website.

Once completed the Release of Liability form must be submitted to the Designated Official of the specific site where the equipment is located. A copy will be forwarded for filing to the Office of Management and Administration. Upon receipt of the Release, the Designated Official will provide the employee with access to the fitness room and showers (if provided).

All employees must adhere to the Fitness Equipment Rules and Guidelines, Appendixes B and A of this Operational Instruction. The Designated Official of each site must post a copy of the Fitness Equipment Rules along with a CSOSA Fitness Equipment Sign In Sheet (see Appendix D) in each fitness room. Adherence to these rules and guidelines is intended to ensure uniform and safe use of the equipment and to protect CSOSA employees and the interest of the Agency.

APPENDIX A
FITNESS EQUIPMENT GUIDELINES

1. Hours of Operation

Fitness Rooms are only available during the operational hours of the CSOSA building when Security personnel are on site. They will be available Mondays through Fridays, 6:40 a.m. to 7:30 p.m. (Employees must vacate CSOSA fitness rooms by 7:30 p.m.) Fitness rooms are **not** available on weekends and holidays.

2. Schedule /Sign In Sheet

The equipment is on a “first come, first serve” basis. However, employees can schedule their time on each machine by signing up for a machine on the Sign In Sheets posted in the fitness room. The Sign In Sheet will identify the machine and the time slots available. Time slots are in twenty-minute periods. Employees can sign up for no more than one time slot per machine during the peak periods of 11:00 a.m. to 2:00 p.m. and 5:00 p.m. to 6:00 p.m.; (maximum time 20 minutes).

3. Exercise Equipment

Employees shall use the exercise equipment in accordance with written instructions provided by the manufacturer. Operational Manuals provided by the manufacturer are located in the fitness room and are available to staff during all operational hours. To avoid injury, employees are strongly advised to consult these manuals prior to using the equipment. To maintain the equipment, employees are required to wipe perspiration off of the equipment immediately after each use with the cleaning materials (solution or wipes) provided in the facility. The employee must report any equipment damage or needed repairs to the Facilities Helpdesk and the Designated Official.

4. Television/Video Equipment (If Available)

Television/video equipment are for use by employees while working out in the fitness room. However, the television will remain on a news, sports or health station during exercise. The DVD/VHR equipment are for use for training or fitness videos only. Personal radios and DVD/CD/Tape players are not allowed unless used with a headset.

5. Attire

While using the fitness equipment employees should wear appropriate exercise clothing (i.e., shorts, tanks tops, T-shirts, warm-up suits, tights or leotards). Shirts and appropriate footwear **must** be worn at all times.

6. Food and Beverages

Food and beverages (except water) are not allowed in the fitness or shower rooms (if available). Plastic water bottles (no glass) are permitted in the the fitness room.

7. Conduct

Employees are required to remain respectful of the rights of others and maintain appropriate conduct while in the fitness room. Inappropriate comments or behavior, or conduct otherwise in violation of these guidelines, will not be tolerated. When necessary, disciplinary action may be taken in accordance with CSOSA's personnel policy.

8. Showers (If Available)

Showers are available for employee use. Employees are responsible for providing their own soap and towels. Showers are to be kept to a reasonable length of time and personal items are to be removed from the shower stalls after use. (CSOSA recommends the use of shower shoes for employee protection.)

9. Personal Belongings

All personal belongings are to be removed and trash disposed of, from the fitness and shower rooms after use. CSOSA will not be responsible for any items left in the fitness room or showers. Any items left in these areas will not be retained and will be discarded by the maintenance staff.

10. Emergency Notification

In case of emergency, employees must notify Building Security and the Designated Official immediately of any injuries. Employees should call 911 for emergency assistance when deemed necessary. The Designated Official is responsible for notifying the Office of Facilities of any injuries incurring in any CSOSA fitness rooms within 24 hours of occurrence.

APPENDIX B

FITNESS EQUIPMENT RULES

ONLY EMPLOYEES WHO COMPLETED AND SUBMITTED THE CSOSA RELEASE OF LIABILITY FORM TO THE DESIGNATED OFFICIAL ARE AUTHORIZED TO USE THIS EQUIPMENT.

