

# Municipal Police Officers'

## Medical Standards and Essential Functions



**Commonwealth of Massachusetts**

**Public Employee Retirement Administration Commission**

The Honorable Domenic J. F. Russo, *Chairman*

The Honorable A. Joseph DeNucci, *Vice Chairman*

The Honorable Deval Patrick

The Honorable Paul V. Doane

Kenneth J. Donnelly

James M. Machado

Donald R. Marquis

Joseph E. Connarton, *Executive Director*

PERAC | Five Middlesex Avenue, Suite 304, Somerville, MA 02145

*ph* 617 666 4446

*tty* 617 591 8917 | *web* [www.mass.gov/perac](http://www.mass.gov/perac)

Published + revised by PERAC, November 2008.

# **Municipal Police Officers'**

## **Medical Standards and Essential Functions**

This is not the official version of the Municipal Police Officers' Medical Standards and Essential Functions. The official version is found in the guide, *Physician's Guide Initial-Hire Medical Standards* (effective October 2007), issued by the Human Resources Division (HRD) of the Commonwealth of Massachusetts. You may access the guide on the HRD Web site, [www.mass.gov/Ehrd/docs/cs/medicalstandardspat/cs\\_pat\\_physicians\\_guide.pdf](http://www.mass.gov/Ehrd/docs/cs/medicalstandardspat/cs_pat_physicians_guide.pdf).

# Table of Contents

Medical Standards	1
Essential Functions	15
Physical Abilities Test	21
Physical Fitness Standards Test	22

# Municipal Police Officers' Medical Standards

## (1) Medical Evaluation

Each municipal police department shall establish and implement a pre-placement medical evaluation process for candidates. During the medical evaluation, the physician shall evaluate each individual to ascertain the presence of any medical conditions listed in these standards, or any medical conditions not listed which would prevent the individual from performing the essential job functions without posing significant risk. It is our intent to encourage the use of professional judgment regarding medical conditions that are not specifically listed. A candidate shall not be certified as meeting the medical requirements of these standards if the physician determines that the candidate has any Category A medical condition specified in these standards. Furthermore, a candidate shall not be certified as meeting the medical requirements of these standards if the physician determines that the candidate has a Category B medical condition that is of sufficient severity to prevent the candidate from performing the essential functions of a police officer without posing a significant risk to the safety and health of him/herself or others.

## (2) The medical evaluation shall minimally include the following:

- (a) comprehensive medical history, that is, a baseline (pre-placement) or interval (periodic) occupational history, including significant past exposures and training and experience with personal protection equipment
- (b) height and weight
- (c) vital signs: pulse, respiration, blood pressure, and, if indicated, temperature
- (d) dermatological system
- (e) ears, eyes, nose, mouth, throat
- (f) cardiovascular system
- (g) respiratory system
- (h) gastrointestinal system
- (i) genitourinary system
- (j) endocrine and metabolic systems
- (k) musculoskeletal system
- (l) neurological system
- (m) basic mental status evaluation. Based on the severity, diagnosis, and impairment of any identified behavior or condition, the initial examiner is encouraged to consider referral of the applicant to a doctoral level mental health professional for further evaluation. In general, the current or recent use of psychotropic medications shall be reviewed by a Board certified psychiatrist.
- (n) audiometry. Audiograms should be performed in an ANSI approved "soundproof" booth (ANSI S3.1-1977) with equipment calibrated to ANSI standards (ANSI S3.6-1973). If a booth is unavailable, the test room

sound pressure levels should not exceed those specified in the Federal OSHA noise regulations (29 CFR 1910.25).

- (o) visual acuity and peripheral vision testing.
- (p) pulmonary function testing. A baseline test should be administered by an experienced individual. Only a spirogram that is technically acceptable and demonstrates the best efforts by an individual should be used to calculate the Forced Vital Capacity (FVC) and Forced Expiratory Volume in one second (FEV1.0).
- (q) a review of hepatitis B immunization status.
- (r) a Purified Protein Derivative (PPD) test for tuberculosis, based on individual departmental infection control plans, and
- (s) other diagnostic testing where indicated.

(3) The medical evaluation process may also include:

- (a) a review of tetanus immunization status.

(4) All medical information collected as part of a medical evaluation shall be considered confidential medical information, and shall be released by the physician only with the specific written consent of the candidate.

The physician shall report the results of the medical evaluation to the candidate, including any medical condition(s) disclosed during the medical evaluation and the recommendation whether the candidate is medically certified to perform as a police officer. The physician shall inform the police department and HRD only whether or not the candidate is medically certified to perform as a police officer. The specific written consent of the candidate shall be required to release confidential medical information to the police department and HRD, following guidelines set forth under the Americans With Disabilities Act (ADA) and other relevant policies.

