

POLICY AND PROCEDURE: **503**

EFFECTIVE DATE: **October 15, 1996**

REVISION DATE: **October 1, 2002**

SUBJECT: **Pre-employment Training Physical Examinations**

APPROVING AUTHORITY : **Carl B. Vickers, Director**

POLICY: It shall be the policy of the Cardinal Criminal Justice Academy to identify and provide documentation of physical training activities required of pre-employment students while in attendance at the Academy. This policy shall also require certain pre-employment applicants to be examined by a licensed physician and have such physician certify that such applicants may participate in training with no risk to the applicants health. Documents eliciting pertinent medical information from medical professionals shall be provided by potential candidates prior to acceptance to pre-employment programs.

PURPOSE: The purpose of this policy is to provide information to potential pre-employment candidates and licensed physicians who may examine such candidates, of strict physical demands which will be required to successfully complete training at the Academy.

PROCEDURE:

- I. Prior to acceptance into a pre-employment training program each candidate will be provided with a complete package of Academy requirements outlining medical and drug screening necessary to matriculate at Cardinal Criminal Justice Academy. These documents identify activities which are required by job classification.
- II. Each job classification has physical training requirements unique to the position. The pre-employment student will be informed of the physical activities required under the program in which they are interested.

- III. All physical examination requirements are listed in the Cardinal Criminal Justice Academy Policy for Physical Examinations.
- IV. All candidates for the pre-employment law enforcement and jailor/court services training programs are required to undergo a complete physical examination.
- V. All pre-employment physical examinations and drug screening tests shall be conducted at a medical facility designated by the director. The attending physician shall forward a written report of the results to the director via mail.
- VI. In addition to those requirements outlined in the Policy for Physical Examinations, each candidate for pre-employment training will be required to undergo a drug screening for illegal drugs at the time of the physical examination. A positive result for any illegal drug shall be grounds for dismissal from the application process. The candidate shall be required to declare the use of any and all prescription drugs to the attending physician prior to submitting to the drug screening. The candidate shall present the present the actual labeled prescription container to the attending physician at the time of the declaration of prescription drug use.
- VII. All medical records will be made available to the director, to be kept in a file separate from the applicant's personnel file. All medical records shall be returned to the candidate if he/she is rejected for medical reasons. The Physician's Certification for Medical Eligibility and the Physicians Certification for Mandatory Drug Testing will be retained in the applicant's personnel file.

MEMORANDUM

TO: Pre-employment Training Program Applicant

FROM: Carl B. Vickers

SUBJECT: PHYSICAL EXAMINATIONS

Pursuant to requirements from the Department of Criminal Justice Services regarding physical examinations for academy students, Cardinal Criminal Justice Academy has set forth the following policy:

Any applicant for admission into a pre-employment entry-level training program must have been examined by a licensed physician prior to attending training. The examining physician shall certify to the academy, using the attached form, that the applicant has received a physical examination to assure the academy that the applicant is physically capable of performing the duties for which he/she is entering training and is physically capable of participating in the training program itself. The physical examination is required under section 15.1-131.8 of the Code of Virginia, as a prerequisite to being employed as a law enforcement officer or deputy sheriff. Attached is an outline of the parameters of the physical and related requirements for the each entry-level training program. This information shall be made available to the examining physician by the pre-employment training program applicant.

The examining physician shall forward the attached statement to the director, via mail, indicating that the applicant has been examined and whether he/she is physically capable of participating in all required training for the program in which the applicant wishes to enroll.

Parameters for the pre-employment training program applicant to provide to the examining physicians to assist in determining an applicant's physical capability in participating in a mandatory entry-level training program for the designated position (circle one).

- I. Law Enforcement Officer
- II. Jailor/Custodial Officer
- III. Courtroom Security/Process Server
- IV. Dispatcher (physical examination not required)
- V. Animal Control Officer (physical examination not required)

Note: Each entry-level student officer shall be required to perform various physical tasks during the course of training. While performing the physical exam, please note any deficiencies or physical limitations which would affect the ability of the student to participate in and complete the physical training requirements as set forth.

