



# Virginia Department of Corrections

## Human Resources

### Operating Procedure 102.5

#### *Staff Medical Screening and Physical Examination*

#### **Authority:**

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<b>Content Owner:</b>	Luke E. Black Deputy Chief Human Resources Officer	<i>Signature Copy on File</i>	3/4/25
		Signature	Date
<b>Reviewer:</b>	Lucinda Childs-White Chief Human Resources Officer	<i>Signature Copy on File</i>	3/5/25
		Signature	Date
<b>Signatory:</b>	Joseph W. Walters Senior Deputy Director	<i>Signature Copy on File</i>	3/10/25
		Signature	Date

### **REVIEW**

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

### **COMPLIANCE**

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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## DEFINITIONS

**Conditional Offer of Employment** - An official offer of employment contingent upon the applicant's ability to meet specified physical or mental requirements or demonstrated ability to perform identified physical or mental tasks.

**Direct Contact** - The employee has direct responsibility for the supervision of inmates or probationers/parolees or has job responsibilities that require work in the presence of inmates or probationers/parolees for the majority of the day. Direct Contact in probation and parole services means employees whose jobs involve use of force or includes power of arrest.

**Essential Job Functions** - The basic and fundamental job duties of a position that an employee must be able to perform, with or without a reasonable accommodation, as determined by the supervisor of the position and the Human Resources Officer for the Organizational Unit. Essential job functions may include, but are not limited to, the knowledge, skills, abilities, education, and training noted in the Employee Work Profile (EWP), physical and mental job requirements; expertise or skill needed to perform the job; and time required to perform a task or function. The term "essential job functions" does not include marginal functions of the position.

**Facility** - Any institution or Community Corrections facility.

**Medical Practitioner** - A Physician, Nurse Practitioner, or Physician's Assistant.

**Medical Screening** - An evaluation process that documents an employee's medical history using the Medical Screening section of the *Employee Medical Evaluation 102\_F17* to determine their readiness to perform job duties prior to independent assignment.

**Occupational Health** - A field of health care primarily focusing on maintaining the physical, mental, and social health of employees and is designed to prevent health-related challenges in the workplace.

**Physical Examination** - A comprehensive health evaluation conducted by a medical practitioner to assess an employee's ability to perform the essential job functions and meet the physical requirements of their position, as documented in the *Employee Medical Evaluation 102\_F17*.

**Prior to Job Assignment** - The period during which an employee, new to a role or transferred within the organization, is undergoing training and/or supervision before independently performing all assigned duties.

**Reasonable Accommodation** - Any change in the work environment or the way work tasks are customarily performed that enables a person with a disability to enjoy equal employment opportunities available to other individuals in the workplace. There are three categories of "reasonable accommodations":

- Modifications or adjustments to a job application process that enables a qualified applicant with a disability to be considered for the position such qualified applicant desires.
- Modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified person with a disability to perform the essential functions of that position.
- Modifications or adjustments that enable a person with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities.

**Recruitment Activities** - All activities by which the organization seeks qualified applicants by posting and/or advertising a position to be filled through a competitive selection process.

## PURPOSE

This operating procedure provides guidance for all medical screenings and physical examinations required of Department of Corrections (DOC) staff.

## PROCEDURE

- I. Medical Screening Requirements
  - A. Prior to job assignment, all employees must complete a medical screening using the *Medical Screening* section of the *Employee Medical Evaluation 102\_F17*, which documents their medical history. The screening must be completed before the employee is assigned to independently perform job duties.
  - B. Employees who have direct contact with inmates/probationers/parolees must receive a physical examination in addition to the medical screening prior to job assignment. (5-ACI-1C-15; 2-CO-1C-19)
  - C. The medical screening will take place after a conditional offer of employment is made.
  - D. Each employee is responsible for updating the *Employee Medical Evaluation - Medical Screening* section whenever there are significant changes in the employee's health. Unit Heads may periodically require employees to update their *Employee Medical Evaluation - Medical Screening 102\_F17*.
  - E. For employees not required to have Physical Examinations, the *Employee Medical Evaluation 102\_F17* will be filed in the employee's Medical Record maintained by the appropriate Human Resource Officer to be used only in the event of a medical emergency, see Operating Procedure 102.7, *Employee Records*.
- II. Physical Examinations
  - A. Coordination of Physical Examinations
    1. The DOC Office of Human Resources (OHR), through its Employee Health and Benefits Section, oversees and manages all matters related to employee occupational health.
    2. Human Resource Officers (HROs) will utilize contracted providers for hiring events, while other pre-employment physicals will primarily be conducted by external clinics in collaboration with the OHR Occupational Health Nurse Practitioner.
  - B. Essential Job Functions
    1. Whenever a physical examination is required, the Unit Head or designated Human Resources employee will be responsible for providing the medical practitioner with documentation outlining the job duties of the applicant or employee, the essential job functions, and the physical requirements of the position or required training.
    2. Attachment 1, *Corrections Officer Essential Job Functions*, and Attachment 2, *Physical Training Requirements of Correction Officers*, should be used in recruitment activities and for the selection of applicants for such positions and may not be modified. Included within these essential functions are the requirements that Corrections Officers must be able to work overtime, all shifts, schedules, and posts.
  - C. Employee Categories Requiring Physical Examinations
    1. Facility Employees
      - a. After a conditional offer of employment is made, but before employment commences, all facility employees identified as having direct contact with incarcerated inmates or probationers/parolees will receive a physical examination based on the essential job functions and physical requirements of that position. (5-ACI-1C-15; 2-CO-1C-19)
      - b. Corrections Officer series employees, Food Service personnel, and Special Agents from the Office of Law Enforcement Services must undergo a pre-employment physical.



