


DEPARTMENT OF CORRECTION 	POLICY MANUAL	POLICY NUMBER: 221	PAGE NUMBER: 1 of 4
		SUBJECT: Medical Examinations	Adopted: 06-07-85 Revised: 03-30-88 04-01-90, 01-01-95 Reformatted: 02-2001

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that the department employ staff who can physically train for and perform the essential functions of the job with or without reasonable accommodations. Therefore, a medical history and health screening will be conducted during the Pre-service training academy for all new employees responsible for the supervision, control, care, treatment, education and/or training of inmates, probationers and parolees.

To maintain the health and safety of an employee and/or work unit and to determine if an employee can perform the essential functions of the job, with or without a reasonable accommodation, current employees may be requested to have a medical examination or provide current medical information.

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03.00.00. REFERENCES

Americans with Disabilities Act.

Family and Medical Leave Act.

Idaho Code, Sections 67-5333; 67-5901, 67-5909.

Standards for Adult Correctional Institutions, Third Edition, Standard 3-4060.

Standards for Adult Probation and Parole Field Services, Second Edition, Standard 2-3040.

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Standards for the Administration of Correctional Agencies, Second Edition, Standard 2-CO-1C-19.

04.00.00. DEFINITIONS

Appropriate licensed health professional: An individual who is licensed to practice within the specialty area of concern to include, but not necessarily limited to, physicians, osteopathic physicians, nurse practitioners, physician assistants, psychologists, and chiropractors. The department's health services administrator shall have the final determination whether or not the chosen health professional is appropriate.

Essential functions of a job: The essential functions are those actually required. The position exists to perform this function(s); there are a limited number of other employees available to perform the function(s); or the function(s) is highly specialized and the person in the position is hired specifically for this expertise or ability. Removing an essential function from the position would fundamentally change the job.

Functional limitation: A temporary or permanent physical or mental impairment that may limit an individual's ability to perform certain tasks or functions.

Reasonable accommodation: A logical adjustment made to a job and/or the work environment that enables an individual with a disability to perform the essential functions of the job.

05.00.00. PROCEDURE

05.01.00. New Hires

All newly hired employees who will be responsible for the supervision, control, care, treatment, education and or training of inmates, probationers and parolees are required to complete a medical history and health questionnaire either before (to be turned in on the first day of the academy) or during the first week of the pre-service academy and prior to any physical training such as self-defense.

Completed medical history and health questionnaire (Attachment) will be reviewed by a licensed health professional chosen by the department.

The department will provide blood testing as part of the health screening process.

If further examination is deemed necessary by the health professional, the employee will be referred to an appropriate licensed health professional for a more extensive medical examination. The referral will be of the department's choosing and the expense of the hiring unit.

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If an employee prefers to have the more extensive examination completed by an appropriate licensed health professional of the employee's own choosing, such examination will be at the employee's expense.

The department will provide a description of the employee's job for use by the health professional in determining any functional limitations an employee may have in performing the specific job, with or without accommodation, and if the employee can perform the job without a direct threat to the safety and health of self or others.

If the licensed health professional identifies functional limitations, the department's personnel manager or designee shall be contacted. Reasonable accommodation to allow a qualified individual with a disability to perform the essential function of the job will be made. (Reference: Americans with Disabilities Act)

An individual who refuses to complete the initial medical history and health questionnaire, undergo a physical examination on referral or provide a written report of an examination from a licensed health professional of the individual's own choosing will be terminated from employment.

Medical history and health screening questionnaires and physical examination forms for new employees must be kept confidential and will be forwarded to Human Resource Services to be filed in accordance with ADA requirements.

05.02.00. Current Employees

Any requests for medical information or examination of a current employee must be job-related and consistent with business necessity. Situations where such requests may be required are:

When a supervisor has reason to believe an employee's physical/mental condition is jeopardizing job performance or creating a significant risk of substantial harm to self or others. Cost of such examination will be paid by the department.

When an employee absence for sick leave has exceeded three (3) consecutive working days or there is a documented questionable use of sick leave over a period of time.

When an employee has been off work due to injury or illness to ascertain fitness for duty or to identify performance limitations.

When an employee requests an accommodation on the basis of disability.

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The Administrator, Human Resource Services, or designee, shall be consulted prior to requesting medical information, when accommodations are requested, and or when functional limitations have been imposed by the employee's physician or other appropriate licensed health professional. Exception to this requirement is requests for a release to return to work or when an employee has been on sick leave for more than three (3) working days.

Reasonable accommodation will be made to allow the employee to perform the essential functions of the job within the parameters defined by the employee's physician or other appropriate licensed health professional.

An employee who refuses to cooperate in providing a medical statement upon request may be subject to disciplinary procedures.

All information obtained from employee medical examinations and inquiries must be kept confidential and will be maintained by Human Resource Services in accordance with ADA requirements. No copies are to be maintained by the local unit.

Director, Department of Correction

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Date

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