



Lincoln Police Department

Standard Operating Procedures

Integrity, Competency, Fairness



Subject:	Hearing Conservation Program	Policy #	A – 9.A
Effective Date:	July 29th, 2026	Review Cycle:	2 Years
Distribution:	All Personnel	# of pages:	4
MLEAP:			
	<i>Rescinds All Previous Policies Related to This Current Policy</i>		
Issuing Authority:	Chief of Police Lee Miller		

I. Policy

The Lincoln Police Department is committed to protecting employees from occupational hearing loss through a comprehensive Hearing Conservation Program. This policy establishes procedures for identifying occupational noise hazards, providing hearing protection, offering audiometric testing, and ensuring compliance with OSHA Standard 29 CFR 1910.95, Occupational Noise Exposure.

This policy applies to all full-time, part-time, reserve, and other personnel who are required to carry a firearm and participate in firearms qualifications or who may otherwise be exposed to hazardous occupational noise.

II. Purpose

The purpose of this policy is to establish a hearing conservation program that minimizes occupational hearing loss through noise monitoring, hearing protection, employee training, audiometric testing, and proper recordkeeping.

III. Procedures

A. Program Administration

The Chief of Police shall serve as the Program Administrator.

The Program Administrator is responsible for:

1. Issuing and administering this policy.
2. Ensuring compliance with all applicable federal, state, and local hearing conservation regulations.
3. Identifying employees who may be exposed to occupational noise levels exceeding OSHA action limits.

4. Developing and implementing hearing conservation and noise reduction procedures.
5. Ensuring appropriate hearing protection is available and employees receive training on its proper use and care.
6. Coordinating noise exposure monitoring when necessary.
7. Coordinating annual audiometric testing.
8. Maintaining required medical and training records.
9. Supervising hearing protection selection.
10. Completing exposure reports when necessary.
11. Evaluating the effectiveness of the Hearing Conservation Program and updating this policy as needed.

B. Noise Monitoring

Noise exposure monitoring shall be conducted whenever employee exposure may reasonably exceed an eight-hour time-weighted average of 85 dBA.

Within the Lincoln Police Department, the primary activity known to produce potentially hazardous noise exposure is:

- Firearms training and qualification.

Monitoring may be conducted by the Maine Department of Labor or another qualified occupational safety professional.

Employees will be given the opportunity to observe exposure monitoring provided it does not interfere with testing or operations.

C. Noise Control

Whenever feasible, engineering or administrative controls shall be evaluated to reduce employee exposure to hazardous noise.

Where engineering controls are not practical, hearing protection shall be required.

Noise reduction measures may include:

- Department-issued hearing protection.
- Disposable ear plugs or earmuffs.
- Temporary sound barriers when practical.
- Other approved methods that reduce employee exposure.

D. Hearing Protection

The Lincoln Police Department shall provide appropriate hearing protection to all personnel participating in firearms training or other activities involving hazardous noise.

Employees are required to wear department-approved hearing protection whenever exposed to hazardous noise.

Employees are responsible for:

- Proper use of hearing protection.
- Inspection prior to use.
- Cleaning and maintenance.
- Reporting damaged or defective equipment.

E. Audiometric Testing Program

The Lincoln Police Department will make annual audiometric testing available to all sworn personnel who are required to carry a firearm and qualify.

Participation in the audiometric testing program is encouraged to assist in identifying occupational hearing loss at an early stage.

Employees who choose not to participate shall review and sign an Audiometric Testing Declination Form acknowledging that testing was offered and voluntarily declined. An employee may elect to participate in the program at any time by notifying the Program Administrator.

Employees participating in the program shall receive a baseline audiogram as soon as practical after hire, but no later than six months after initial occupational noise exposure.

Annual audiograms shall be compared to the employee's baseline to determine whether measurable hearing loss has occurred.

Employees should avoid hazardous noise exposure for at least fourteen (14) hours before testing whenever possible.

Audiometric testing shall be conducted by Concentra or another qualified occupational health provider in accordance with OSHA requirements and ANSI standards.

F. Training

Annual hearing conservation training shall be provided to all personnel covered under this policy.

Training shall include:

- The effects of occupational noise on hearing.
- Proper use, care, and limitations of hearing protection.
- The purpose and benefits of audiometric testing.
- Department hearing conservation procedures.
- Employee responsibilities under this policy.

Employees participating in the audiometric testing program shall receive a copy of their test results upon request or as provided by the testing provider.

The OSHA Hearing Conservation Standard (29 CFR 1910.95) shall be made available to employees. ([Click Here to see it](#))

G. Recordkeeping

The Program Administrator shall maintain records relating to:

- Noise exposure monitoring.
- Audiometric testing.
- Training documentation.
- Employee participation or declination forms.
- Hearing conservation program evaluations.

Audiometric records shall include:

- Employee name.
- Job classification.
- Baseline audiogram.
- Date of examination.
- Examiner's name.
- Audiometer calibration information.
- Most recent exposure assessment.

H. Records Retention

Audiometric records shall be maintained for the duration of the employee's employment as required by OSHA.

Employees may review or obtain copies of their hearing conservation records in accordance with applicable law and department policy.

[Appendix A – Audiometric Testing Declination Form.](#)