



GENERAL ORDER



SUBJECT:	SERIES	NUMBER	EFFECTIVE DATE
Pre-Five Year Tenure Physical Examination	1002	3	September 20, 1982
	DISTRIBUTION		
	A		
		ORIGINATING UNIT	
		PDD	

The purpose of this order is to establish the policy and procedures for the medical review of sworn personnel prior to their fifth year of service. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department.

- A. Members Who Have Attained Their Fourth Year of Service.
- B. Laboratory Tests.
- C. Physical Examination.
- D. Personal Interview.

PART II Responsibilities and Procedures for Supervisory and Command Personnel.

- A. Clinic Administrator.
- B. Board of Police and Fire Surgeons.
- C. Administrative Services Officer.
- D. Commanding Officers.
- E. Involuntary Separation from the Department.

PART I

A. Members Who Have Attained Their Fourth Year of Service.

Members who have reached the anniversary date of their fourth year of service shall be required to undergo a physical examination to enable the Board of Police and Fire Surgeons to review each member's medical qualifications for continued service with the department. This physical examination shall consist of the following:

1. Laboratory tests.
2. Physical examination (to include a psychiatric examination).
3. Personal interview.

B. Laboratory Tests.

1. Laboratory tests prescribed by the Board of Police and Fire Surgeons in conjunction with the Pre-Five Year Tenure Physical Examination must be scheduled and completed in advance of the physical examination.

2. Members of the department who have been notified to report to the Police and Fire Clinic for their Pre-Five Year Tenure Physical shall respond to the Clinic for laboratory tests between 0700 and 1200 hours, any week-day during the week prior to the date of this physical examination. To ensure availability of medical personnel, prior to responding to the Clinic for lab-

oratory tests, members must first call the Clinic to confirm an appointment date and time. This confirmation procedure should be completed as soon as possible after the notification for examination, but no later than the morning of the first business day of the laboratory test week (that is, during the week preceding the scheduled physical examination). Although due consideration will be given to a specific requested date and time, the Clinic reserves the right of final determination.

C. Physical Examination.

1. Pre-Five Year Tenure Physical Examinations shall be given at the Police and Fire Clinic every Thursday at 0830 hours according to the following schedule:

- a. Members born on the first day of the month through the seventh day of the month shall report to the Police and Fire Clinic on the first Thursday of that month.
- b. Members born on the eighth day of the month through the fourteenth day of the month shall report to the Police and Fire Clinic on the second Thursday of that month.
- c. Members born on the fifteenth day of the month through the thirty-first day of the month shall report to the Police and Fire Clinic on the fourth Thursday of that month.

2. In the event a member is unable to report to the Clinic for his/her physical examination because of illness, injury, emergency leave, or court appearance, it shall be that member's responsibility to notify his/her commanding officer and the Clinic Administrator to obtain a new examination date.

3. In those instances where a member is unable to report to the Police and Fire Clinic for the Pre-Five Year Tenure Physical Examination as outlined above, the Clinic Administrator shall arrange another date for the examination. The member shall be advised of the new date for his/her appearance at the Clinic.

D. Personal Interview.

1. Medical files of those members who have completed the required Pre-Five Year Tenure Physical Examination shall be delivered to the member's assigned Police and Fire Clinic Physician for review to determine if a personal interview is warranted.

2. Upon a determination that a personal interview is warranted, the member's assigned Police and Fire Clinic Physician shall notify the Clinic Administrator, who shall in turn notify the member's commanding officer.

3. Members who have been notified to report to their assigned Police and Fire Clinic Physician for a personal interview shall report to the Clinic during regular reporting hours.

PART II

A. Clinic Administrator.

The Clinic Administrator shall:

1. Prepare a monthly list of all members scheduled to take the Pre-Five Year Tenure Physical Examination and forward the list to the Board of Police and Fire Surgeons.

2. Submit a report to the Administrative Services Officer containing the name, rank, and organizational element of any member who is absent without an excuse from his/her scheduled physical examination.

B. Board of Police and Fire Surgeons.

The Board of Police and Fire Surgeons shall be responsible for:

1. Submitting a detailed report to the Clinic Administrator, outlining the results of all Pre-Five Year Tenure Physical Examinations.

