



SPRINGFIELD TOWNSHIP POLICE DEPARTMENT
Wyndmoor, Pennsylvania

Policy 3-04

Policy Title: Physical Fitness and Wellness

Date of Issue: December 1, 2022

Rescinds: None

By Authority of:

Chief of Police

I. Purpose

The purpose of this order is to describe the policy regarding physical examinations, outline the importance of physical fitness and total wellness for the employees of this police department and encourage their participation in a fitness program.

II. Policy

A. General Health and Fitness

1. The very nature of law enforcement requires that members should maintain a high level of physical fitness in order to meet the physical demands of their profession. The goal of a physical fitness program is to assist members in maintaining a healthy and prosperous life by providing incentives and guidance in the area of physical fitness.
2. Although the Springfield Township Police Department does not have a mandatory physical fitness program, employees are required to maintain their general health and fitness to a level which would allow them to perform their job responsibilities in accordance with the position's job description.
3. Employees are encouraged to maintain their physical fitness through the use of any facility of their choice that provides both cardiovascular and weight training equipment.

B. Wellness Program

1. Wellness is a state of optimum health and well-being achieved through the active pursuit of good health and the removal of barriers to healthy living.
2. Employees have a personal responsibility for their health. There is widespread agreement, for example, about the dangers of smoking and substance abuse, the

importance of physical and emotional fitness, and the effectiveness of good nutrition. The Springfield Township Police Department encourages members to adopt behaviors that will improve their health and distributes email correspondence from the Delaware Valley Health Trust (DVHT).

C. Physical examinations

1. Annual physical examinations are provided for all sworn personnel, including the Chief of Police and the Lieutenant. Currently, this agreement is not included in the Collective Bargaining Agreement between the Springfield Township Police Benevolent Association and the Township of Springfield.
2. For all other personnel, no physical examination is required.



SPRINGFIELD TOWNSHIP POLICE DEPARTMENT
Wyndmoor, Pennsylvania

Policy 3-05

Policy Title: Temporary Holding Areas

Date of Issue: December 1, 2022

Rescinds: None

By Authority of:

Chief of Police

I. Purpose

The purpose of this policy is to establish guidelines for the temporary holding of detainees in the Springfield Township Police Department building.

II. Policy

It is the policy of the Springfield Township Police Department to provide that all personnel comply with the provisions of this policy and afford the highest degree of safety for detainees while in police custody.

III. Procedure

- A. The two interview / temporary holding rooms are the only authorized locations for the temporary holding of detainees within the police station. The interview room may be used for interviewing and visitation, and is primarily intended for holding non-status offender juveniles.
- B. The officer who places a detainee into a temporary holding location has the responsibility for the supervision, welfare, and security of the detainee until the detainee is turned over to another responsible person.
- C. When in close proximity to a detainee being held, officers shall secure their firearms.
- D. Whenever a detainee is in a temporary holding location, they shall be visually observed and supervised at all times.
- E. It is the responsibility of the officer placing a detainee in any temporary holding location, to have thoroughly searched the detainee prior to placing them in the temporary holding location, regardless of any prior searches.

- F. Holding locations shall be searched before and after a detainee has been placed in the location.
- G. Detainees may be secured using handcuffs while inside the police station. The temporary holding room has a bench that can be used to secure a person. Leg shackles may also be used, if necessary.
- H. The holding locations are intended for one detainee at a time. Males, females, and juveniles who are under arrest shall not be housed together in a temporary holding location.
- I. Detainees shall be permitted access to a restroom facility and drinking water upon request. The restrooms in the employee locked area are not to be used. Detainees may use the restroom located opposite the temporary holding room, and the officer shall remain outside of the bathroom until the detainee has relieved themselves.
- J. Detainees in a temporary holding location may remain handcuffed if needed and appropriate.
- K. A desk and chairs are the only items that should be left in the room with a detainee.

IV. Fire Prevention, Evacuation, and Suppression

- A. Smoking is not permitted within the police station.
- B. The Springfield Township Police facility is equipped with various fire suppression equipment and fire detection devices approved by local fire codes and / or officials. This equipment includes fire extinguishers, fire detectors, audible alarms, and a sprinkler system, which is tested on a semi-annual basis. The Chief of Police and the Director of the Department of Public Works are responsible for the building, and shall have any noted deficiencies corrected as soon as possible.
- C. Fire evacuation plans are posted outside all temporary holding locations indicating the designated emergency exits and directing evacuation of persons to a hazard-free area. Fire extinguishers are also shown on the diagrams.
- D. Police personnel are responsible for the removal of all person(s) within the temporary holding locations. Police personnel shall guide persons in the temporary holding locations to one of the exits.
- E. Persons who need to remain secure shall be placed in a police vehicle for transport to another location, if needed.
- F. Any person who complains of injury as the result of the need to evacuate shall be taken to the nearest medical facility by EMS or other appropriate emergency means.

V. Emergency Procedures

- A. In the event of an emergency in the temporary holding location, an officer's portable radio is the primary means of reporting the emergency. A telephone may also be used to summon help.
- B. If it is determined that an emergency exists in the temporary holding location, the working officer/s shall ensure that officers respond to the station without delay. In the event that no other Springfield Township Police officers are unavailable to respond, Montgomery County Emergency Dispatch Services (MCEDS) will dispatch officers from other agencies and will provide the combination to the manual pin pad on the exterior doors of the police building. Once inside, a master key card will be available to responding officers to access the interior of the police station.

VI. Access to Detainee

- A. While a detainee is in a temporary holding location, only personnel involved in the investigation shall be permitted access. This is to ensure that the rights of the detainee are not violated, interviews are not interrupted, and procedures are not delayed.
- B. Non-sworn personnel shall not enter a temporary holding location while occupied by a detainee, unless authorized by a police officer.
- C. Any visitation to the detainee shall be approved by a police officer. This is preferred to be a supervisor, if available.

VII. Training

- A. All personnel shall familiarize themselves with this policy.
- B. All personnel with responsibility for detainees shall receive training on this policy.
- C. All personnel who will have any responsibilities for detainees in temporary custody within the temporary holding areas shall be trained on operations, safety, and welfare of detainees.
- D. Training shall be provided by a supervisor, FTO, or other designated person.
- E. Personnel shall receive initial training as part of their orientation, with re-training (in-service) occurring at least every three years.

