



Newport News Police Department - Administrative Manual

ADM-320 - ANNUAL PHYSICAL EXAMINATION

Amends/Supersedes: ADM-320 (10/04/2021)

Date of Issue: 08/29/2022

I. GENERAL

[22.3.1; 22.3.2]

- A. The Newport News Police Department has established requirements for sworn and Communications Division personnel to ensure they maintain all medical and physical standards necessary to perform their position's duties and responsibilities in accordance with section [501 Employment Standards](#) of the Personnel Administrative Manual.
- B. All sworn personnel of the Police Department shall undergo an annual physical examination by the City's medical officer. The annual physical examination is provided for all sworn personnel at no cost.
- C. Sworn personnel should maintain good health and fitness so that they can successfully pass the annual physical examination and perform all the tasks directly related to their job assignment.
- D. All Communications Division personnel who regularly engage in call taking and/or dispatching as part of their described job function shall undergo an annual physical examination of their visual and hearing acuity by the City's medical officer. The annual physical examination is provided for these employees at no cost.


II. PROCEDURE

[22.3.1]

- A. The Internal Affairs Division is responsible for coordinating each employee's annual.
- B. The Internal Affairs Division administrative technician will provide command staff with a list of employees scheduled for examination. The list will also indicate the date, time, and location of each employee's scheduled examination.
- C. It is the employee's responsibility to appear on the scheduled date and time. If circumstances occur and the appointment cannot be kept, the employee shall notify the Internal Affairs Division directly and their chain of command as soon as possible so the appointment can be rescheduled.

NOTE: The completion of the scheduled annual physical is considered a duty assignment. The employee is responsible for its completion.

- D. For the required laboratory testing portion of the examination, it will be necessary for the officer to refrain from eating or drinking 10 - 12 hours before the testing. The laboratory testing must be completed at least five (5) days before the physical examination appointment.
- E. Officers must complete the Purified Protein Derivative (PPD) questionnaire to determine appropriate testing during their physical exam.


Steven R. Drew
Chief of Police