



Administrative Policies and Procedures: 4.21

Subject:	Physical Examinations Required for Designated Employees
Authority:	TCA 37-5-105 (3); 37-5-106
Standards:	ACA: 4-JCF-6C-06
Application:	To All Department of Children's Services DCS Officers, DCS Corporals, DCS Sergeants, DCS Lieutenants, DCS Captains, Youth Specialists, Youth Specialist Supervisors, and Food Service Managers
Policy Statement:	
Employees in certain job classifications employed by the Department of Children's Services (DCS) must successfully qualify for their job classification or position according to established criteria, and be able to perform the essential functions of their jobs. Employees designated for this requirement includes Officers, Corporals, Sergeants, Lieutenants, Captains, Youth Specialists, Youth Specialist Supervisors, and Food Service Employees.	
Purpose:	
The purpose and scope of the physical examinations are to reasonably ensure the physical capabilities of the designated employees and provide for the safety and security of children, families, employees and the public.	
Procedures:	
A. General Duty Requirements	<p>Employees defined above must be free from such physical impairments that may constitute a significant risk of substantial harm to the health or safety of the employee or others, and must be capable of performing the essential duties of the position. DCS employees may be required to participate in the Department of Children's Services Drug Free Workplace drug and substance abuse screening programs. This may include pre-employment, reasonable suspicion and random screenings.</p> <ol style="list-style-type: none"> 1. Security (children's services officers, corporals, sergeants, lieutenants, captains) <ol style="list-style-type: none"> a) Security employees must provide constant supervision of juveniles by maintaining security, monitoring and recording youth behavior, overseeing youth's personal hygiene, checking youth chores such as cleaning dormitories, removing trash, collecting and dispensing laundry, supervising recreational activities, counseling and tutoring. Security employees routinely check youth and visitors for contraband, as well as maintaining contact with the youth by accompanying them to and from meals, transporting to locations (i.e., doctor's appointments, court). These duties may require

physical exertion involving prolonged walking and standing, running, lifting, balancing, climbing, stooping, restraining or carrying of children in emergencies, participating in the return of AWOLS and may involve stress.

- b) Security employees must be able to cope with situations involving a high degree of stress and tension including dealing with difficult youth, disciplinary decisions against youth, frequent verbal confrontations with youth, potential hostage situations, the use of force, riots and disturbances.
- c) All security employees must receive a physical examination prior to job assignment.

2. Youth Specialists and Youth Specialist Supervisors

- a) Youth Specialists must provide constant supervision and mentoring of juveniles by maintaining supervision, conducting mentoring or counseling sessions with youth in order to address problems and provide support, conducting teambuilding exercises and other group activities to promote positive interaction among residents; serving as a role model for positive behaviors; tutoring students according to individual educational and treatment plans; providing continuous feedback to residents regarding behavioral progress, monitoring and recording youth behavior, overseeing youth's personal hygiene, checking youth chores such as cleaning dormitories, removing trash, collecting and dispensing laundry, supervising recreational activities, and counseling.
- b) Youth Specialist employees also routinely check youth and visitors for contraband, as well as maintaining contact with the youth by accompanying them to and from meals, transporting to locations (i.e., doctor's appointments, court). These duties may require physical exertion involving prolonged walking and standing, running, lifting, balancing, climbing, stooping, restraining or carrying of children in emergencies, participating in the return of AWOLS and may involve stress.
- c) Youth Specialists must be able to cope with situations involving a high degree of stress and tension including dealing with difficult youth, disciplinary decisions against youth, frequent verbal confrontations with youth, potential hostage situations, the use of force, riots and disturbances.
- d) All youth specialist employees must receive a physical examination prior to job assignment.

3. Food Service Employees

- a) Food Service employees supervise youth adjudicated delinquent in the Youth Development Centers. The Food Service employees direct youth in all phases of food preparation such as cleaning the kitchen and equipment, cooking and baking volume meals and receiving and storing supplies. Food Service employees also assist in maintaining security and teaching youth the rules of personal hygiene, sanitation and safety, and evaluating youth performances.
- b) Food Service employees must be able to cope with situations involving a high degree of stress and tension including dealing with difficult youth, verbal confrontations with youth, disturbances, and reporting disciplinary problems with youth.