I. **Law Enforcement Officer**

A. Strenuous physical exercise requiring:

- o physical agility
- o strength to perform push-ups, pull-ups, bar dips and sit-ups
- o musculoskeletal range of motion (to include joints)
- o neuro-muscular coordination, hand-eye coordination and balance
- o cardio-pulmonary stamina and aerobic endurance to include running 3 miles at a moderate pace

Areas of training requiring physical exercise include:

1. Use of non-deadly weapons requiring use of a baton to subdue an aggressive suspect, proper footwork, maintaining of body balance, and escaping from an aggressive grab.
2. Unarmed confrontations utilizing control holds and take-down tactics that place force on joints and extremities, self-defense techniques that require strength, stamina and agility and disarming suspects with various weapons.
3. Unusual hazardous situations such as auto accidents or disaster sites where the lifting and removal of victims may be necessary, or where the administration of first aid and CPR is required.
4. Operation of a motor vehicle under emergency conditions requiring safe driving techniques, skid control, backing, and defensive driving.
5. The pursuit, arrest, and restraint of aggressive/hostile suspects requires all aspects of physical exercise.
6. Identify and use the practical mental, emotional and physical preparation and response to officer ambush or sniper situations both on foot and in a vehicle.

B. Vision - requirements set by employing agency to include:

- o color distinction
- o night vision
- o depth of field/peripheral

Areas of training requiring correct functioning of vision of vision areas are:

1. Observation techniques, on foot, in a vehicle and during investigations;
 2. Firearms training requires completion of day and night target and combat ranges;
 3. Vehicle operations, color distinction of signs and suspect vehicles, and emergency traffic situations require visual acuity in all areas; and
 4. Officer survival in all suspect confrontation situations, ambush or sniper situations, and handling multiple arrests require normal depth of field and peripheral functioning.
- C. Hearing - requirements as set by employing agency. Under normal circumstances, the ability to hear classroom and field instruction is needed.
- D. Physical ability to fire a handgun and/or shotgun. The student should have no physical deformity, defect or restriction which would prevent the cocking and firing of a handgun or shotgun. Firearms training requires the student to fire from the standing, kneeling, sitting and prone positions. Combat ranges require mobility and the use of various barriers. Both day and night training are required.
- E. Training is both physically and psychologically stress oriented to elicit spontaneous reactions. Students are placed in situations where they must make critical life and death decisions such as: when to use deadly force, shoot/no-shoot situations, disaster response, ambush and sniper attacks, domestic violence and response to various in-progress criminal activity. Any psychological abnormalities observed during the physical exam should be explored and thoroughly documented.

II. Jailor/Custodial Officer

A. Strenuous physical/exercise requiring:

- o physical agility
- o strength to perform push-ups, pull-ups, bar dips and sit-ups
- o musculoskeletal range of motion (to include joints)
- o neuro-muscular coordination, hand-eye coordination and balance
- o cardiopulmonary stamina and aerobic endurance to include running three miles

Areas of training requiring physical exercise include:

1. The handling of unusual, intoxicated, violent or assaultive prisoners;
2. Transportation of prisoners and the use of physical restraints;
3. Unarmed confrontations utilizing control holds and take-down tactics that place force on joints and extremities and the use of self-defense techniques that require strength, balance, stamina and agility and disarming suspects with various weapons.
4. Use of non-deadly weapons requiring use of a baton to subdue an aggressive inmate, proper footwork and maintaining body balance; and escaping from an aggressive grab.
5. React to hostage and riot situations to control inmates and restore normal operation.

All situations require the student to perform in simulated exercises that necessitates strength, agility, coordination and stamina.

B. Vision requirements set by employing agency. Visual acuity needed for training in observation and monitoring of prisoner populations, transportation of prisoners, receiving and discharging inmates, escape prevention, search for escapees, and handling inmate disturbances.

- o color distinction
- o night vision
- o depth of field/peripheral

Areas of training requiring correct functioning of vision of vision areas are:

1. Observation techniques, on foot, in a vehicle and during investigations;

2. Firearms training requires completion of day and night target and combat ranges;
 3. Vehicle operations, color distinction of signs and suspect vehicles, and emergency traffic situations require visual acuity in all areas; and
 4. Officer survival in all suspect confrontation situations, ambush or sniper situations, and handling multiple arrests require normal depth of field and peripheral functioning.
- C. Hearing requirements set by employing agency. Under normal circumstances, the ability to hear classroom and field instruction is needed.
- D. Physical ability to fire a handgun and/or shotgun. The student should have no physical deformity, defect or restriction which would prevent the cocking and firing of a handgun or shotgun. Firearms training requires the student to fire from the standing, kneeling, sitting and prone positions. Combat ranges require mobility and the use of various barriers. Both day and night training are required.
- E. Training is both physically and psychologically stress oriented to elicit spontaneous reactions. Students are placed in situations where they must make critical decisions regarding first aid response, cell search, escape attempts and hostage and riot situations. Any psychological abnormalities observed during the physical exam should be explored and thoroughly documented.

