



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

**SUBJECT: PHYSICAL/MENTAL FITNESS AND EXAMS**

**NEW REVISED RESCINDS**

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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### **I. POLICY**

The medical examination program is intended to ensure that each employee/candidate is physically able to perform the duties and responsibilities of a police employee with the least possible risk to safety. The Department's physical requirements are in compliance with the Americans with Disabilities Act (ADA).

### **II. PRE-EMPLOYMENT EXAMINATIONS**

It is the policy of Cottage City that candidates shall be tested and found both physically and emotionally fit to perform the duties of a police officer.

- A. The physical examination will be conducted by a licensed physician of the Town's choosing, using nondiscriminatory procedures. This examination will include a drug screening test for controlled and dangerous substances as prescribed by Maryland Police and Correctional Training guidelines.
- B. The process will include an emotional stability and psychological fitness examination that will be conducted and assessed by a qualified professional of the Town's choosing.
- C. Results of the physical and psychological examinations are confidential and are kept on file.
- D. All examinations required by the selection process are provided at no cost to the perspective employee.

- E. Under the Americans with Disabilities Act (ADA), no employer can conduct a medical examination or make inquiries of a job applicant concerning the nature or severity of a disability unless an offer of employment (which can be conditioned upon the successful completion of the medical or other selection process) has been made and a similar examination is required of all new employees.

## **111. FITNESS**

In order for Department employees to fulfill the duties and responsibilities of their respective positions, they must be physically and mentally able to perform all of the tasks they may be called upon to perform during the course of their tour of duty, or even in an "off-duty" status, if the need arises.

For the purpose of competently dealing with the personnel needs of the Department, there are herein established three (3) categories of fitness. The critical criteria for determination of the categories is the ability of an individual to perform the full scope of duties and responsibilities that the individual was hired to perform.

### **A. Full Duty**

The employee is able to fully perform all duties and meet all responsibilities required of the position to which the employee was appointed.

### **B. Limited Duty**

An employee will be placed in a limited duty status when he or she is temporarily incapacitated due to an on-duty injury such that they cannot perform all of the duties of their assignment without presenting an unreasonable risk to the health or safety of themselves, other employees, and/or the public.

1. The employee will submit a physician's certification to the Chief of Police describing the employee's condition that warrants being placed in the limited duty status.
2. An employee in a limited duty status may be temporarily assigned to a position which has assigned duties and responsibilities consistent with his or her medical restriction.
3. Limited duty status may be denied if there are no assignments available for the employee to perform.

4. Before the employee's return to full duty, he or she may be required to successfully complete a physical examination, to ensure the employee's fitness for duty, pursuant to the provisions of the Employee Manual.

C. Disability

Disability will be handled in accordance with the Worker's Compensation Law(s) and/or Cottage City Personnel Regulations.

**IV. SPECIAL MEDICAL EXAMINATIONS**

Whenever it appears that a Cottage City employee has a condition which adversely affects his or her ability to perform his or her duties, or the well-being of either the public or other employees, or uses sick leave in a manner which appears excessive, the supervisor may require that the employee be examined (at no cost to the employee) by a Town-appointed physician who shall report his or her findings. The supervisor shall take whatever action deemed appropriate in consideration of the findings of the Town-appointed physician. An employee who is required to discontinue work may not return to work until authorized. The leave status of the employee during this period shall be determined by the supervisor pursuant to applicable provisions of the Cottage City Personnel Regulations and these regulations.