



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management

Section: 305

Subject: Physical Standards

Topic:

Accreditation: PER. 03.05, 03.06

Revised:

Reaffirmed:

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I. PURPOSE

The purpose of this General Order is to establish guidelines for the physical well-being of Loudoun County Sheriff's Office ("LCSO") personnel.

II. POLICY

It shall be the policy of the Loudoun County Sheriff to promote and encourage the continuing physical conditioning, health and wellness of his sworn deputies.

III. PROCEDURE

A. General Health and Fitness

1. All personnel are required to maintain a level of fitness that will permit them to effectively carry out their duties. To assist deputies in achieving their fitness goals, there are exercise rooms located at Headquarters, Eastern Loudoun Station, Ashburn Station, Western Loudoun Station and Dulles South Station. The Northern Virginia Criminal Justice Training Academy also provides free access to its gymnasium and further provides in-service training in fitness, defensive tactics, stress management, etc.
2. Supervisors shall monitor deputies' work and attendance records and other signs that may indicate an employee is experiencing a health issue, and advise the appropriate Division Commander as appropriate. At the Division Commander's discretion, the Sheriff may be notified and, in accordance with the applicable County Human Resources policy, he may require the deputy to submit to a physical examination to determine his or her fitness for duty.

B. Physical Fitness and Examinations

1. The role of a law enforcement officer often demands quick response to situations requiring physical exertion after long periods of sedentary activity. The safety of the general public and the individual deputy demands that each sworn deputy maintain him/herself in good physical condition, regardless of assignment. Poor physical condition, such as obesity, is as much a detriment to the Sheriff's Office image as improper demeanor or unkempt uniform appearance. All deputies should keep physically fit and undertake programs of diet and exercise as may be required to maintain an acceptable level of fitness.

2. All agency sworn personnel received a complete physical examination upon their initial conditional offer of employment and will receive a complete physical examination on a regularly scheduled basis for the duration of employment with the agency. The initial physical examination at the time of the conditional offer of employment establishes the sworn employee's baseline physical. The physical examination will be performed by the County's contracted occupational health provider at no cost to the deputy.
3. The LCSO Human Resources Special Program Assistant will track each deputy's physical examination schedule and send out an official notice when an exam is due. Upon receipt of the notice, the deputy is required to follow the instructions included in the notification package to include making the appointment at his/her earliest convenience and completing the medical history questionnaire. Notifications will be sent out 30 days prior to the physical due date. Deputies are responsible for making an appointment as early as possible, otherwise agency staff will assign a date.
4. The physical examination schedule is as follows:
 - a. Medical examinations and treadmill stress test -
 1. Ages 18 – 30 – once every three (3) years.
 2. Ages 30 – 40 – once every two (2) years.
 3. Ages 40 and above – annually.
 - b. Chest x-ray (posterior – anterior – lateral views) –
 1. Deputies of all ages – once every three (3) years unless medically indicated by the County's contracted occupational health provider.
5. In the event the County's contracted occupational health provider does not clear the deputy for full unrestricted duty and requires that the deputy follow-up with his/her personal physician/specialist, the deputy shall be immediately placed on Temporary Restricted Duty as appropriate. The deputy shall provide additional documentation and/or medical follow-up as specified by the County's contracted occupational health provider and at the deputy's expense. The deputy will receive an interim correction order from the occupational health provider for 30 days and the deputy is responsible for providing necessary information to the occupational health provider 7 days prior to the interim expiration date, unless his/her medical condition requires further testing. In the event that the deputy needs more time to finish the medical requirements, he/she shall notify his/her Supervisor and the HR Special Program Assistant.
6. If the deputy fails to provide such required medical follow-up and/or information

within 30 days, the County's contracted occupational health provider will make a final determination that the deputy is not cleared for unrestricted duty, and the deputy will not be eligible for continued Temporary Restricted Duty. The deputy will be placed on appropriate leave until the required information is provided to the County's contracted occupational health provider. If medical follow-up and/or information is still not provided, the deputy may be subject to dismissal pursuant to General Order 303, General Responsibilities, and in accordance with applicable Loudoun County Human Resources policies.

7. If the deputy wishes to receive details regarding the examination components, further information is available through the Administration Bureau Commander.
- C. Monitoring of identified medical problems may be scheduled more frequently and may include annual physical examinations at any age. In situations where an employee becomes unfit for duty due to illness or injury, whether caused/incurred on duty or off, that employee may be required to submit to a physical examination prior to his/her return to determine fitness for duty.
- D. The Sheriff or his/her designee determines an individual's physical fitness for duty based on the recommendation of the County's contracted occupational health provider after each deputy's physical examination has been completed.
- E. Criteria for fitness differs by individual based on age, gender and existing physical conditions. Those deputies who do not meet the criteria listed below should consult with their primary care physician prior to beginning any strenuous fitness program. The following personal fitness criteria may be utilized by agency personnel as a minimum guide to determine whether or not they need to amend their diet and/or level of activity:
1. Resting pulse rate of less than 75 beats per minute
 2. Less than one inch of fat able to be pinched from upper arm, abdomen or flank
 3. No shortness of breath noted when climbing up two flights of stairs or walking any distance
- If a deputy has any history of hypertension (high blood pressure), asthma, chronic obstructive pulmonary disease, emphysema, diabetes, or heart disease and specific permission has been granted by his/her primary care physician to participate in a strenuous fitness program, then the physician should evaluate the deputy's progress after three months has elapsed on the new diet and/or exercise regime.
- F. Additional specific individual fitness criteria can be obtained from the County's contracted occupational health physician, or the deputy's primary care physician. All employees are encouraged to consult with their primary care physician prior to engaging in an exercise program. Individual fitness criteria and program goals can be obtained from these medical professionals who will assist in the development of a prudent exercise/diet program to increase general fitness and well-being.