DOUGLAS COUNTY SHERIFF'S OFFICE		Policy & Procedure
General Administration		**P&P-A-115**
Physical Exams/Fitness for Duty		
Effective Date: 05-05-25 Supersedes: 06-09-20	Approval: Sheriff	Number of Pages: 3
References:	Reevaluation Date: Annually	Standards: CALEA LE 22.2.1, LE 22.2.2, LE 22.2.3, COM 3.2.5

I. POLICY

The agency will promote and maintain a reasonably healthy and physically fit work force for the purpose of preventing undue health related costs, facilitating public and employee safety, and assuring a capable and productive work force. Members are required to be free from any physical, emotional, or mental condition that may affect the exercise of their duties. Any report or indication that a member may need to be evaluated for FFD must be based on an objectively reasonable and factual basis.

II. PHYSICAL / FITNESS FOR DUTY (FFD)

All employees are strongly encouraged to have regular physical examinations and participate in County wellness programs. The agency will pay for physical examinations required by the employer. Employee initiated physical examinations are at the employee's expense, unless otherwise provided for in their employer provided medical insurance. <LE 22.2.2>,<LE 22.2.3>, <COM 3.2.5>

Indications that a member may require an evaluation may include but are not limited to problems with dexterity, coordination, concentration, memory loss or distortion, inadequate alertness, problems with vision or speech, inability to physically perform the essential functions of their position.

The nature of some specific positions or responsibilities necessitates periodic health screenings. These specific positions and requirements are:

- Bomb Team Technicians: Physical exam prior to attending bomb school and prior to recertification every 3 years.
- Hazmat Team Technicians: Physical exam at initial appointment, then annually. When a member separates from the Hazmat team, a physical exam upon departure.
- Communications staff members: Medical, hearing and vision examinations are conducted prior to hire and may be conducted as needed to determine fitness for duty.<LE 22.2.1> <COM 3.2.5>

Results of the exams will be reviewed by the Professional Division Chief to ensure the employee is fit for duty. The actual fitness for duty determination will be made by authorized and qualified medical professionals. Each case will be evaluated and handled on an individual basis if further follow-up is required. After records have been reviewed, they will be secured in the employee's medical file and retained by the personnel coordinator.

When the authenticity of an employee's use of sick leave or his physical fitness for duty is in question, he may be required, at the sheriff's office expense, to be examined by a

physician selected by the sheriff's office. <COM 3.2.5> Employees who cannot reach maximum medical improvement to fulfill the physical agility requirements of the job description as determined by a physician may be subject to petition for long-term disability. At the discretion of the Sheriff, any employee who fails to fulfill the physical requirements of his job description may be placed on modified duty assignment.

Employees shall be responsible for the maintenance of their individual physical fitness and shall not allow themselves to become physically unfit to perform their official duties through personal neglect or lack of self-discipline.

The county provides a fitness facility at both the Highlands Ranch Sub-Station and at the main facility. The fitness facilities offer both aerobic and weight equipment, available for use, 24/7. Members are encouraged to use this equipment to maintain their individual physical fitness.

III. PSYCHOLOGICAL – EMOTIONAL / FITNESS FOR DUTY

Psychological – emotional fitness for duty refers to the member's ability to perform their assigned duties in a safe, secure, productive, and effective manner.

Indications that a member may require an evaluation may include but are not limited to: problems with dexterity, coordination, concentration, memory loss or distortion, inadequate alertness, problems with vision or speech, inappropriate interactions with co-workers or supervisors, inappropriate reaction to criticism, fits of anger or rage, unwarranted acts of aggression, suicidal or threatening statements, indications of substance abuse, depression, extreme anxiety etc., or after a self-reporting incident, a culturally competent psychologist advises that the employee may not be fit for duty.

IV. RESPONSIBILITIES

A. Member Responsibilities

Members shall report to their supervisor any circumstance that may lead the member to believe they are not fit for duty. Any member witnessing a co-worker exhibiting an indication that they are not fit for duty shall be responsible for reporting the incident to supervisor as soon as reasonably possible. Failure to report may be grounds for discipline up to an including termination.

B. Supervisor Responsibilities

When a supervisor receives reliable information that a member may be unfit for duty or through personal observation believes a member is unfit for duty, the supervisor will validate and document the information as soon as practicable.

Supervisors will present the information to the involved member at the earliest possible time in order to validate the information and allow the member to explain their actions and correct any mistake of fact or take any corrective or preventative action deemed necessary. The supervisor will then determine if the member should leave the workplace immediately for safety reasons.

In situations where there is cause to believe that a member has committed a crime, is threatening themselves or others, or is acting in a manner that is dangerous to themselves or others the appropriate action shall be taken, and command staff notified.

In all other circumstances the supervisor shall take appropriate action, to include contacting the Office of Professional Standards or the on-call Professional Standards representative if outside normal business hours. As soon as practical the supervisor will complete a PCR detailing the facts and attaching pertinent documents.

C. Professional Standards Responsibilities

Based on the information provided and further interviews if required, the Office of Professional Standards will make the determination if a fit for duty evaluation is required and, if so, the type of evaluation needed (including but not limited to, physical examinations, mental health evaluations, and/or threat assessments) and the type of health service provider to make the evaluation. The Professional Standards Division Chief in consultation with the member's division chief shall make the determination if the member is to be placed on administrative leave with or without pay. In the event the member is to be placed on leave, the member's division chief shall be responsible for coordinating said leave and depending on the circumstances, may include collection of credentials and limiting member's access to the building and computer systems. The Office of Professional Standards will coordinate any evaluations with the member.

V. EVALUATION PROCESS

In the event a member requires a fit for duty evaluation the Office of Professional Standards will provide a form to the designated health service provider to certify whether the employee is fit to return to work. The health service provider form will include a description of the circumstances leading to the request for evaluation as well as the member's job description.

The member must comply with all aspects of the fitness for duty evaluation procedures, including furnishing the necessary consent and release forms to the health service provider. Failure to comply with any portion of the fitness for duty process (including but not limited to attending scheduled appointments, consent or release of information to the health service provider, failure to satisfy recommendations) may be grounds for discipline up to and including termination. The member will provide documentation to the Office of Professional Standards as may be required in the fitness for duty evaluation showing compliance with recommendations or conditions set for return to duty.

Nothing in this policy is intended as a substitute for other applicable Douglas County Sheriff's Office policies or procedures related to performance; nor is the fit for duty process intended as a substitute for discipline.

By Order of the Sheriff