2. Ensuring that the report contains the names and general condition of those members who were examined. In addition, the report shall include the names of members, who because of physical or mental conditions, are to be recommended for involuntary separation from the department.

3. Recommending involuntary separation from the department for any member:

a. Who is diagnosed as having a physical, mental, or medical condition which developed during his/her first five years of service.

b. Whose condition or disease prevents him/her from performing the full range of responsibilities prescribed by this department.

c. Whose condition or disease was not incurred in the performance of duty.

4. Submitting to the Police and Firemen's Retirement Relief Board for review and consideration, the names of members recommended for involuntary separation from the department.

C. Administrative Services Officer.

The Administrative Services Officer shall:

1. Direct the member's commanding officer to conduct an investigation in those instances where a member, not having complied with the procedures outlined in Part IC2 above, fails to report to the clinic for his/her scheduled Pre-Five Year Tenure Physical Examination.

2. Ensure that the commanding officer concludes the investigation of the member's reported no-show at the clinic with a full report with recommendations.

D. Commanding Officers.

Commanding Officers shall:

1. Establish and maintain a permanent Pre-Five Year Tenure File in their respective elements consisting of 3x5 cards filed in numerical order, according to date of appointment. The 3x5 cards shall contain the following information:

- a. The full name of the member to be examined.
- b. Date of appointment.
- c. Date of scheduled physical examination.
- d. Fifth year maturation date.

2. Designate an official of his/her command to review and ensure that the information contained in the Pre-Five Year Tenure File is accurate and current.

3. By the fifteenth day of each preceding month, direct those members required to take the Pre-Five Year Tenure Physical Examination during the following month to report to the Police and Fire Clinic in accordance with this order.

4. Execute a PD Form 302 (Medical Survey Form) in a typewritten original only for those members notified to take the Pre-Five Year Tenure Physical Examination. The following information shall be entered on the Medical Survey Form in the blocks indicated:

- a. Date: Enter the date that the member is scheduled to report to the clinic for his/her physical examination.
- b. Medical Survey Report on: Enter the full name of the member to be examined.
- c. Date of Birth: Self-explanatory.
- d. Date of Appointment: Self-explanatory.
- e. Assignment: Enter the organizational element of the member (e.g. 3-D, S.O.D).
- f. Findings and Recommendation: Enter the purpose for the physical examination in this block (e.g., pre-five year tenure physical examination).

5. Ensure that the completed Form 302 (Medical Survey Form) is delivered to the Clinic Administrator no later than the twentieth day of the month. Receipt of PD Form 302 by the Clinic Administrator shall serve as a notification that the member listed on the form has been officially notified to report to the clinic in compliance with this order.

6. Notify the Clinic Liaison Officer in those cases, due to illness, injury, or emergency leave, where it is impossible for the member to make the notification that he/she will be unable to report for a scheduled examination.

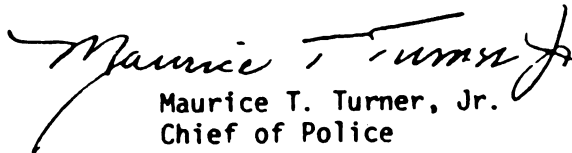
7. Conduct an investigation and prepare a full report with recommendations in all instances where a member, without making prior notification, fails to report to the clinic for his/her scheduled physical examination. The report shall be forwarded, through channels, to the Administrative Services Officer.

E. Involuntary Separation from the Department.

1. The Police and Firemen's Retirement Relief Board has the authority to involuntarily separate any member from the department upon approval of the Chief of Police, based on the findings and recommendation of the Board of Police and Fire Surgeons.

2. Any member recommended for involuntary separation by the Police and Firemen's Retirement Relief Board shall be separated from the department under the provisions of Title 4-619 of the D.C. Code (1981 Edition), without regard for the provisions of any other law or regulation.

3. Members separated from the department shall comply with the provisions of General Order No. 207.1 (Clearance Procedures).


Maurice T. Turner, Jr.
Chief of Police

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General Order No. 1002.3