

# IDAHO STATE POLICE PROCEDURE

## 05.02 MEDICAL SCREENING

### I. General

The Idaho State Police (ISP) provides physical examinations for two primary purposes: as a means of ensuring that applicants for specific ISP positions have no impairments precluding engaging in the duties of the position; and, as a means of monitoring the general health of incumbents as described in ISP procedure [05.01 Exposure to Blood Borne Pathogens or Hazardous Materials](#). All portions of these medical examinations are conducted under the direction of qualified medical personnel.

### II. Medical Screening of Applicants for ISP Employment

- A. Applicants for commissioned positions must obtain department-approved medical examinations and related diagnostic testing to determine their ability to perform job-related functions.
- B. Applicants for Regional Communications Officer positions must receive a hearing examination.
- C. Majors/Managers may require medical screening for non-commissioned positions where a specific fitness level is required by the position description, or if the position requires frequent or intense contact with or exposure to hazardous products.
- D. After a conditional offer of employment is made, the hiring manager notifies Human Resources (HR) to schedule the examination and arrange for billing.

### III. Employee Medical Screening

- A. Employees holding positions listed in section C.1. – 6. of ISP procedure [05.01 Exposure to Blood Borne Pathogens or Hazardous Materials](#) receive an annual medical screening.
- B. All ISP troopers will receive a medical screenings prior to the administration of the first physical fitness test as required by [05.06 Physical Fitness Program and Testing](#), and on an every other year basis thereafter, other than for those employees requiring an annual medical screening due to their specific job requirements. See paragraph C1 above.
- C. Majors/Managers may require examinations more frequently for those employees who have contact with or exposure to hazardous products.
- D. HR develops and maintains a list of ISP employees subject to annual medical screenings and ensures the accuracy of this listing with the appropriate Majors/Managers.
- E. HR provides the reviewed/updated list to the department-approved licensed medical professional and the Financial Services Office (FSO) at least twice annually.

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### IV. Pre-Medical Screening Procedures.

- A. ISP HR will provide the appropriate forms and required procedures to the department-approved licensed medical professional.
- B. Forms specific to applicants and employees receiving a medical screening are:
  - 1. Troopers Physician's Exercise Release – EH 05 06-01
  - 2. Non-Commissioned Physicians Release – EH 05 06-02
- C. Forms specific to employees receiving a medical screening as described in ISP procedure 05.02 are:
  - 1. Medical Physicians Release – OSHA
  - 2. OSHA - Respiratory Medical Questionnaire
- D. ISP HR will provide the employee with a Pre-Exam Letter, which will contain relevant information. Any questions should be directed to ISP HR.

### V. Findings from Medical Screenings

- A. The department-approved licensed medical professional will make one of three possible findings from the medical screening examination:
  - 1. the employee is able to perform job-related functions; full participation without limitation.
  - 2. there are signs or symptoms of a job-limiting or possible life-threatening condition; additional medical diagnostic testing or treatment is recommended; participation with some or all limitations (limitations will be listed.)
  - 3. the employee is unable to safely perform the essential duties of the position.
- B. When an employee is medically determined to be unable to perform his/her job-related functions, the determination is reviewed and approved by the appropriate Major/Manager, the Human Resource Officer (HRO) and Legal Services Office, as required.
- C. Employees refusing to participate in additional medical diagnostic testing to determine fitness for duty are subject to corrective or disciplinary action.

### VI. Costs of Diagnostic Medical Examinations

- A. Where the physician indicates that medical follow-up and/or diagnostic tests are needed, the costs of the testing are treated as follows:
  - 1. Costs of ISP-mandated medical examinations are the responsibility of ISP when invoices are submitted through HR. Payment shall be made only for the initial mandatory follow-up of a diagnostic nature. It is not intended for short- or long-term treatment of diagnosed conditions. The initial medical examination services paid by ISP must be provided by a department-approved licensed medical

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professional. ISP will pay any out-of-pocket medical expenses incurred by the employee only after individual medical insurance is utilized.

2. If further testing is indicated (inconclusive preliminary results) necessary to determine ability to perform essential functions of the job, ISP, with the Director's approval, shall have the option of paying for more diagnostic testing to determine medical release clearance.

- B. Where the physician recommends additional testing, not job related, for the employee, costs of the testing are treated as follows:

3. Costs incurred from recommended medical examinations following clearance to perform essential functions of the job, are the responsibility of the employee. This means if the employee is cleared, either in whole or in part, to engage in the duties of their position by the department-approved licensed medical professional, the continued medical services will be considered recommended, and payment will not be ISP's responsibility.

### VII. Records Management and Retention for In-Service Physical Examinations

- A. The medical screening vendor provides a sealed copy of all laboratory and examination results to HR.
- B. HR forwards the data to the individual examined.
- C. The medical screening vendor retains a copy of laboratory and examination results, and follows records examination and retention procedures outlined in the services contract between the vendor and ISP.
- D. The medical screening vendor provides HR with completed forms detailing information described in Section D.1. of this procedure.
- E. The HR Office provides information on performance limitations or mandatory additional diagnostic testing to the appropriate Major/Manager.
- F. Information regarding an employee's in-service medical screening results may be released to others only with prior written authorization from the employee whose records are requested.

### VIII. Records Management and Retention for Pre-Employment Medical Examinations

- A. The HR Office coordinates all aspects of pre-employment medical examinations and related testing and must be informed by the medical service provider whether an applicant meets the standards associated with that position.
- B. All other records related to examinations or testing conducted are maintained by the medical service provider in accordance with contractual provisions for records retention.

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- C. Information regarding an employee's pre-employment medical testing may be released to others only with prior written authorization from the employee whose records are requested.

### **IX. Vendor Payments**

- A. HR reviews all medical screening or health care vendor invoices of:
  - 1. in-service, physical examinations or diagnostic testing incurred under this procedure for payment of allowable costs;
  - 2. pre-employment medical examinations or diagnostic testing incurred under this procedure.
- B. HR may, upon receiving authorization from the appropriate Major/Manager, approve vendor payment requests/invoices and forward these documents to the FSO for final processing.
- C. HR provides vendor invoices for pre-employment medical examinations or diagnostic testing to the appropriate approving authority.