



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED		SUBJECT PROBATIONARY PHYSICAL EXAMINATIONS FOR UNIFORMED PERSONNEL	
EFFECTIVE DATE 8 / 1 / 88		*TERMINATION DATE / /	
CLASSIFICATION # 2218	SUPERSEDES SEE SECTION V.	DATED	DISTRIBUTION A
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER		AUTHORIZED BY THE COMMISSIONER	
SIGNATURE		SIGNATURE	

This Directive establishes the policies and procedures governing Probationary Physical Examinations for Uniformed Personnel.

I. POLICY

The Department is empowered to evaluate the physical condition of all uniformed personnel during the probationary period to determine fitness for continued employment.

- A. Uniformed personnel will be scheduled to undergo physical examinations and diagnostic procedures deemed necessary to evaluate their fitness for continued employment.
- B. Uniformed personnel may be required to provide documentation of additional medical examinations and/or diagnostic procedures as requested by the Health Management Division (H.M.D.) to determine fitness for continued employment.
- C. The failure of uniformed personnel to meet all medical qualification procedures of this Directive may result in extension of the probationary period or termination.
- D. The failure of uniformed personnel to fully cooperate with all policies and procedures of this Directive shall be construed as an act of insubordination, which shall be subject to appropriate disciplinary action.

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II. SCHEDULING PHYSICAL EXAMINATIONS

- A. The Personnel Division will provide H.M.D. with a roster of uniformed members four (4) months prior to end of the probationary period for each academy class which will include current assignments.

- B. H.M.D. will arrange with the medical provider, specific dates and times for appointments for all members on the roster.
 1. H.M.D. will forward a Schedule of Appointments (Attachment #1 & 1A), (Attachment #2) Instruction for Medical Examination, (Attachment #3) Medical History form and (Attachment #4) Probationary Physical Data Card to the Personnel Captains (or their designees) at each Command at least three (3) weeks prior to the scheduled examinations. If the Personnel Captain is on vacation, the Deputy Warden for Administration or Executive Officer will appoint a substitute.

 2. The Personnel Captains will notify the scheduled members of the date, time and location of their appointments, distribute the Medical History forms and Probationary Physical Data Cards, and will document such notification by obtaining the signature of each member on the Schedule of Appointments. The completed Schedule of Appointments will be forwarded to H.M.D. within one week of it's receipt.

 3. If a member is unable to be contacted because of vacation, sick leave, or other reasons, the Personnel Captain will notify H.M.D. immediately. If a member is scheduled for vacation or other type of leave on the date of the scheduled appointment, the Personnel Captain will notify H.M.D. immediately.

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III. PHYSICAL EXAMINATIONS

- A. Uniformed members must keep their scheduled appointments for physical examinations.

- B. If unable to keep the scheduled appointment, the member must call the H.M.D. Sick Desk at least one hour prior to the appointment.
 1. The member must ask for the Sick Desk Supervisor and explain the reason(s) for being unable to keep the appointment.

 2. The member may be directed to forward documentation justifying the reason(s) for breaking the appointment to H.M.D. per instructions from the Sick Desk Supervisor. Failure to produce such documentation shall be construed as failure to cooperate and will be dealt with accordingly.

 3. Failure to notify the H.M.D. Sick Desk about a broken appointment will put the member in AWOL status and result in disciplinary action.

- C. H.M.D. will reschedule broken appointments as explained in Section II B of this Directive.

- D. A uniformed member who is late for his/her scheduled appointment will have such lateness recorded on his/her record.

- E. A uniformed member who is unable to provide a urine specimen during the time of the scheduled appointment, will be escorted to H.M.D. where the member will remain until a specimen is collected.

- F. Uniformed members are to conduct themselves in a professional and appropriate manner while present in the medical facility.

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IV. REPORTING PHYSICAL EXAMINATION RESULTS

- A. The medical provider will forward all physical examination results to H.M.D. for review and disposition.

- B. H.M.D. will notify the Personnel Division of all medically qualified and not qualified candidates within the deadlines designated by the Personnel Division. Personnel deemed medically not qualified will be extended or terminated as determined by H.M.D. based on the specific nature of their condition.

- C. H.M.D. may request documentation of additional medical examinations and/or diagnostic procedures from a uniformed member.
 1. H.M.D. will forward a Request for Additional Documentation (Attachment #5 & 5A) to the member's Personnel Captain.
 2. The Personnel Captain will deliver the Request for Additional Documentation to the member, obtain the member's signature to verify delivery, and forward the receipt section to H.M.D. within one week.
 3. The member must follow the instructions on the Request for Additional Documentation Form and return such documentation to H.M.D. within the designated timeframe. Failure to provide the requested documentation within the designated timeframe shall result in termination.
 4. H.M.D. will review the requested documentation, determine if the member is medically qualified or not qualified, and notify the Personnel Division of such determination.
 5. Upon receipt of the medical determination, medically unqualified probationers shall be terminated by the Personnel Division without further administrative action by the Committee On Uniformed Personnel.

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V. SUPERSEDES

1. Section VII., PROCEDURE FOR END OF PROBATION MEDICAL EXAMINATIONS as outlined in Directive #2219 - PROBATIONARY CORRECTION OFFICER EVALUATION, dated 9/15/82.
2. Supersedes Paragraph B - MEDICAL EXAMINATIONS, as per Chief of Operation's Memorandum CO #210-88, dated March 1, 1988.
3. Any other Order that may be in conflict with this Directive.

VI. ATTACHMENTS

1. SCHEDULE OF APPOINTMENTS (Attachment #1)
2. SCHEDULE OF APPOINTMENTS (INSTRUCTIONS) (Attachment #1A)
3. INSTRUCTION FOR MEDICAL EXAMINATION (Attachment #2)
4. MEDICAL HISTORY FORM (Attachment #3)
5. PROBATIONARY PHYSICAL DATA CARD (Attachment #4)
6. REQUEST FOR ADDITIONAL DOCUMENTATION (Attachment #5)
7. REQUEST FOR ADDITIONAL DOCUMENTATION: RECEIPT (Attachment 5.A)