


Fitness for Duty

1016.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

1016.2 PURPOSE AND SCOPE

Monitoring members' fitness for duty is essential for the safety and welfare of the members of the Department and the community. The purpose of this policy is to ensure that all members of this department remain fit for duty and able to perform their job functions.

1016.3 POLICY

The Mt. Lebanon Police Department strives to provide a safe and productive work environment and ensure that all members of this department can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Department may require a professional evaluation of a member's physical and/or mental capabilities to determine his/her ability to perform essential functions.

1016.4 MEMBER RESPONSIBILITIES

It is the responsibility of each member of this department to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of his/her position.

During working hours, all members are required to be alert, attentive and capable of performing their assigned responsibilities.

Any member who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that a member believes that another department member is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1016.4.1 PHYSICAL FITNESS PROGRAM

In order to maintain the necessary level of physical fitness, members are encouraged to participate in a physical fitness program or regimen.

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1016.4.2 TOTAL WELLNESS

While physical fitness is an important quality for a law enforcement officer, mental balance, good eating habits, appropriate rest and positive social activities are all components of a total wellness program. Members are encouraged to consult with their personal physician or other sources in participating in a wellness program.

1016.5 SUPERVISOR RESPONSIBILITIES

All supervisors should be alert to any indication that a member may be unable to safely perform his/her duties due to an underlying physical or psychological impairment or condition.

Such indications may include:

- (a) An abrupt and negative change in the member's normal behavior.
- (b) A pattern of irrational conduct, hostility or oppositional behavior.
- (c) Personal expressions of instability.
- (d) Inappropriate use of alcohol or other substances, including prescribed medication.
- (e) A pattern of questionable judgment, impulsive behavior or the inability to manage emotions.
- (f) Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.
- (g) If the need for a CISD/POST team is established, the Duty Officer may direct a supervisor to notify an approved department CISD team or approved POST personnel and arrange for a debriefing. ([Police Officer Support Team](#) info)

[For additional info on CISD/POST team procedures click here](#)

Supervisors shall maintain the confidentiality of any information consistent with this policy.

1016.5.1 REPORTING

A supervisor observing a member, or receiving a report of a member, who is perceived to be unable to safely or effectively perform his/her duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

If a meeting does not resolve the supervisor's concerns or does not take place, the supervisor shall promptly document his/her observations and actions in a written report and inform the Duty Officer Deputy Chief of Police.

1016.5.2 DUTY STATUS

In conjunction with the Duty Officer, the supervisor should make a preliminary determination regarding the member's duty status.

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If a determination is made that the member can safely and effectively perform the essential functions of his/her job, the member should be returned to duty and arrangements made for appropriate follow-up.

If a preliminary determination is made that the member's conduct or behavior represents an inability to safely and effectively perform the essential functions of his/her job, the Duty Officer should immediately relieve the member of duty pending further evaluation.

Employees relieved of duty shall comply with the administrative leave provisions of the Personnel Complaints Policy.

The Chief of Police shall be promptly notified in the event that any member is relieved of duty.

1016.6 FITNESS-FOR-DUTY EVALUATIONS

A fitness-for-duty evaluation may be ordered whenever circumstances reasonably indicate that a member is unfit for duty or following an officer-involved shooting or death-in-custody incident.

1016.6.1 PROCESS

The Chief of Police, in cooperation with the Human Resources Director, may order the member to undergo a fitness-for-duty evaluation.

The examining practitioner will provide the Department with a report indicating whether the member is fit for duty. If the member is not fit for duty, the practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Department will provide all appropriate documents and available information.

All reports and evaluations submitted by the examining practitioner shall be part of the member's confidential medical file.

Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the Human Resources Director.

1016.6.2 POST-TRAUMATIC STRESS DISORDER EVALUATIONS

An officer shall be evaluated for post-traumatic stress disorder (PTSD) by a licensed mental health professional upon (44 Pa.C.S. § 7203):

- (a) Request by the officer.
- (b) Recommendation by a supervisor or the Chief of Police.
- (c) Within 30 days of an incident involving the use of lethal force (i.e., force that caused the death of another person during the course of the officer's duties).

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The evaluation shall be provided by the Department at no cost to the officer and within 10 calendar days of a request or 30 calendar days of an incident involving lethal force. Officers are required to attend and participate in any follow-up evaluations (37 Pa. Code § 261.3; 37 Pa. Code § 261.5).

Officers shall be assigned to administrative duties if (37 Pa. Code § 261.3):

- The officer fails to undergo the evaluation for PTSD when required.
- A psychotherapist determines the officer cannot resume full duties due to continued symptoms of PTSD.

The Chief of Police or authorized designee shall notify the Municipal Police Officers' Education and Training Commission (MPOETC) within five calendar days if an evaluation determines that the officer is unable to perform the officer's essential job functions or when an officer fails to undergo the evaluation as required. The notification should be in the manner set forth by the MPOETC (37 Pa. Code § 261.3). Requests for evaluations, and underlying information concerning the evaluation, diagnosis, or treatment, are confidential and shall not be disclosed (37 Pa. Code § 261.7).

An officer shall notify the officer's supervisor if the officer is placed on administrative duty by another employing law enforcement agency (37 Pa. Code § 261.5).

1016.7 LIMITATION ON HOURS WORKED

Absent emergency operations, members should not work more than 16 hours in a one-day (24 hours) period.

Except in unusual circumstances, members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve any member who has exceeded the above guidelines to off-duty status.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1016.8 APPEALS

Employees disputing the application or interpretation of this policy may submit a grievance as provided in the Grievances Policy.

Attachments

Critical Incident Stress Debriefing.pdf

Appendix A

TEAM NAME	POLICE OFFICER SUPPORT TEAM
BUSINESS MAILING ADDRESS	415 Glenn Avenue, Carnegie, PA 15106
PRIMARY CONTACT	Pat Morgan
EMAIL	Fkm2ljm@aol.com
BUSINESS/SECONDARY PHONE NUMBER	412-276-7023 / 412-855-4009 / Donna Best 412-327-3900
STEPS TO ACTIVATE	888-387-2214 24/7 answering service
GEOGRAPHIC AREA OF SERVICE	Allegheny County and Western PA
SERVICES PROVIDED	Defusing, Debriefing, Referrals, Returning from military deployment
TEAM EXPERTISE	Police, Spousal, Major Fire, Multiple Deaths, Violent Deaths, LODD
SPECIAL PROGRAMS	Forensic Psychiatric Nursing, Trainer National Police Suicide Foundation, Pre-incident Education in Stress Management in Law Enforcement ICISF: Specialized Training, Emergency Services, Mass Disaster and Terrorism, Trainer for Law Enforcement Perspectives for CISM Enhancement
MEMBERS	2 – Team Leaders; 2 – Mental Health Professionals; 1 – Clergy; 20 - Peers
ADDITIONAL COMMENTS	Respond to all law enforcement, corrections and families of same