



# 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	07/01/22

**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.

**Contents:**

- I. Periodic Health Assessment
- II. Notification to Employees
- III. Rescheduling
- IV. Missed Appointments
- V. Fitness-for-Duty Evaluation
- VI. Light Duty Evaluation
- VII. Physical Fitness Testing Program
- VIII. Cancellation

### **I. Periodic Health Assessment**

- A. Deputies in public safety must participate in periodic health assessments conducted by the **Occupational Medical Service (OMS)**. **OMS** 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 **OMS**.
- 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 an *employee* to coordinate the periodic health assessments with Occupational *Medical Services* (OMS). OMS will send a medical examination schedule to the Sheriff's Office. The assigned *employee* 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 their *division commander* 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 commander*, 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 commander*, 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 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 designee may ask **OMS** 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, **OMS will** 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 **OMS** 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. **OMS** 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**

- 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

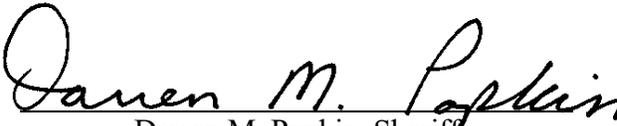
**VIII. Mandatory Mental Health Consultations**

- A. *All employees have access to voluntarily participate in the Montgomery County Government's Employee Assistance Program (EAP). Free and confidential services from the (EAP) are available twenty-four (24) hours a day, three hundred sixty five (365) days a year through a third party vendor. Services include up to six (6) free counseling sessions per employee issue as well as work-life balance services, such as financial and legal resources, online will preparation, and assistance with major life changes, to include moving, finding elder/child care as well as planning for retirement. Employees may call 1-855-350-1750 or visit [www.GuidanceResources.com](http://www.GuidanceResources.com) to access this information. The (EAP) is designed to protect the mental health of employees at all times, to include periods of public demonstrations and unrest.*
- B. *A voluntary and confidential mental health consultation and voluntary confidential counseling service will be provided to a deputy sheriff who has been involved in an incident involving an accident resulting in a fatality.*
- C. *Deputy Sheriffs are required to participate in a mandatory confidential mental health consultation and subsequent voluntary confidential counseling services if they have been involved in any of the following:*
- (1) *A serious injury to themselves;*
  - (2) *An officer-involved shooting; or*
  - (3) *Any use of force resulting in a fatality.*
- D. *All mental health services provided under these provisions will be at no cost to the employee.*

**IX. Cancellation**

This directive cancels and replaces General Orders/Personnel Procedures 2.13, effective 12/05/11. *Shred replaced directive.*

AUTHORITY:

  
Darren M. Popkin, Sheriff  
07/01/2022