

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

February 21, 2014

Policy Number 3.16

PHYSICAL EXAMINATION AND MEDICAL DISQUALIFICATION

POLICY

All employees shall maintain compliance with the medical requirements that are outlined in their class specifications, position descriptions, and the city's medical guidelines.

All sworn personnel shall undergo a physical examination at least once every 24 months. The examination shall be in accordance with the Civil Service Rules and/or established collective bargaining agreements.

PROCEDURE

I. PURPOSE OF THE PHYSICAL EXAMINATION

Physical examinations conducted by the city's Health Services Branch shall determine if departmental personnel can perform the duties outlined in their class specifications and position descriptions. For sworn personnel, the required duties shall include the following:

- A. Driving a motor vehicle in the performance of police duties; and
- B. Possessing and using a department-authorized firearm.

II. ATTENDING/RESCHEDULING PHYSICAL EXAMINATIONS

- A. Employees shall:
 - 1. Report for their physical examinations at the scheduled times;
 - 2. Comply with all requests made by the Health Services Branch within six months; and

3. Provide timely notification to their supervisor if it is necessary to reschedule an examination for a legitimate reason (e.g., court appearance, illness, injury, vacation, etc.).
- B. Failure to report for a scheduled examination or to comply with the requests of the Health Services Branch may result in disciplinary action and/or restriction of police authority. Employees who cannot comply with the Health Services Branch's requests in six months may be eligible for limited-duty assignments. Refer to Policy 3.44, LIMITED-DUTY ASSIGNMENTS.
- C. Element commanders shall be responsible for:
1. Ensuring that employees report for their scheduled examinations and comply with requests made by the Health Services Branch;
 2. Initiating an administrative investigation and taking the appropriate action when an employee does not report for a scheduled examination or complying with requests made by the Health Services Branch; and
 3. Notifying the Human Resources Division (HRD) if an appointment needs to be rescheduled.
- D. All scheduling, canceling, and rescheduling of physical examinations with the Health Services Branch shall be done by the HRD.

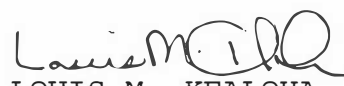
III. FAILURE TO MEET MEDICAL REQUIREMENTS

- A. The HRD commander (or designee) shall review the report from the Health Services Branch and all other pertinent information regarding an employee's medical qualification/disqualification. The commander shall then submit a report to the Chief of Police with the following available information:
1. Health Services Branch's report;
 2. Description(s) of the essential job function(s) the employee is unable to perform;
 3. Nonwork-related activities that may be pertinent to the evaluation;

- 4. Any other information provided by other physicians, counselors, therapists, etc.;
 - 5. A list of limited-duty assignments where the employee may be placed; and
 - 6. Recommended action.
- B. The Chief of Police shall review the HRD's report and shall render a final decision.
 - C. If it is determined that the employee may be able to meet the job requirements for continued employment within 18 months, refer to Policy 3.44, LIMITED-DUTY ASSIGNMENTS.
 - D. If it is determined that the employee will not be able to meet the job requirements for continued employment within 18 months:

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- 1. The employee shall first be assisted with finding a new position that accommodates the medical condition. If the employee does not meet the minimum qualifications for any other City and County of Honolulu position, the HRD shall proceed with termination;
- 2. The HRD shall send documentation and a letter of recommended action from the Chief of Police to the Department of Human Resources (DHR); and
- 3. Upon concurrence by the DHR, the HRD shall prepare letters to inform the employee and his or her superiors of the administrative action.


 LOUIS M. KEALOHA
 Chief of Police

Post on bulletin board for one week

Policy first issued April 25, 2002