

- I. Purpose
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I. Purpose

To establish the guidelines for medical examinations for Division Personnel.

II. Procedures for Annual Physicals

- A. All Park Police Officers will undergo an annual physical evaluation and stress test pursuant to the Collective Bargaining Agreement between the Maryland National Capital Park and Planning Commission and the Fraternal Order of Police Lodge #30.
- B. The Chief, Park Police Division will designate a Physical Coordinator to track and schedule annual physical evaluations with the Health and Safety Office of the M-NCPPC.
- C. The Physical Coordinator will request annually from officers' Sergeants a minimum of four dates for the purpose of scheduling a physical.
 - 1. These dates will coincide with the officer's regular workday schedule whenever possible.
 - 2. Physical evaluation and stress test dates will be scheduled with the appropriate facility and the officer will be notified of the date in writing.
- D. All officers will comply with all medical instructions, i.e.: fasting, appropriate attire, etc, and attend the physical evaluation and stress test on the date and time assigned.
- E. Appointments may only be rescheduled with 48 hours notice for the following reasons:
 - 1. Approved leave for illness or injury
 - 2. Documented family emergency
 - 3. Scheduled court appearance
 - 4. Required attendance at Division approved mandatory training
- F. If an officer must reschedule an appointment she/he will notify their immediate supervisor, Section Commander, and Physical Coordinator via e-mail, with a copy to Health and Safety.
- G. All officers are also responsible for notifying the medical test facility by phone at least 48 hours prior the scheduled appointment time.
 - 1. If an officer's failure to follow these procedures results in a cancellation fee, the officer may be responsible for reimbursing M-NCPPC the fee.
 - 2. Failure to adhere to these procedures may also result in disciplinary and/or performance action.
- H. If an officer's physical evaluation or stress test does not commence within 30 minutes of the scheduled appointment time, the officer will notify Health and Safety and follow any instructions given.

- I. Should the medical provider notify the M-NCPPC Health and Benefits Office that an officer is “Not fit for Duty” as a result of the physical evaluation or stress test, the Health and Benefits Office will notify the Professional Standards Commander.
 1. The officer may then be temporarily placed in an administrative position and suspended from any uniform patrol duty until a determination of “fit for duty” is made by the appropriate medical professional.
 2. Officers in a temporary duty assignment:
 - a. Will not have police powers suspended.
 - b. Will be required to report to the designated supervisor at their regular duty time in business attire.
 - c. Will not operate a marked police vehicle or perform any uniform police assignments.
 - d. Are prohibited from engaging in security/police related secondary employment.
 - e. Will be directed to Health and Safety to obtain additional information and instructions on how to return to full duty in a timely manner.
 - f. When follow-up testing/procedures are required, officers will, in a timely manner, schedule and attend any follow-up testing/procedures that are required to enable them to return to full duty.
 - g. Will provide weekly updates to the Professional Standards Commander on their progress for returning to full duty.

III. Psychological Examinations

- A. Employees may be required by a supervisor to submit to a psychological examination or counseling from a mental health care provider. Employees will submit to scheduled examinations or counseling appointments.*
- B. Employees are encouraged, if needed, to seek the assistance of the Commission’s employee assistance program.*

**Approved Park Police Document
Signed Original on File**

End of Directive