III. Courtroom Security/Process Server

- A. Strenuous physical exercise requiring:
- o physical agility
 - o strength to include push-ups, pull-ups, bar dips and sit-ups
 - o musculoskeletal range of motion (to include joints)
 - o neuro-muscular coordination, hand-eye coordination and balance
 - o cardiopulmonary stamina and aerobic endurance to include running 3 miles at a moderate pace

Areas of training requiring physical exercise include:

1. Unarmed confrontations utilizing control holds and take-down tactics that place force on joints and extremities and the use of self-defense techniques that require strength, balance, stamina and agility and disarming suspects with various weapons.
2. Use of non-deadly weapons requiring use of a baton to subdue an aggressive inmate, proper footwork and maintaining body balance; and escaping from an aggressive grab.

3. The ability to react and subdue prisoners attempting to escape from court; and
 4. The ability to quell court disturbances restraining subjects as necessary to maintain order.
- B. Vision requirements set by employing agency. Under normal circumstances, the ability to hear classroom and field instruction is needed.
- o color distinction
 - o night vision
 - o depth of field/peripheral

Areas of training requiring correct functioning of vision of vision areas are:

1. Observation techniques, on foot, in a vehicle and during investigations;
 2. Firearms training requires completion of day and night target and combat ranges;
 3. Vehicle operations, color distinction of signs and suspect vehicles, and emergency traffic situations require visual acuity in all areas; and
 4. Officer survival in all suspect confrontation situations, ambush or sniper situations, and handling multiple arrests require normal depth of field and peripheral functioning.
- C. Hearing requirements set by employing agency. Under normal circumstances, the ability to hear classroom and field instruction is needed.
- D. Physical ability to fire a handgun and/or shotgun. The student should have no physical deformity, defect or restriction which would prevent the cocking and firing of a handgun or shotgun. Firearms training requires the student to fire from the standing, kneeling, sitting and prone positions. Combat ranges require mobility and the use of various barriers. Both day and night training are required.
- E. Training is both physically and psychologically stress oriented to elicit spontaneous reactions. Students are placed in situations where they must make critical decisions regarding proper procedure for various process deliveries, how to handle courtroom security, explosives, courtroom disturbances, evacuation of courthouse and prevention of escape attempts. Any psychological abnormalities observed during the physical exam should be explored and thoroughly documented.

Although students in the pre-employment dispatcher and animal control officers training programs are not required to undergo a physical examination, the following is a description of the physical requirements of the training programs.

IV. Dispatcher

- A. Vision requirements set by employing agency. Under normal circumstances, the ability to see in the classroom and field operations is needed.
- B. Hearing requirements set by employing agency. Under normal circumstances, the ability to hear classroom and field instruction is needed.
- C. Training is psychologically stress oriented to elicit spontaneous reactions. Students are placed in situations where they must make critical decisions regarding proper procedure for various emergency communications oriented situations. Any psychological abnormalities observed during the physical exam should be explored and thoroughly documented.

V. **Animal Control Officer**

- A. Vision requirements set by employing agency. Under normal circumstances, the ability to see in the classroom and field operations is needed.
- B. Hearing requirements set by employing agency. Under normal circumstances, the ability to hear classroom and field instruction is needed.
- C. Training is psychologically stress oriented to elicit spontaneous reactions. Students are placed in situations where they must make critical decisions regarding proper procedure for various animal control oriented situations. Any psychological abnormalities observed during the physical exam should be explored and thoroughly documented.

PHYSICIAN’S REPORT OF MEDICAL ELIGIBILITY

This is to certify that I, _____,

M.D.,

examined candidate _____ on ____/____/____

for entrance in the Cardinal Criminal Justice Academy pre-employment training program

for the position of (Check One):

- Law Enforcement Officer
- Jail/Courtroom Services Officer

at

(Address of facility or office)

Based on my review of his/her past medical history, family history, physical examination, and laboratory studies, candidate is able to participate in training for the duties of the position noted above, to include running up to three miles at a moderate pace, doing push-up, sit-ups, pull-ups, bar dips, rope jumping, and other physical conditioning activities, as well as participating in unarmed self-defense training.

Comments:

Signature: _____ M.D.

Date:

MAIL DIRECTLY TO:

**DIRECTOR, CARDINAL CRIMINAL JUSTICE ACADEMY, 917 CENTRAL AVE,
SALEM, VA 24153.**