

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT:	MEDICAL EXAMINATIONS & PHYSICAL FITNESS	NUMBER:	2.4.4
		ISSUED:	12/9/2009
SCOPE:	All Police Personnel	EFFECTIVE:	12/9/2009
DISTRIBUTION:	General Orders Manual, and All Police Personnel	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG STANDARDS 3 rd EDITON: 2.4.5, 2.4.6	

INDEX AS: Medical Examinations
Physical Fitness

PURPOSE: All personnel are required to understand and comply with the Department's standards regarding employee required medical examinations as well as with the Department's physical fitness and general health standards.

POLICY: It is the policy of the Port Washington Police Department that when required by the agency, physical, medical and/or psychological examinations shall be provided at no cost to the employee.

The Department's Physical Fitness standard governs the minimum standards of general health and physical fitness to which all specified personnel must adhere. The intent of this policy is to reduce the incidence of injury on the job and to maintain or improve the health and quality of life of each member of the Department.

Medical Examinations

- A. If physical, medical or psychological examinations are required by the City and/or Department, the City and/or Department will bear the full cost of such examination(s) rather than the employee.
- B. There are no exceptions to this order whether the examination is required by written order, mandated by memorandum, or given by oral command.
- C. Any Department ordered examination shall be conducted only to confirm the employee's continued fitness to perform the tasks of his/her assignment and to inform him/her of his/her general condition, not to identify employees with disabilities who are otherwise able to perform their assigned duties with or without reasonable accommodation.

- D. Employees are encouraged to undergo a voluntary, periodic physical examination as a benefit to both the employee and the Department. Physical examinations which may be ordered by the City and/or Department are used to determine an officer's fitness for duty and to develop a fitness program to correct areas of deficiency.
- E. Physical examinations for sworn personnel less than 35 years of age are encouraged every five (5) years after the initial physical examination, every two (2) years after the age of thirty-five (35), and sworn personnel who have reached their 40th birthday will be encouraged to undergo bi-annual (twice a year) physical examinations by a licensed physician of their choice.
- F. Where the apparent physical or medical condition of a sworn employee indicates a possible detriment to performance of assigned duties, the department may require a physical examination of the employee by a department selected physician, at department expense, if the employee refuses to participate in a private, voluntary physical examination. The results of the department required medical examination will be entered into the employee's medical record and may constitute grounds for further personnel action.
- G. Non-sworn employees are encouraged to undergo at least an annual medical examination. Should apparent physical or medical problems indicate that the department may require such examination as a requisite to continued work performance, the Chief of Police may, at his discretion, order such examination by a department selected physician at department expense. Such department required examination results will be entered into the employee's medical record and may constitute the basis for further personnel action.
- H. Physical examinations required/requested by the department, shall be paid for by the department, at no cost to department personnel.

Physical examinations will be requested in the following increments:

- a. As part of the police officer selection process, police applicants will undergo a thorough medical examination prior to being selected for employment. This is to determine general fitness to perform the tasks of their assignment, not to identify employees with disabilities.
- b. The Chief of Police may require an employee to undergo a medical examination whenever he has reason to believe there is a medical or physiological condition present that may affect the employee's ability to successfully perform his or her job.
- I. Vaccinations: City of Port Washington Police Department sworn employees, full and part-time, shall ensure that they are up-to-date with their vaccinations for Hepatitis B, according to Federal and Wisconsin State Laws. Sworn employees shall be offered Tetanus and Tuberculosis vaccinations, at the employer's expense, as well. All employees, sworn and non-sworn, shall be offered annual flu vaccinations at the

employer's expense. All vaccinations will be administered at the Ozaukee County Health Department, when available, unless prior authorization to obtain the inoculation(s) elsewhere is received from the Chief of Police.

J. Physical Fitness

Physical fitness should be a personal goal of every employee of the Port Washington Police Department. Research indicates that the level of one's fitness and the nature of their diet directly affect the incidence of cardiovascular disease and cancer. In persons over 35, cardiac disease is the leading cause of death. Further, studies indicate that cardiac disease and cancer can be reduced in frequency and severity if a fitness and nutrition program are strictly followed.

Personnel are expected to understand and comply with generally accepted standards of physical fitness and general health. Physical fitness standards have to be shown to be directly related to the job tasks performed, and not to eliminate or penalize employees who can otherwise perform the task of their assignment, with or without reasonable accommodation.

Each employee of the Department is expected to maintain a level of general health and physical fitness that insures satisfactory job performance and decreases the chance of injury or illness and excessive sick leave.

A. Specified Personnel:

1. Applicants for General Employment such as new hires for clerical or other civilian positions are required to complete a physical examination.
2. Applicants for Police Officer are required to complete a physical examination.
3. Current employees are encouraged to seek annual physical examinations and to maintain those minimum physical fitness standards shown to be directly related to the job tasks performed.

B. General Health:

1. Orders regarding sick leave and medical examinations will be adhered to.

C. Physical fitness:

1. Physical fitness will be a professional goal of every member of the department since research and statistical evidence proves that physical fitness and a proper diet improve health and performance.
2. Since police officer recruits must meet physical fitness standards as set by the State of Wisconsin Training & Standards Board to successfully complete basic training and become certified as a police officer, the Department recommends

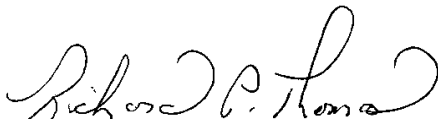
all members maintain those same standards which are identifiable, job-related, and achievable.

- a. All personnel are encouraged, but not mandated, to meet and maintain these standards.
- b. Prior to implementation of any personalized physical fitness program, the employee is encouraged to obtain a medical examination and approval to participate in the program from their personal physician.

D. Standards of Fitness:

1. Police officers in field assignments and in patrol must possess a level of fitness and general health that allows them to adequately perform the essential functions of the position. Examples of these activities may include, but are not limited to: Climbing obstacles, running after suspects, running up stairs, jumping over obstacles, lifting heavy objects or persons, subduing persons who are resisting arrest, operating a motorcycle, and physically pushing movable objects.
2. Employees assigned to work field or patrol assignments are encouraged to seek the advice of their personal physicians and receive periodic physical examinations.

APPROVED:



Chief Richard P. Thomas

DATE:

12/9/09