IF YOU HAVE NOT COMPLETED THE RELEASE OF LIABILITY FORM, YOU ARE NOT AUTHORIZED TO USE THIS EQUIPMENT.

THE FITNESS EQUIPMENT ROOM IS OPEN MONDAYS THROUGH FRIDAYS, 6:40 A.M. TO 7:30 P.M. THE ROOM IS NOT AVAILABLE ON WEEKENDS AND HOLIDAYS.

CSOSA IS NOT RESPONSIBLE FOR MONITORING THE USE OF THIS EQUIPMENT. USE OF THIS EQUIPMENT IS STRICTLY VOLUNTARY AND AT YOUR OWN RISK.

PLEASE ADHERE TO THE FOLLOWING RULES:

SIGN IN FOR EACH MACHINE DURING PEAK TIMES AND ADHERE TO ALLOTTED TIMES.

USE ALL SAFETY CLIPS PROVIDED ON MACHINES.

WIPE PERSPIRATION OFF MACHINES AFTER EACH USE WITH PROVIDED SOLUTION.

REFER TO MANUFACTURER PROVIDED MANUALS FOR INSTRUCTIONS ON EQUIPMENT USE.

FOOD AND BEVERAGES ARE NOT ALLOWED IN THE FITNESS ROOM (EXCEPT WATER).

WEAR PROPER EXERCISE CLOTHING.

MAINTAIN COURTEOUS AND PROFESSIONAL CONDUCT AT ALL TIME.

TELEVISION, VCR/DVD ARE FOR NEWS, SPORTS, HEALTH AND FITNESS CHANNELS AND VIDEOS ONLY. PERSONAL RADIOS AND DVD/CD/TAPE PLAYERS ARE NOT ALLOWED, UNLESS WHEN USED WITH A HEADSET.

REMOVE ALL PERSONAL BELONGINGS AND DISPOSE OF ANY TRASH WHEN YOU LEAVE THE ROOM. ANY ITEMS LEFT IN THE ROOM WILL BE DISCARDED.

REPORT EQUIPMENT DAMAGE TO FACILITIES HELPDESK AND THE DESIGNATED OFFICIAL.

REPORT ANY INJURIES TO THE DESIGNATED OFFICIAL.

APPENDIX D

CSOSA FITNESS EQUIPMENT SIGN IN SHEET

Machine: _____ **Date** _____

Time Slot	Time	Name	Time Slot	Time	Name
1	6:40am - 7:00am		26	3:00pm - 3:20pm	
2	7:00am - 7:20am		27	3:20pm - 3:40pm	
3	7:20am - 7:40am		28	3:40pm - 4:00pm	
4	7:40am - 8:00am		29	4:00pm - 4:20pm	
5	8:00am - 8:20am		30	4:20pm - 4:40pm	
6	8:20am - 8:40am		31	4:40pm - 5:00pm	
7	8:40am - 9:00am		32	5:00pm - 5:20pm	
8	9:00am - 9:20am		33	5:20pm - 5:40pm	
9	9:20am - 9:40am		34	5:40pm - 6:00pm	
10	9:40am - 10:00am		35	6:00pm - 6:20pm	
11	10:00am - 10:20am		36	6:20pm - 6:40pm	
12	10:20am - 10:40am		37	6:40pm - 7:00pm	
13	10:40am - 11:00am		38	7:00pm - 7:20pm	
14	11:00am - 11:20am				
15	11:20am - 11:40am				
16	11:40am - 12:00pm				
17	12:00pm - 12:20pm				
18	12:20pm - 12:40pm				
19	12:40pm - 1:00pm				
20	1:00pm - 1:20pm				
21	1:20pm - 1:40pm				
22	1:40pm - 2:00pm				
23	2:00pm - 2:20pm				
24	2:20pm - 2:40pm				
25	2:40pm - 3:00pm				

**Time Slots in bold are peak times that restricted to employee use only and only one time slot per employee.*