	<p>c) All Food Service employees will receive a physical examination prior to job assignment.</p>
<p>B. Scope of Examinations</p>	<p>1. The examinations are not intended as diagnostic or treatment exams and are therefore limited to determining physical fitness for performing the essential functions of the job.</p> <p>2. Drug Screening</p> <p>Prior to conducting any physical examination and before the employee attends any pre-service training, all designated employees must take and pass a pre-employment drug screen. Designated employees must also agree to participate in reasonable suspicion and random drug and substance abuse screening programs.</p>
<p>C. Examination Administration</p>	<p>1. During the interview stage at the individual DCS facility/office, each applicant for designated positions must be notified in writing of the physical requirements and, at that time, must sign form CS-0185, Notification of Conditions of Employment to acknowledge that he/she has been informed that he/she may have to submit to a physical evaluation. The human resources officer or chair of the interview must date and sign the form as a witness.</p> <p>2. Physical examinations must be administered to all designated pre-service employees after a conditional offer of employment. -</p> <p>3. All physical exams must be conducted by a licensed physician.</p> <p>4. The informed consent and results of all exams and tests must be recorded on approved DCS forms. Reports must be maintained in a confidential file by the DCS human resources officer.</p>
<p>D. Components of Physical Examinations</p>	<p>Physical examinations are required for the following designated classifications: Security personnel (children’s services officers, corporals, sergeants, lieutenants, captains and youth service workers), Youth Specialist personnel, and food service employees.</p> <p>1. The examiner will determine whether the individual employee can perform the particular job duties as set out in the Job Specification and in this policy (Sections A and D) without presenting a significant risk of substantial harm to the health or safety of the employee or others. The employee must:</p> <p>a) Be able to spend up to eight (8) hours per day on his/her feet while patrolling corridors, dormitories, program areas and supervising youth movement, or preparing volume food items and lifting large items for food preparation.</p> <p>b) Have vision in each eye correctable to 20/40 in order to perform thorough security inspections, searches of living units, dormitories, corridors, program areas, youth and/or visitors for contraband items, and to provide general visual observation for security policy compliance.</p>

	<ul style="list-style-type: none">c) Maintain sufficient physical agility and stamina to intervene with violent, unruly, or uncooperative youth, family members or visitors, and must be able to exert the minimum necessary strength to restrain and subdue a youth.d) Be agile enough to control and rapidly extricate him/herself and youth from buildings in case of fire, natural disaster or other emergencies. The employee must possess sufficient physical strength to remove or help carry incapacitated persons from hazardous areas. The employee must be capable of running a distance as required in the apprehension of a fleeing youth.e) Be able to physically cope with situations involving high degrees of stress and tension including dealing with difficult and disruptive youths and/or families, disciplinary youth decisions, verbal confrontations with youth or families, non-responsive or aggressive family situations, potential hostage situations, the use of force, riots, and disturbances. <ol style="list-style-type: none">2. Great care must be exercised in the interpretation of examination findings as they relate to the specific duties of the security job classifications. Sound professional judgment and past experience with disturbed and/or disruptive youth and families and facility operations play a large part in the decision making process. Defects, disorders or physical handicaps which, in the physician's judgment, present a significant risk of substantial harm to the health or safety of the employee, other employees or youth, or be aggravated by service, or lead to absenteeism or disability claims as time goes on may cause rejection. Other causes for rejection may include communicable diseases, illness, or injuries that pose significant risk of substantial harm to the health or safety of the employee or others if the person is employed in this setting. A satisfactory minimum examination must include a physical exam as outlined in this policy and performed by and at the Tennessee Correction Academy.3. The medical examiner must check the employee's health history, and secure any additional information that he/she considers necessary.4. Employees who are found to have immediately correctable conditions as specified (<i>i.e.</i>, glasses) during their physical examination must be given the opportunity to show that corrective action has been initiated by the first day of the second week of pre-service training. If such corrective action is not completed within this timeframe, this information must be included in the physician's report to the Department.5. The examiner must maintain and keep confidential the results, written notes, and evaluation information pertaining to DCS employees. This material must not be released, other than to the Department, by the examiner without a written release of information from the individual employee.6. The decision to employ or continue employment of the employee is an administrative issue and rests with the Department of Children's Services. The final employment decision is the responsibility of the Department of Children's Services and must be made as set out below in Section E.
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<p>E. Individualized assessments of employees</p>	<p>Upon receipt of the findings of the physical evaluations set out in Section D, the Department must conduct an individualized assessment in order to determine if the employee will be able to perform the essential functions of the job duties either with or without a reasonable accommodation.</p> <ol style="list-style-type: none">1. Upon receipt of the report from the examiners, the hiring authority (Regional Administrator or Youth Development Center Superintendent) must consult with DCS Human Resources and determine if the employee is able to perform the essential functions of the job or if the employee poses a significant risk of substantial harm to the health or safety of employees or others.2. If the determination is that the employee is able to perform the essential functions of the job, the employee will be retained regardless of the outcome of the examination.3. If the determination is that the employee is unable to perform the essential functions of the job, the Department must determine if the employee could perform the essential functions with a reasonable accommodation. If so, the accommodation must be made and the employee retained. If the employee cannot perform the essential functions of the job with a reasonable accommodation, the employee will be separated from state service. All determinations related to the employee's ability/inability to perform the essential functions of the job must be documented and maintained confidentially.4. If the determination is that the employee cannot perform the job because they pose a "direct threat" to the health and safety of themselves and others, the Department must determine if the threat cannot be eliminated or reduced below the "direct threat" level through reasonable accommodation. If so, the accommodation must be made and the employee retained. If the "direct threat" cannot be eliminated or reduced with a reasonable accommodation, the employee will be immediately separated from state service. All determinations related to the employee's direct threat to the health and safety of themselves or others must be documented and maintained as confidential.5. If, after the review, there is a determination that the employee is unable to perform the essential functions of the job under the physical examination said determination might be grounds for termination6. The results of the examinations and review are final and may be grounds for separation from the employment process as set out in this policy. Second opinions from representatives outside of the Department or its contract designee are not permitted unless specifically requested by the examiner or the Department.
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<p>Forms:</p>	<p><u>CS-0185, Notification of Conditions of Employment</u></p>
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Collateral documents:	<i>None</i>
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