(5) Category A and Category B Medical Conditions

- (a) A Category A Medical Condition is a medical condition that would preclude an individual from performing the essential job functions of a municipal police officer, or present a significant risk to the safety and health of that individual or others.
- (b) A Category B Medical Condition is a medical condition that, based on its severity or degree, may or may not preclude an individual from performing the essential job functions of a municipal police officer, or present a significant risk to the safety and health of that individual or others.

(6) The following biological systems shall be components of the Initial Medical Standards for police officers:

#### A. Musculoskeletal

##### 1. Head and Skull

- a. Category A medical conditions shall include:
  - i. none.

- b. Category B medical conditions shall include:
  - i. deformities of the skull, loss or congenital absence of the bony substance of the skull which limit the ability to wear a mask and/or protective breathing apparatus,
  - ii. thoracic outlet syndrome sufficient to compromise required activity,
  - iii. congenital cysts, chronic draining fistulas, or similar lesions,
  - iv. any other head condition that results in an individual not being able to perform the job of police officer.

## 2. Neck and Cervical Spine

- a. Category A medical conditions shall include:
  - i. none.
- b. Category B medical conditions shall include:
  - i. cervical arthrodesis/fusion,/instability,
  - ii. cervical canal stenosis,
  - iii. cervical radiculopathy or myelopathy,
  - iv. herniated disc,
  - v. degenerative disc disease,
  - vi. abnormal chronic contraction of neck muscles,
  - vii. any other neck condition that results in an individual not being able to perform the job of police officer.

## 3. Thoracic/lumbar/sacral Spine

- a. Category A medical conditions shall include:
  - i. symptomatic spondylolisthesis, whether or not surgically corrected.
- b. Category B medical conditions shall include:
  - i. lumbar laminectomy or discectomy, with or without fusion,
  - ii. degenerative disease/spondylolysis/pars defect,
  - iii. structural abnormality, fracture, or dislocation,
  - iv. degenerative disk disease,
  - v. herniated disk/sciatica/radiculopathy,
  - vi. spinal stenosis,
  - vii. spinal surgery not covered in Category A,
  - viii. any other spinal condition that results in an individual not being able to perform the job of police officer.

## 4. Extremities

- a. Category A medical conditions shall include:
  - i. hemipelvectomy,
  - ii. hip disarticulation,
  - iii. above-the-knee amputation,
  - iv. upper extremity amputation at or above the wrist, of either thumb, or of digits if absence of those digits interferes with performance of essential job functions, (which includes weapon

firing with either hand)

b. Category B medical conditions shall include:

- i. severe limitation of motion of a joint, fibrosis, or arthrodesis,
- ii. below-the-knee amputations and other amputations not covered Category A,
- iii. total joint arthroplasty:
  - i. shoulder,
  - ii. elbow,
  - iii. wrist,
  - iv. thumb, first, or second digit,
  - v. hip,
  - vi. knee,
  - vii. ankle.
- iv. deformity or dislocation of a joint or limb,
- v. joint reconstruction, ligamentous instability, or joint replacement not covered in (iii),
- vi. chronic osteoarthritis or traumatic arthritis,
- vii. inflammatory arthritis,
- viii. osteomyelitis,
- ix. compressive neuropathies including carpal tunnel syndrome or ulnar nerve palsy,
- x. required use of stabilizing orthopedic braces,
- xi. any other extremity condition that results in an individual not being able to perform the job of police officer.

**B. Eyes And Vision**

The medical evaluation shall minimally include visual acuity (Snellen) and peripheral vision testing using a Titmus or Optec Vision Screener or other similar standardized testing device. Contact lenses are not permitted to meet the uncorrected standard. X-chrom contact lens use is not permitted to meet the color standard. When the candidate is being tested, he/she must present without wearing contact lenses for at least 24 hours, so that uncorrected vision can be accurately tested.

1. Category A medical conditions shall include:

- a. uncorrected vision worse than 20/100 in either eye
- b. corrected vision worse than 20/20 in the better eye UNLESS - the vision in the good eye alone is at least 20/25 AND the vision with both eyes together is 20/20 or better.
- c. peripheral vision of less than 70 degrees temporally and 45 degrees nasally in either eye AND/OR any history of conditions limiting field of vision will necessitate additional assessment by an eye care professional who will use a Goldmann-type perimeter to determine if the binocular visual field is 140 degrees (at least 70 degrees temporally in each eye) with a III4e isopter.
- d. Testing by Ishihara or Richmond pseudo-isochromatic plates is

required and if the candidate fails, testing by Farnsworth D-15 is required. Two or more major errors on the Farnsworth is a Category A condition.