c. Facility non-security staff, e.g., Building & Grounds, Medical, Mental Health, Treatment, Educational, clerical, must complete health screening forms but do not require a full physical unless the screening identifies an issue needing further examination

## 2. Probation and Parole Employees

- a. After a conditional offer of employment, Probation and Parole employees whose job involves use of force or includes the power of arrest based on the essential job functions of that position, must receive a physical examination prior to job assignment. (4-APPFS-3A-03)
- b. All Probation and Parole applicants have 45 days from their hire date to complete the physical examination, allowing time for health care coverage to take effect.
  - i. Probation and Parole staff may go to a medical practitioner of their choice under their health care coverage to have the *Employee Physical Examination* completed. Only in exceptional cases, the Chief P&P Officer or designee can arrange with a specific medical facility, at P&P District expense, to complete the *Employee Physical Examination*.
  - ii. The Chief P&P Officer must provide the employee with a stamped envelope marked confidential and addressed to: Community Corrections Human Resource Officer, Department of Corrections, P.O. Box 26963, Richmond, VA 23261.
  - iii. Using the supplied envelope, the Probation and Parole employee will submit the completed *Employee Physical Examination* on the *Employee Medical Evaluation 102\_F17* to the Community Corrections Human Resource Officer in DOC Headquarters.
  - iv. No copies of a completed *Employee Medical Evaluation 102\_F17* should be made and retained at the local P&P Office.
- c. Armed Probation and Parole Officers must undergo a pre-employment physical prior to armed assignment.
- d. District office non-probation staff, e.g., administrative, clerical, support roles, must complete health screening forms but do not require a full physical unless the screening identifies an issue needing further examination.
- e. Current employees transferring or promoting to positions with comparable essential job functions will not be required to undergo a new physical examination.

## D. Medical Practitioner Responsibilities

1. The medical practitioner performing the physical examination must review the *Employee Medical Evaluation - Medical Screening* and document the physical examination on the *Employee Medical Evaluation - Physical Examination* section of the *Employee Medical Evaluation 102\_F17*.
  - a. The medical practitioner will utilize the completed *Employee Medical Evaluation 102\_F17* to assess the applicant or employee's current ability to perform the essential functions of the job and the training requirements.
    - i. Based on this assessment, the medical practitioner must complete the *Recommendation* section of the *Employee Medical Evaluation 102\_F17*.
    - ii. For Corrections Officers, the medical practitioner must also report their findings on the *Licensed Examining Medical Practitioner's Report (CO-25) 102\_F15* and the *Physical Training Requirements for Corrections Officers (CO-25A) 102\_F16*.
  - b. Medical conditions identified during the medical screening or physical examination that affect the ability of the employee to perform the essential job functions or that pose a direct threat to the health or safety of the individual or others will require further medical evaluation and follow-up.
    - i. The following factors will be considered when determining whether a direct threat exists:
      - (a) The duration of the risk.
      - (b) The nature and severity of the potential harm.
      - (c) The likelihood that the potential harm will occur.
      - (d) The imminence of the potential harm.
    - ii. If the medical practitioner is unable to make a decision on the applicant or employee's ability



to perform the essential job functions or unable to make a decision to determine if a direct threat is posed, the DOC may require additional evaluation(s) or testing in order for the medical practitioner to make a determination of the applicant or employee's current ability to perform the essential functions of the job and the training requirements.

iii. The applicant or employee is responsible for paying for any treatment or care given outside the employing unit because of any condition discovered as a result of the medical screening or physical examination.

2. The applicant's medical practitioner will submit the completed *Employee Medical Evaluation 102\_F17* to their appropriate facility Human Resources Officer for review.

