

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 115-A

REFERENCE STANDARDS: 22.3.1 22.3.2

SUBJECT: Fitness For Duty

POLICY: The Hanover Park 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 require an employee to submit to a physical and/or psychological examine by a designated physician or psychologist when the performance of the employee may have become limited or weakened by virtue of impaired physical or mental health. The Chief of Police may require the employee to conform to the physician or psychologist's recommendation as a condition of continued employment with the Department.

I. PROCEDURE (22.3.2)

- A. All employees shall maintain a level of general physical fitness commensurate with their job classification and responsibilities.
- B. 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 designated physician or psychologist, at no cost to the affected personnel.
 - 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.
 - 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. The employee shall report for examination at the date and time scheduled by the department, and shall cooperate fully with the examination.
 - 4. The employee shall sign a release authorizing the examining doctor to release examination results to the Chief of Police.

- 5. The cost of examination as well as employee time for examination shall be paid by the Village.
- C. Failure by the employee to cooperate in this process, or to follow the procedure herein, shall be cause for disciplinary or corrective action.

II. VOLUNTARY HEALTH SCREENINGS: VILLAGE HEALTH INSURANCE PLAN

- A. Annual medical examinations are recommended but not required for all Police Department employees. Costs for such examinations may be reimbursable under the Village of Hanover Park Healthcare Plan. (22.3.1)