



GENERAL ORDER



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| Subject: Physical Examinations | Series 1002 | Number 1 | Distribution A |
| | Effective Date January 9, 1998 | | |
| | Revision Date * | | |

The purpose of this order is to establish the policy and procedures for administering physical examinations and/or medical evaluations of sworn personnel of this department as prescribed by the Board of Police and Fire Surgeons. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

- A. General.
- B. Probationary Physical Examination.
- C. Pre-Five Year Tenure Physical Examination.
- D. Biennial Physical Examination.
- E. Military Leave Physical Examination.
- F. Pre-Promotion Physical Examination.
- G. Fitness for Duty Medical Evaluation.

PART II Responsibilities and Procedures for Supervisory and Command Personnel

- A. Commanding Officers.
- B. Director, Medical Services Division.
- C. Human Resources Officer.

PART I

A. General.

1. Members shall take the necessary steps to ensure that their personal hygiene is appropriate for a physical examination.
2. Members who are taking medication and find it necessary to continue during the period immediately before their physical examination shall contact a Clinic physician and be guided by his/her instructions.

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|--|--|---------------|------------------------------|
| Publication General Order 1002.1 | Effective Date January 9, 1998 | Change Number | Page Number 2 of 8 |
|--|--|---------------|------------------------------|

3. Members scheduled for physical examinations shall report to the Clinic no later than 15 minutes before their scheduled appointment time.

4. When a member reports, or is directed to report to the Clinic for a physical examination, the member shall have his/her identification folder; or identification card if his/her police powers are revoked.

5. In the event a member is unable to report to the Clinic for his/her scheduled physical because of illness, injury, emergency leave, or court appearance, it shall be that member's responsibility to notify his/her commanding officer and the Clinic to obtain a new examination date.

6. Members having any questions concerning the procedures in this order shall contact the Director, Medical Services Division.

B. Probationary Physical Examination.

Probationary officers shall be scheduled for a probationary physical examination prior to the completion of their 14th month of service.

C. Pre-Five Year Tenure Physical Examination.

1. Members who are in their fourth year of service shall be required to undergo a physical examination no later than three months prior to the end of the five year tenure period in order to enable the Clinic Medical Director to review their medical qualifications for continued service with the department.

2. This physical examination consist of the following:

- a. Laboratory tests,
- b. Physical examination (including a structured psychological examination),
- c. Interview with a Clinic physician, and
- d. Drug screening.

3. The member shall be responsible for obtaining an appointment for the pre-five year tenure physical examination no less than six months before their five year tenure date. Following the scheduling of the appointment, the member shall submit this information to the Medical File Coordinator of his/her unit.

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|--|--|---------------|------------------------------|
| Publication General Order 1002.1 | Effective Date January 9, 1998 | Change Number | Page Number 3 of 8 |
|--|--|---------------|------------------------------|

4. Members who fail to schedule and appear for their pre-five year appointment will be subject to disciplinary action, including involuntary separation.

D. Biennial Physical Examination.

1. All members shall be required to submit to a biennial physical examination during an odd or even year based on their year of birth, following their pre-five year tenure physical examination. Once established in this sequence, a member shall be medically examined every two years for the remainder of his/her career.

2. Members born in an even-numbered year shall report to the Clinic in the month of their birth every even-numbered year; whereas those members born in an odd-numbered year shall report to the Clinic in the month of their birth every odd-numbered year.

3. Members shall contact the Clinic to request an appointment for the Biennial Physical Examination no less than two months before their birth month.

E. Military Leave Physical Examination.

1. When the leave requested is for 15 days or less, the member shall:

a. Schedule an appointment at the Clinic for a partial physical examination on the last business day that the Clinic is open prior to the member's departure on military leave.

b. Schedule an appointment at the Clinic for a complete physical examination on the first day that the Clinic is open for business after returning from military leave, and prior to working a tour of duty with this department.

2. A member scheduled for military leave in excess of 15 days shall schedule an appointment at the Clinic prior to his/her departure on military leave and upon his/her return. The "departure" and "return" physical examinations shall be scheduled simultaneously.

F. Pre-Promotion Physical Examination.

1. All sworn members whose names are reached on the promotion register, and those who are nominated for promotion above the rank of captain,

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|--|--|---------------|------------------------------|
| Publication General Order 1002.1 | Effective Date January 9, 1998 | Change Number | Page Number 4 of 8 |
|--|--|---------------|------------------------------|

4. Members who fail to schedule and appear for their pre-five year appointment will be subject to disciplinary action, including involuntary separation.

D. Biennial Physical Examination.

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2. Members born in an even-numbered year shall report to the Clinic in the month of their birth every even-numbered year; whereas those members born in an odd-numbered year shall report to the Clinic in the month of their birth every odd-numbered year.

3. Members shall contact the Clinic to request an appointment for the Biennial Physical Examination no less than two months before their birth month.

E. Military Leave Physical Examination.

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b. Schedule an appointment at the Clinic for a complete physical examination on the first day that the Clinic is open for business after returning from military leave, and prior to working a tour of duty with this department.

2. A member scheduled for military leave in excess of 15 days shall schedule an appointment at the Clinic prior to his/her departure on military leave and upon his/her return. The "departure" and "return" physical examinations shall be scheduled simultaneously.