#### E. Physical Examination Review and Recordkeeping

1. The facility Human Resources Officer will review completed physical examination documentation before employment commences for all facility applicants.

2. If the medical practitioner identifies conditions which affect the ability of the applicant or employee to complete training, perform essential job functions, pose a direct threat to the health or safety of the employee, or which require further medical evaluation and follow-up, the Human Resources Officer may consult with the medical practitioner and the Unit Head to determine if reasonable accommodations can be made, see Operating Procedure 150.3, *Reasonable Accommodations*.

3. The completed physical examination forms will be filed in the employee's Medical Record maintained by the appropriate Human Resource Officer as a part of the employee's medical file and will be used only in the event of a medical emergency, see Operating Procedure 102.7, *Employee Records*.

4. If an applicant does not accept employment after the conditional offer of employment and the completion of the physical examination, the completed physical examination forms will be made part of a confidential medical file and retained for three years.

#### F. Additional Physical Examination Requirements

##### 1. Re-Examinations

a. Employees may be asked to obtain re-examinations according to a defined need or schedules, such as:

- i. Job assignment-related requirements (e.g., food handler, Special Response Team, Probation and Parole Officer firearms certifications, etc.). Defined need includes job assignment related examinations, food handler, Special Response Team, P&P Officer firearms, etc., and situational.
- ii. Situational needs (e.g. fitness for duty or communicable disease concerns ([5-ACI-1C-15](#); [2-CO-1C-19](#)))

##### 2. Special Requirements for Specific Roles

###### a. Special Response Team (SRT)

- i. Candidates for SRT membership must undergo an examination by a medical practitioner to ensure they meet the physical requirements and can participate in basic and ongoing training. This examination must be documented on the *Special Response Team Examining Licensed Medical Practitioner's Report 075\_F5*.
- ii. SRT candidates must also be able to meet the physical fitness testing requirements outlined in *Special Response Team Testing Scoresheet 075\_F4* without any limitations. For more information on these requirements, see Operating Procedure 075.3, *Emergency Services Unit*.

###### b. Canine (K-9) Officers

- i. Candidates selected for Canine Officer positions must undergo an examination by a medical practitioner to determine ability to participate in the basic and ongoing training for the position. This examination must be completed before beginning basic canine training and must be documented on the *Licensed Medical Practitioner's Report for Canine Officers 435\_F5*.

##### 3. Routine or Annual Physical Examinations



- a. Routine or annual physical re-examinations will not normally be required except for food service workers.

### III. Infectious Diseases

- A. All facility staff who have direct contact with inmates or probationers/parolees are screened for tuberculosis infection and disease prior to job assignment and annually in accordance with recommendations from applicable local, state, and federal public health authorities, see Operating Procedure 740.1, *Infectious Disease Control*.
- B. Physical examinations are conducted for any employee suspected of having a communicable disease. (4-ACRS-4C-08)
- C. Any employee who receives a positive test for tuberculosis or displays symptoms after the initial physical examination must notify the Unit Head or designee immediately using an updated *Employee Medical Evaluation 102\_F17*, see page 1 *Personal Health History/Infectious Disease*, in accordance with Operating Procedure 740.1, *Infectious Disease Control*.
- D. Hepatitis B Virus (HBV) Vaccine Following Exposure
  1. The HBV vaccine will be made available to all DOC staff who may have occupational exposure to bloodborne pathogens. (5-ACI-6B-06)
    - a. The HBV vaccine consists of an initial injection, followed by a second injection in one month.
    - b. Staff who have previously completed the HBV vaccination must provide documentation or sign the “Declination” section of the DOC *Hepatitis B Vaccine Signature Form 740\_F2*, citing prior vaccination; any staff member declining the HBV for any reason must also complete the same form.
  2. Staff must be given the Hepatitis B Vaccine Information Sheet; see Medical Guidelines. Benefits and side effects must be discussed prior to starting the vaccine series and prior to each injection.

### IV. Employee’s Responsibilities

- A. Employees must report to their Unit Head, both initially and on an ongoing basis, any physical, pharmacological, or mental conditions that directly affect their ability to perform essential job functions and required training. (4-APPFS-3B-05)
- B. Payment for any second medical opinions or treatment will be the sole responsibility of the employee.
- C. Falsification or omission of information for the medical screening or physical examination is considered falsifying a state document and is grounds for dismissal or other action under Operating Procedure 135.1, *Standards of Conduct*.

