

# BALTIMORE CITY PUBLIC SCHOOLS

## GENERAL ORDER 10-44 SECTION K-5

### MEDICAL

Revisions Approved: June 12, 2018

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This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Mental Health Evaluations/Services
- IV. Effective Date

#### **I. DIRECTIVE**

It is the intent of the Baltimore City School Police Force (BCSPF) to maintain an efficient and effective medical leave system. Employees of the BCSPF are subject to the Baltimore City School Board of Commissioners' policy and applicable negotiated agreement regarding medical leave.

#### **II. PURPOSE**

The purpose of this General Order is to recodify and promulgate existing procedures governing the department medical services.

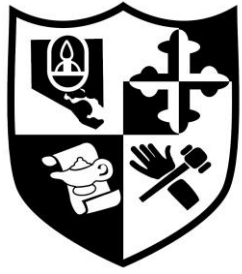
#### **III. MENTAL HEALTH EVALUATIONS**

Members of the Baltimore City School Police Force should be physically and mentally capable of performing the duties of their positions. This is accomplished in several ways to include pre-employment medical and psychological/psychiatric evaluations; specialized assignment psychological evaluations and Fitness-For-Duty Evaluations as required.

Fitness-For-Duty Evaluations are scheduled when appropriate and should be conducted whenever necessary during the member's tour of duty.

The Office of Occupational Medicine also offers a wide range of mental health services on a referral basis. These include stress management and alcohol/prescription medication abuse and are designed where possible not to be economically burdensome to the officer or the family.

The Office of Occupational Medicine, when appropriate, will monitor the progress of



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members undergoing treatment for alcohol/prescription medication abuse and/or compulsive gambling. The purpose of this program is to reasonably ensure the rehabilitation of the member to the status of a reliable, productive employee.

The duties of employees of the BCSPF are as follows:

A. Member

1. Obtain treatment as necessary in order to able to perform the essential function of the position assigned.
2. Maintain sufficient physical and emotional competency to perform the essential functions of the assigned position.
3. Members of the FOP, Lodge #5 are eligible for Employee Assistance Program services through the terms and conditions of the Memorandum of Understanding with the Baltimore City Board of School Commissioners and may utilize these services when needed.

B. Supervisor

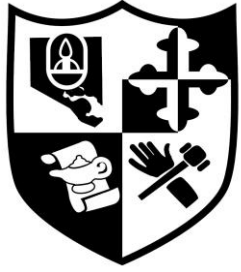
1. Be alert for indications that an employee may be experiencing a mental health disorder and/or emotional distress.
2. Notify the commanding officer in writing, including all pertinent information when an employee has displayed a sign of having a mental health disorder and/or emotional distress that is hindering the essential functions of the employee's assigned position.

C. Commanding Officer

1. Refer any member to the Office of Occupational Medicine who has displayed a sign of having a mental health disorder and/or emotional distress that is hindering the essential functions of the employee's assigned position.
2. Consider recommending that a member's employment be terminated or position be changed through administrative action as in the best interest of the department and the public when rehabilitation is refused or fails the employee is no longer able to perform the essential functions of their assigned position.

D. Occupational Medicine

1. Schedule appropriate evaluations and/or medical services for employees as needed.
2. When medically necessary, advise Command to suspend a member's police powers.
3. Confer with members who are suffering from emotional and/or stress related problems to



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advise them of treatment options which they may wish to exercise so as to enable their recovery and restoration of police powers and/or full duty status. If the member's problem is clearly compensable, arrange with Command, when possible for the member's treatment during working hours.

#### **IV. EFFECTIVE DATE**

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature \_\_\_\_\_ Date \_\_\_\_\_