

POLICY TITLE: PRE-PLACEMENT PHYSICAL EXAMINATIONS		PAGE 1 OF 2
POLICY NUMBER: 3.26		
CHAPTER 3: PERSONNEL		
	STATE of MAINE DEPARTMENT OF CORRECTIONS	PROFESSIONAL STANDARDS: See Section VII
	Approved by: <u><i>Martin Magnusson</i></u> Signature of Commissioner	
EFFECTIVE DATE: February 14, 2006	LATEST REVISION: September 10, 2010	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403

II. APPLICABILITY

Departmental Adult and Juvenile Facilities

III. POLICY

The Commissioner of the Department of Corrections, recognizing a need to ensure that all employees can safely perform the essential functions of their job, with or without accommodations, requires that individuals to whom conditional job offers have been made for direct care positions pass a pre-placement physical examination. The Chief Administrative Officer, or designee, shall ensure that all non-direct care employees are tested for tuberculosis and offered the Hepatitis B vaccination.

IV. CONTENTS

Procedure A: Pre-Placement Physicals, General

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Pre-Placement Physicals, General

1. All applicants to whom conditional job offers have been made for positions requiring direct prisoner contact or contact with detained and committed juveniles must pass a pre-placement physical examination administered by a medical provider/physician of the applicant's choice.
2. Should the medical provider/physician indicate that the individual has limitations that would affect his/her ability to perform the essential functions of the position, or would pose a direct threat to health or safety, there shall be discussion with the individual as to whether there are reasonable accommodations that can be made.
3. If it is determined that the individual cannot perform the essential functions of the position, with or without reasonable accommodations, or that the individual would pose a direct threat to health or safety, the individual shall be informed in writing. This determination shall be made in consultation with the Equal Employment Opportunity Coordinator for the Department of Corrections.
4. Re-examinations shall be completed according to a defined need or schedule.

VII. PROFESSIONAL STANDARDS

ACA

- ACI - 4-4062** Written policy, procedure, and practice provide the employees who have direct contact with inmates receive a medical screening prior to job assignment. Employees receive reexaminations according to a defined need or schedule.
- 4-JCF-6C-06** Employees who have direct contact with juveniles receive a physical examination prior to job assignment. Employees receive reexaminations according to a defined need or schedule.

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