### V. Fitness for Duty

#### A. Physical or Psychological Examinations

1. Physical examination or psychological examination may be required anytime a medical practitioner or other health care provider has identified a public health concern. Public health concerns might include any active, suspected, or potential transmission of a communicable disease or result from an identified need to quarantine an individual or group of individuals.
2. A fitness for duty examination should be required when an individual exhibits a physical and/or mental condition that may preclude them from performing the essential job functions required by the job classification. (4-APPFS-3E-02)
  - a. Requests for fitness for duty examinations will be submitted to the Unit Head.
  - b. The Unit Head, in consultation with the Human Resources Officer, OHR Occupational Health Nurse Practitioner, and DOC Benefits Manager, will determine if an examination is warranted.
  - c. Fitness for duty examinations will be limited in scope to the presenting problem.



- d. The DOC will pay for fitness for duty examinations and will normally use outside, independent medical providers coordinated by the DOC Benefits Manager.

#### B. Employee Counseling and Support

1. In accordance with Operating Procedure 150.5, *Employee Health and Wellness*, if an employee's job performance or attendance is unsatisfactory or there appear to be signs of other problems during the workday, the supervisor should counsel the employee in consultation with the Human Resources Officer.
2. Refer the employee to the *Employee Assistance Program*, if needed and appropriate, see 150.5, *Employee Health and Wellness*.

### VI. Staff Health and Wellness Education and Programs

- A. All staff will have access to on-going health and wellness education, programs, and activities. (5-ACI-1C-25)
- B. The employee wellness program for the Commonwealth of Virginia is the *CommonHealth* - Employee Wellness Program
- C. *CommonHealth* and *Active Health* cover a variety of subjects on health and wellness and are presented in a variety of formats. Available programs include, but are not limited to:
  1. Onsite educational events and video presentations.
  2. Smoking Cessation.
  3. Stress Management Sessions.
  4. Fitness Center and Recreational Activity Discounts.
  5. Newsletters.
  6. Weekly Wellness Notes.
  7. Healthy Beginnings - Prenatal Benefits/Maternity Management.
  8. Healthy Lifestyle Coaching.
  9. Healthy Eating Information.
  10. Healthy Insight Incentives.
  11. Discounts on programs such as "*Weight Watchers*", offering monitored goals and objectives, community support and the ability to participate in online programs.
  12. Links and contact information to support programs, i.e., *Employee Assistance Program*, Critical Incident Peer Support/Group Intervention Teams.
  13. Ongoing medical care and support for chronic health issues.
- D. Employees are encouraged and supported to engage in health and wellness activities inside and outside of their unit or agency through:
  1. Dissemination of healthy living information.
  2. Promoted access to recreational activities.
  3. Sponsored worktime seminars and meetings.
  4. Incentives such as discounts for fitness-related activities.
  5. Ongoing communication and support.

### VII. Health Evaluation Records and Confidentiality

- A. The agency complies with all applicable laws to safeguard the confidentiality of health evaluation records





and adopts and implements necessary procedures to safeguard such information. All medical screening and physical examination documents, all laboratory data, chest X-ray reports, EKG reports, and any other documentation associated with health evaluations will be classified as confidential. (4-APPFS-3B-05)

- B. All documents containing information regarding the medical condition or history of applicants and employees must be treated as official medical information and must be confidentially maintained in the Employee Medical Record in the Human Resources Office in accordance with Operating Procedure 102.7, *Employee Records*.
- C. Access to an employee's medical record must be strictly limited to those persons who have a legitimate reason to know in accordance with Operating Procedure 102.7, *Employee Records*, and maintained with strict confidentiality. Employee medical records will be stored in a locked file or locked room in the Human Resources Offices for facilities and Virginia Correctional Enterprise, and the Human Resources Unit in Headquarters (Atmore) for Community Corrections, Environmental Services, and Agricultural Operations.

## REFERENCES

Operating Procedure 075.3, *Emergency Services Unit*  
Operating Procedure 102.7, *Employee Records*  
Operating Procedure 135.1, *Standards of Conduct*  
Operating Procedure 150.3, *Reasonable Accommodations*  
Operating Procedure 150.5, *Employee Health and Wellness*  
Operating Procedure 740.1, *Infectious Disease Control*  
*CommonHealth* - Employee Wellness Program

## ATTACHMENTS

*Attachment 1, Corrections Officer Essential Job Functions*

## FORM CITATIONS

*Special Response Team Testing Scoresheet 075\_F4*  
*Special Response Team Examining Licensed Medical Practitioner's Report 075\_F5*  
*Licensed Examining Medical Practitioner's Report (CO-25) 102\_F15*  
*Physical Training Requirements for Corrections Officers (CO-25A) 102\_F16*  
*Employee Medical Evaluation 102\_F17*  
*Hepatitis B Vaccine Signature Form 740\_F2*

