



OFFICE OF THE COUNTY SHERIFF
Montgomery County, Maryland
Darren M. Popkin, Sheriff



GENERAL ORDERS/PERSONNEL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Medical Examinations	2.13	12/05/11

Purpose: To establish policy and procedure for conducting medical examinations for employees of the Sheriff's Office. The medical examination program, which includes the Physical Fitness Testing Program, ensures that each employee is physically able to perform the duties and responsibilities of *their* position with the least possible risk to safety. As a preventive program it is designed to detect early medical problems and provide management with a medical opinion when it appears an employee's medical condition is adversely affecting job performance. The examination is provided at no cost to the employee. **(22.3.1, 22.3.2)**

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I. Periodic Health Assessment

A. *Deputies in public safety must participate in periodic health assessments conducted by the Employee Medical Examiner (EME). The EME determines which occupational classes or individuals require periodic health assessments and the content and frequency of assessments after considering the physical abilities required for the job, working conditions, workplace hazards, the individual's age and medical history.*

(1) *Civilian employees do not participate in the periodic health assessments, however they are subject to fitness-for-duty evaluations and any other evaluation deemed necessary by the EME. (22.3.1)*

B. *At a minimum, deputies will participate in a periodic health assessment according to their age:*

(1) Age 40 and older - not less than one (1) complete *health assessment* every year.

- (2) Age 31-39 - not less than one (1) complete *health assessment* every two (2) years.
- (3) Age 30 and under - not less than one (1) complete *health assessment* every three (3) years.

II. Notification to Employees

The Sheriff or Chief Deputy will designate a Division Captain to coordinate the periodic health assessments with Occupational Health Services (OHS). OHS will send a medical examination schedule to the Sheriff's Office. The assigned Captain will coordinate with section supervisors and individual deputies to assign dates for the health assessment.

III. Rescheduling

A *deputy* unable to keep a scheduled examination appointment will contact *the designated* Division Captain to request a new date. Except in emergency situations, all *requests for a new examination date must* be made at least 72 hours in advance of the appointment.

IV. Missed Appointments

- A. A *deputy* who fails to appear for a scheduled appointment will submit a memorandum to *the designated* Division Captain, via the chain of command, explaining the circumstances and requesting a new appointment. Appointments missed because of inexcusable circumstances will be reviewed by the *designated* division captain, who will take whatever *appropriate action is necessary*.
- B. *An employee who refuses or fails to participate in a periodic health assessment, fitness-for-duty evaluation, provide medical records or submits inaccurate or falsified medical records will be subject to disciplinary action or termination.*

V. Fitness-for-Duty Evaluation

The Sheriff or his designee may request a fitness-for-duty evaluation of an employee when:

- A. *The employee indicates that their decreased performance or performance problem has a medical basis.*
- B. *The employee's observed behavior indicates the employee may be physically incapable of performing the full range of their job duties.*
- C. *The employee's observed behavior indicates the employee may be mentally incapable of performing the full range of their duties.*

VI. Light Duty Evaluation

- A. *The Sheriff or his designee may ask the EME to evaluate a deputy for light duty if the deputy's healthcare provider recommends that the deputy's job duties or working conditions be temporarily modified because of the deputy's health condition.*
- B. *After completing the evaluation, the EME must provide a written health status report to the deputy and the Sheriff's Office that indicates the recommended restrictions and the expected duration of the restrictions.*
- C. *An employee must receive medical clearance from the EME before reporting to the Sheriff's Office when:*
 - (1) *Returning to full duty after any period working a light duty assignment; or*
 - (2) *After an extended absence caused by medical condition.*
- D. *The EME will evaluate the employee and advise the Sheriff's Office if the employee is medically able to perform the essential functions and duties of the employee's position.*
- E. *An employee's light duty assignment may not last longer than 6 months.*

VII. Physical Fitness Testing Program (22.3.2)

- A. *The Sheriff's Office will award annual physical fitness incentives to encourage all deputies to remain in their best physical condition.*
- B. *The components of the fitness test will include body fat composition, aerobic endurance, muscular strength, and endurance and flexibility assessments. These components will be measured through the following means:*
 - (1) *Push-ups*
 - (2) *Sit-ups (modified)*
 - (3) *3 mile walk or 1.5 mile run*
 - (4) *Abdominal Stretch*
 - (5) *Body fat composition measurement (or at deputy's discretion, pull-ups or flexed arm bar hang)*

C. *Deputies who qualify for an award based upon their test results will receive a leave award in the following amounts, to be used within a year of the date of the test:*

- (1) *Outstanding = 20 hours*
- (2) *Excellent = 16 hours*
- (3) *Good = 12 hours*

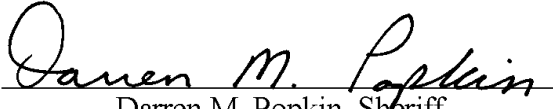
VIII. CALEA Standards

22.3.1, 22.3.2

IX. Cancellation

This directive cancels and replaces General Orders/Personnel Procedures 2.13, effective *05/01/95. Shred replaced directive.*

AUTHORITY:


Darren M. Popkin, Sheriff
12/05/2011