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|---|---|----------------------|-------------------------------------|
| Publication General Order 1002.1 | Effective Date January 9, 1998 | Change Number | Page Number 5 of 8 |
|---|---|----------------------|-------------------------------------|

shall be required to report to the Clinic to undergo a physical examination. This physical examination shall be used to determine if the member is physically and mentally capable of performing the duties of the position to which he/she is to be promoted.

2. Those members who are to be promoted shall complete a PD Form 845 (Medical History for Potential Promotees).

3. Members who are found to be unable to perform the full range of police duties due to a physical or psychological reason shall be passed over for promotion at that time.

4. Members whose names have been reached on the promotion register but were passed over for medical reasons, shall have a subsequent pre-promotional physical examination prior to the expiration of the register in effect at the time they first failed the physical examination or within 12 months of the date the physical was failed, whichever is greater.

5. Should a member fail to pass this subsequent physical examination within the required time period, he/she shall not be considered for promotion from the promotion register from which the member was originally passed.

G. Fitness for Duty Medical Evaluation.

1. Definitions.

a. Medical Conditions.

A health impairment which results from injury or disease, including psychiatric disease, or other physical or mental impairment which may affect an individual's capacity to safely and satisfactorily perform his/her assigned duties.

b. Medical Evaluation.

An examination conducted by a Clinic physician to determine whether a medical condition exists.

2. A "fitness for duty" medical evaluation shall be requested by a supervisor when he/she has reason to believe that a member has a medical condition.

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|--|--|---------------|------------------------------|
| Publication General Order 1002.1 | Effective Date January 9, 1998 | Change Number | Page Number 6 of 8 |
|--|--|---------------|------------------------------|

3. When a member is believed to have a medical condition, the supervisor shall submit a report, through channels, to the Director, Medical Services Division.

- a. The report shall include observations, statements, or other objective information, including other written documentation, to support the supervisor's belief that the member has a medical condition, and a recommendation that the member be ordered to submit to a medical evaluation.
- b. Officials reviewing the request and recommendation shall forward the report through the chain of command without delay.
- c. The request must be approved by the Human Resources Officer before being forwarded to the Director, MSD.

4. Upon review of the approved request for a "fitness for duty" medical evaluation, after consulting with the member's commanding officer, the Director, MSD shall notify the member by telephone to report to the Clinic at an appointed time.

5. In any case where a supervisor believes that a member is suffering from a sudden loss of control of his/her physical or mental functions, and it is not advisable to take the time to go through the written procedure, the supervisor shall immediately consult with his/her commanding officer.

- a. Upon the commanding officer concurring with the supervisor's opinion, the commanding officer shall:
 - (1) Verbally contact the Human Resources Officer,
 - (2) Explain the critical nature of the circumstance, and
 - (3) Request a waiver of the procedure in Part IG3 of this order.
- b. Upon approval of this emergency procedure by the Human Resources Officer, the commanding officer shall prepare a written request in which:

- (1) The original shall be forwarded to the Human Resources Officer; and
 - (2) A copy of the written request shall be hand-carried to the Director, MSD by the supervisor, for a medical evaluation of the member.
- c. Upon the arrival of the supervisor, the Director, MSD shall immediately arrange for a consultation between the supervisor and the evaluating physician.
- d. The Director, MSD shall then:
- (1) Set an appointment for the member to report to the clinic for the evaluation, and
 - (2) Explain that the regular procedure has been waived.

PART II

A. Commanding Officers.

Commanding officers shall:

1. Conduct an investigation and submit a report with recommendations, through channels, to the Human Resources Officer, in all instances where a member fails to report to the Clinic for his/her scheduled physical examination/medical testing without making the appropriate prior notifications; and
2. Perform those duties prescribed in Part I concerning fitness for duty medical evaluations.
3. Ensure that all members requiring probationary or pre-five year physicals are scheduled for appointments as prescribed.

B. Director, Medical Services Division.

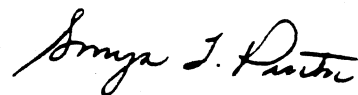
1. Provide an alternate appointment in those instances where a member is unable to keep the appointment for his/her scheduled physical examination, e.g., pre-five year tenure, biennial, etc.;

2. Advise the member of the new appointment for appearing at the Clinic;
3. Notify the commanding officer of the organizational element to which a member is assigned when that member fails to report to the Clinic;
4. Submit a report to the Human Resources Officer, listing the name, rank, and organizational element of those members who fail to report for a scheduled physical examination/medical testing;
5. Notify the member's commanding officer in order to arrange a return date and time for the member to meet with a Clinic physician, if the results of the physical examination warrant a personal interview;
6. Perform those duties prescribed in Part I concerning fitness for duty medical evaluations; and
7. Grant a waiver for a physical examination if the member has completed a physical examination within 120 days of the scheduled physical date. If a waiver is granted, the member will be required to submit a urine specimen for drug screening.

C. Human Resources Officer.

The Human Resources Officer shall:

1. Make the final decision of approving or disapproving all requests for waivers; and
2. Forward all requests for waivers to the Director, Medical Services Division after making the final decision.



Sonya T. Proctor
Interim Chief of Police

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