

General Health, Mental Health & Physical Fitness

Index Code: 710
Effective Date: 8/9/2022

I. Purpose

The purpose of this directive is to describe the agency's policy regarding general health, mental health and physical fitness to perform job tasks identified for sworn employees.

II. Policy

The functions of a law enforcement agency require a level of physical and mental fitness not demanded by many other occupations. Failure to maintain an appropriate level of fitness could result in unnecessary injuries and sickness.

It is the policy of the Office of the Sheriff to maintain standards of fitness shown to be directly related to the tasks performed, and not serve to eliminate or penalize employees who can otherwise perform the tasks of their respective assignment, with or without reasonable accommodations.

The Office of the Sheriff encourages all employees to participate in a general health and physical fitness plan approved by their personal physician.

III. General Health & Physical Fitness Each employee is required to maintain a level of general health and fitness sufficient to carry out the essential duties of their respective position.

IV. Physical Examination

The Office of the Sheriff requires a physical examination, at its expense, as part of the hiring process for new deputy sheriffs. The results of the examinations are maintained in the deputy's background investigation file, which is separate from their general personnel file.

V. Supervisor's Responsibilities

When a supervisor determines, through observation, that there is an essential duty that an employee is unable to perform and it appears that the reason for the employee's inability is the result of the employee's health or fitness, the supervisor will notify the employee and report the specific deficiency, in writing, to the Chief Deputy via the chain of command.

The Chief Deputy, after consulting with a member of the Department of Human Resources for Queen Anne's County and the agency Human Resources Manager, will determine if it is necessary to refer the employee to a physician, at the expense of the Office of the Sheriff, to determine their fitness for duty. A copy of the employee's job description will be provided to the physician for referencing the critical job tasks of the employee. The employee may return to work once the attending physician determines that the employee is able to perform the essential duties of their respective assignment, with or without any reasonable accommodations.

VI. Physical Agility Assessments

Every calendar year, all sworn personnel shall submit to physical agility assessments as determined by the MD Police and Correctional Training Commission (MPCTC) and administered by the agency Training unit. Each sworn employee's participation in that assessment will be individually documented and filed in their individual training file for a minimum of three years. (If a sworn employee does not submit to the assessment, that employee will be ineligible for re-certification.) Upon completion, a form will be presented to the Sheriff for certifying that all sworn personnel have participated and are able to carry out their assigned duties. The training commander shall retain the Sheriff's signed certification for MPCTC audits.

VII. Mental Health Assessments

Every two years, all sworn personnel shall submit to a mental health assessment administered by the agency Human Resources section and reviewed by a mental health professional. Proof of each sworn employee's participation will be maintained in the employee's medical file. Upon completion of this biennial assessment, a form will be presented to the Sheriff for certifying that all sworn personnel have participated and are able to carry out their assigned duties. The Human Resources manager shall retain the Sheriff's signed certification.

VIII. CALEA References: 22.3.2

IX. Proponent Unit: Administrative Services Division

X. Cancellation: Written Directive dated 10/1/2011

_____ Sheriff Gary Hofmann