

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

|                                      |   |   |  |
|--------------------------------------|---|---|--|
| <b>Effective Date:</b><br>10/15/2014 | <b>Supersedes Policy Dated:</b><br>02/20/2007 | <b>Rescinds:</b>                                | <b>SOG Number:</b><br><br><b>201.4</b> |
| <b>Accreditation Index:</b> 22.2.2   |   |   |  |
| <b>Part Title:</b> Personnel         |   | <b>Chapter Title:</b> Recruitment and Selection |  |
| <b>Chief of Police:</b>              |   |   |  |

## Employee Fitness for Duty Program <sup>1</sup>

### I Policy

The Springfield Police Department expects all members to be physically and mentally able to perform the duties of their positions. If it appears a member of the department is unable to perform those duties due to physical or mental reasons, the Chief of Police may order an employee to be examined by a physician or psychiatrist to determine the employee's ability to perform those duties to ensure safe and efficient conduct of department business and the well being of the employee.

### II Definitions

### III Procedure

- 1 All employees shall maintain a level of general physical fitness commensurate with their job classification and responsibilities. (CALEA 22.2.2)
- 2 Sworn officers shall participate in a fitness assessment once every three years, which compares their physical fitness to population norms. The purpose of this assessment is to provide information and individual consultation to the employee in order to assist him or her in maintaining or improving his or her level of fitness. <sup>2</sup> (CALEA 22.2.2)

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1 This document has been revised to meet current formatting standards. Minor grammatical and/or typographical corrections have been completed as necessary. Per Policy Change Order 14-058, Effective Date 10/15/2014.  
2 Section 2 revised, participation in a fitness assessment once every three years is now mandatory, per Policy Change Order 14-058, Effective Date 10/15/2014.

## **SOG 201.4**

### Employee Fitness for Duty Program

Effective Date: 10/15/2014

- 3 When the Chief of Police has reasonable cause to believe an employee is unable to perform duties of his or her position due to physical or mental reasons, the Chief may order said employee to submit to an examination by a physician or a psychiatrist, at no cost to the employee.<sup>3</sup>
  - 3.1 It shall be the duty of any supervisor who has reasons to believe an employee is unable to perform the duties of his or her position to make a written report to the Chief of Police, describing the performance problems and facts which support the supervisor's belief the problems are caused by physical or mental reasons.
  - 3.2 The examining doctor and date and time of the examination will be determined by the Chief of Police and the Director of Human Resources.
  - 3.3 The employee shall report for examination at the date and time scheduled by the department and shall cooperate fully with the examination.
  - 3.4 The employee shall sign a release authorizing the examining doctor to release examination results to the Chief of Police.
  - 3.5 The cost of examination as well as employee time for examination shall be paid by the City.
- 4 Failure by the employee to cooperate in this process, or to follow the procedure herein, shall be cause for disciplinary or corrective action.
- 5 **VOLUNTARY HEALTH SCREENINGS: CITY HEALTH INSURANCE PLAN (CALEA 22.2.2)**
  - 5.1 Annual medical examinations are recommended but not required for all Police Department employees. Costs for such examinations may be reimbursable under the City of Springfield Healthcare Plan.
  - 5.2 Annual health screenings are available free of charge to all City of Springfield Healthcare Plan insures.

## **IV Attachments**

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3 Section 3 revised, examination by a physician or psychiatrist is at no cost to the employee not the applicant as stated previously, per Policy Change Order 14-058, Effective Date 10/15/2014.