



U.S. Department of Justice
Federal Bureau of Prisons

PROGRAM STATEMENT

OPI HSD/OEH
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Staff Fitness Centers

/s/

Approved: Charles E. Samuels, Jr.
Director, Federal Bureau of Prisons

1. PURPOSE AND SCOPE

The Federal Bureau of Prisons will afford all employees an opportunity to develop, maintain, and enhance their physical and mental well-being by operating staff fitness centers.

The Federal Bureau of Prisons acknowledges the importance of healthy employees and the role of health and fitness programs in retaining staff, reducing absenteeism, and increasing employee productivity and morale.

a. Summary of Changes

Policy Rescinded

P3792.05 Staff Fitness Centers (10/4/93)

Staff are no longer required to complete “Demographic Information and Personal History” (former Attachment D) or provide a “Physician’s Approval for Physical Fitness” (former Attachment E).

The spending limit for fitness center equipment is now \$50,000.

b. Program Objectives

- Confidentiality of staff information will be maintained.
- Only eligible persons will participate in fitness center activities.

- Facilities and equipment will be properly cleaned and maintained.

c. **Institution Supplement.** None required. Should local facilities make any changes outside the required changes in the national policy or establish any additional local procedures to implement the national policy, the local Union may invoke to negotiate procedures or appropriate arrangements.

2. **RESPONSIBILITY**

The Chief Executive Officer (CEO) will appoint a Fitness Center Coordinator to oversee the staff fitness center and ensure the requirements in this Program Statement are met.

3. **ELIGIBILITY TO PARTICIPATE IN FITNESS CENTER ACTIVITIES**

Bureau of Prisons employees who receive employee benefits are eligible to use staff fitness centers. Each institution determines the eligibility of its retirees and employee spouses/dependents. Dependents are typically defined as spouses, minor children, and individuals who are financially dependent upon the employee.

Federal employees visiting the institution may be allowed to use fitness center facilities, with the CEO's approval. Contract workers and volunteers are **not** allowed to use staff fitness centers.

Participants must meet the following requirements before using the facility:

- Attend a fitness center orientation that includes:
 - Demonstration of the proper use for each piece of equipment in the center.
 - Fitness center rules.
 - Sign-in procedures.
 - Location of medical emergency equipment/injury procedures.
 - Signing BP-A0837, Fitness Equipment and Facility Orientation.
- Sign the Physical Fitness Program Informed Consent and Waiver of Liability for Fitness Centers (BP-A0836 and BP-A0840). These forms are kept in participant files.
- Be at least 13 years of age. (The minimum age may be higher at some locations, as needed.)
Minors must be supervised by an adult when using the Fitness Center.

4. PARTICIPANT FILES

Individual participant files are **confidential**, to be viewed only by the person performing orientations, the person responsible for the staff fitness center, and a physician. Information may be reported for statistical purposes in a group format as long as individuals cannot be identified.

Individual fitness center participant files must contain the following signed forms:

- BP-A0836, Physical Fitness Program Informed Consent.
- BP-A0837, Fitness Equipment and Facility Orientation.
- BP-A0840, Waiver of Liability for Fitness Centers.

5. FITNESS CENTER FACILITY OPERATIONS

a. **Equipment Maintenance.** Fitness center equipment is maintained according to factory recommendations. If these are not available, the responsible employees follow the guidelines on Attachment A, Weekly Preventive Maintenance Check for Fitness Center Equipment, and Attachment B, Monthly Maintenance Check for Fitness Center Equipment. Each maintenance inspection is documented using these forms. Maintenance forms suggested by the factory may be substituted for Attachment A when appropriate.

Equipment manuals and maintenance logs are kept in the same location as individual participant files.

b. **Equipment Repairs.** Repairs to fitness center equipment are made in a timely manner, to factory specifications, and with factory parts. A log is kept for all repairs.

c. **Sign-In Logs.** Each participant is required to sign in every time he/she uses fitness center equipment or locker facilities. At a minimum, sign-in logs include the participant's name, date, and time of day.

d. **Sanitation.** Showers and locker facilities must be cleaned and disinfected daily. Exercise areas and equipment must be kept clean and in working order at all times.

e. **Medical Emergency Injury Plan.** Each fitness center must have a medical emergency plan readily accessible to participants that includes:

- Location of first-aid kit, fire extinguishers, and any other emergency equipment.
- Contact persons for treatment of an injury or illness.
- Procedures for reporting and documenting participant injuries.
- Procedures for checking and restocking first-aid kit supplies.

f. **Fitness Center Rules.** Each fitness center must post rules and regulations in plain view. It is recommended that these follow American College of Sports Medicine guidelines. Posted rules must include the following statements:

- “This fitness center is not staffed by CPR-qualified personnel.”
- “For your personal safety, it is strongly recommended that the buddy system (having another fitness center member present) is used when exercising in this facility.”
- “Minors must be supervised by an adult when using the fitness center.”

g. **Recommended Fitness Center Equipment.** Institutions may spend no more than \$50,000 to purchase fitness center equipment. At correctional complexes, the Regional Director determines the amount to be expended for fitness center equipment. A general guide for Regional Directors to follow is the base of \$50,000, plus a maximum of 50 percent of the base for each additional institution. Equipment is selected from the following recommended list:

(1) **Aerobic Equipment**

- Stationary bicycle.
- Stairclimber.
- Rowing machine.
- Cross-country ski simulator.

