

GENERAL ORDER 22.3.5

Psychological Testing

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes testing for psychological fitness.

DISCUSSION

Psychological testing to determine the fitness for duty of an employee must balance the needs of the public, the Department and the employee. The safety of the public is the overriding concern. This general order does not apply to psychological testing for pre-employment purposes; or to voluntary or required psychological counseling which does not include fitness for duty testing.

Note: This General Order arises from a policy bargained and jointly agreed upon by the City and the Springfield Police Association.

POLICY

I

It is the policy of the Springfield Police Department to require its members to undergo psychological testing only where there exists reasonable belief that such testing is appropriate. Such tests shall be conducted by licensed psychological practitioners using validated methodology. Such testing shall be conducted in the least intrusive manner possible and designed to protect the employee's privacy.

II

Should the Chief of Police determine that there exists reasonable belief that an employee is not psychologically fit to continue that employee's assignment, the Chief shall consult with a licensed psychological practitioner concerning the steps necessary to determine the employee's fitness. Should the doctor agree that further testing is appropriate, the employee shall be informed of the circumstances surrounding the decision and offered an opportunity to discuss the need for testing with the Chief and/or the doctor. The employee may have a representative present during these discussions. The Chief may then order the employee to undergo psychological testing.

III

The doctor may utilize any tests validated as establishing an employee's fitness for duty.

Such tests must comply with the Americans with Disabilities Act. The Department shall not require an employee to sign a waiver of liability against the person conducting the psychological evaluation.

The employee shall cooperate fully with the examining doctor and shall provide the doctor with any medical history requested. The medical history and other information provided by the employee shall be releasable only to the employee.

IV

The doctor shall report the results of the examination to the Chief of Police and the employee. These results shall indicate only: that the employee is or is not fit for full duty, or that the employee requires modified work conditions. If the employee requires modified work conditions, the report shall specify the restrictions and anticipated duration of said restrictions.

V

Should the employee disagree with the conclusions of the City's psychological practitioner, the employee may obtain an additional examination at his/her own expense from a licensed psychological practitioner. The Department shall release the same information to the new examiner which was made available to the original doctor. The City will make the City's doctor available to the new examiner.

VI

The Chief of Police may place the employee on administrative leave or modified duty assignment until all psychological testing has been completed.

Richard L. Lewis
Chief of Police