(2) **Free Weight Equipment**

- Abdominal bench.
- Dip/leg raise stand.
- “Smith” machine.
- Flat bench with stand.
- Incline bench.
- Decline bench.
- Dumbbells (a set ranging from three to 65 pounds should meet the needs of most individuals).
- Dumbbell rack.
- Weight bars and weight plates.

(3) **Selectorized Weight Equipment**

- Leg extension.
- Leg curl.
- Seated row.
- Shoulder press.

- Chest press.
- Lat pull down.
- Arm curl.
- Triceps.
- Calf machine.

h. **Current Fitness Centers.** Institutions having a current equipment inventory in excess of \$50,000 are not required to reduce equipment to meet this limit. However, if a piece of equipment becomes non-operative and the fitness center’s inventory is in excess of \$50,000, that equipment may not be replaced.

i. **Fitness Center Expenditures.** Funding for the purchase and preventive maintenance of equipment in staff fitness centers is authorized from the institution’s Salaries & Expenses (S&E) budget. No special funding is provided.

6. AGENCY ACA ACCREDITATION PROVISIONS

None.

REFERENCES

Applicable Standards

American College Of Sports Medicine (ACSM) Health Fitness Facility Standards and Guidelines, ACSM, Human Kinetics Publishers, Inc.

BOP Forms

- BP-A0836 Physical Fitness Program Informed Consent.
- BP-A0837 Fitness Equipment and Facility Orientation.
- BP-A0840 Waiver of Liability for Fitness Centers.

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on Sallyport.

Attachment A. **Weekly Preventive Maintenance Check for Fitness Center Equipment**

Date:

Selectorized Weight Machines, Free Weights, and Benches

- _____ Clean upholstery with cotton cloth and mild soap solution.
- _____ Clean frames with cotton cloth and either mild detergent or all-purpose liquid cleaner.

Rower Machine

- _____ Clean monorail with nonabrasive pad.
- _____ Clean seat and console with cotton cloth and mild detergent.

Stationary Cycle and Arm/Leg Ergometers

- _____ Clean seat and console with cotton cloth and mild soap.
- _____ Clean housing with same materials.

Windtrainer

- _____ Clean bike frame and housing frame with cotton cloth and mild soap.
- _____ Clean seat with same materials.
- _____ Calibrate.
- _____ Check mounting screws.

Recumbent Bike

- _____ Clean housing, console, and seat with cotton cloth and mild soap.
- _____ Charge battery overnight.

Stair Climber

- _____ Clean pedals, grips, and console with cotton cloth and mild soap.
- _____ Clean housing with same materials.

Treadmill

- _____ Clean console and housing with cotton cloth and mild detergent.

Attachment B. **Monthly Maintenance Check for Fitness Center Equipment**

Date:

Selectorized Weight Machines, Free Weights, and Benches

- _____ Lubricate guide rods and linear bearings (wipe clean with dry cloth, then wipe entire length with medium weight oil).
- _____ Inspect and adjust cables, nuts/bolts, torn upholstery.
- _____ Apply vinyl upholstery protectant.

Rower Machine

- _____ Clean and lubricate chain using cotton cloth and lightweight oil.
- _____ Clean pads with vinyl protectant.
- _____ Inspect chain links.
- _____ Adjust seat rollers.
- _____ Inspect chain handle.
- _____ Tighten shock cord.

Stationary Cycle and Arm/Leg Ergometers

- _____ Clean and lubricate chain with cotton cloth and lightweight machine oil.
- _____ Clean pedals and lubricate.
- _____ Wax seat post with auto wax.
- _____ Clean shroud and seat with vinyl protectant.
- _____ Inspect all bolts and screws.

Windtrainer

- _____ Clean and lubricate bike chain with Teflon spray.
- _____ Check tire pressure and fill as necessary.
- _____ Inspect chain and lubricate if needed.

Recumbent Bike

- _____ Inspect all bolts and chains. Adjust as needed.

Stair Climber

- _____ Clean and lubricate chain with cotton cloth and lightweight machine oil.
- _____ Clean machine with vinyl protectant.
- _____ Inspect housing, belts, chains, and electrical components.

Treadmill

- _____ Clean belt with cotton cloth and mild detergent. Must run belt at 2 mph while cleaning.
- _____ Inspect electrical components and bolts – calibrate if needed.