2. Category B medical conditions shall include:

- a. diseases of the eye such as cataracts, retinal detachment, progressive retinopathy, or optic neuritis,
- b. ophthalmological procedures such as radial keratotomy or repair of retinal detachment,
- c. any other vision disorder or eye condition that results in an individual not being able to perform the essential functions of a police officer.

C. Ears And Hearing

The medical evaluation shall minimally include audiograms performed in an ANSI approved sound-treated booth (ANSI S3.1-1999) with equipment calibrated to the ANSI S3.6-1996, or current, standard. If a booth is unavailable, the test room sound pressure levels should not exceed those specified in the Federal OSHA noise regulations (29 CFR 1910.95 Appendix D).

1a. Category A:

Hearing deficit in pure tone thresholds in both ears, the deficit in each ear averaging 35 dB HL or worse at 500, 1000, 2000, and 3000 Hz,

1b. Category A:

Candidates failing the Category A standard and who still wish to be considered for appointment will be required to have follow-up examinations that include:

Full audiological examination, including speech reception threshold (SRT) and speech discrimination testing (NU-6 word lists) in both ears, Full otological examination,

In order to pass:

Pure tone thresholds in better ear indicating average hearing levels at 500, 1000, 2000, and 3000 Hz to be lower than 35 dB HL,

AND

Performance score of 80% or better on the speech discrimination test in the better ear.

Hearing Aids:

Initial hearing examinations (1.a.) **must** take place **unaided**. Candidates who cannot pass the initial examination should be referred to a certified audiologist for the follow-up examination. Candidates may use hearing aids for the follow-up examination. Candidates using hearing aids must pass the follow-up examination based on sound field-testing.

2. Category B medical conditions shall include:
  - a. perforated tympanum,
  - b. auditory canal - atresia, severe stenosis, or tumor,
  - c. severe external otitis,
  - d. auricle - severe agenesis or traumatic deformity,
  - e. mastoid - severe mastoiditis or surgical deformity,
  - f. Meniere's disease, labyrinthitis or any disorder of equilibrium,
  - g. otitis media,
  - h. any other hearing disorder or ear condition that results in an individual not being able to perform the essential functions of a police officer.

#### D. Nose, Mouth, And Throat

1. Category A medical conditions shall include:
  - a. tracheostomy,
  - b. aphonia,
  - c. loss of sense of smell,
  - d. congenital or acquired deformities which interfere with wearing a gas mask.
2. Category B medical conditions shall include:
  - a. congenital or acquired deformities not covered in Category A,
  - b. defects of articulation that materially interfere with verbal communication,
  - c. defects of rate (stuttering, stammering, or cluttering) that interfere with verbal communication,
  - d. chronic severe rhinitis,
  - e. any other nose, oropharynx, trachea, esophagus, or larynx condition that interferes with breathing or speech or otherwise results in an individual not being able to perform as a police officer or to communicate effectively.

#### E. Respiratory

1. Category A medical conditions shall include:
  - a. lung abscess or empyema,
  - b. active tuberculosis,
  - c. pneumothorax,
  - d. interstitial disease with abnormal exercise oxygen desaturation,
  - e. moderate to severe obstructive pulmonary disease, using the following criteria:
    - i. frequent exacerbation of symptoms (>1-2 times per week),
    - ii. cough and low grade wheezing between exacerbations,
    - iii. diminished exercise tolerance,
    - iv. signs of airway obstruction using spirometry,
    - v. required regular drug therapy other than inhaled steroids.
2. Category B medical conditions shall include:

- a. lobectomy or pneumonectomy,
- b. obstructive disease not meeting Category A criteria,
- c. chronic bronchitis,
- d. emphysema,
- e. bronchiectasis,
- f. history of bronchiectasis, bronchitis, fibrous pleuritis, fibrosis, cystic disease, tuberculosis, mycotic lung disease, or pneumothorax,
- g. interstitial disease with normal exercise oxygen saturation,
- h. any other respiratory condition that results in an individual not being able to perform as a police officer.

## F. Cardiovascular

### 1. Heart

- a. Category A medical conditions shall include:
  - i. current diagnosis of angina pectoris,
  - ii. congestive heart failure,
  - iii. aneurysm,
  - iv. acute or chronic pericarditis, endocarditis, or myocarditis. Endocarditis with resultant significant valvular lesions, or myocarditis leading to myocardial insufficiency,
  - v. cardiac or multi-organ transplant or left ventricular assist device,
  - vi. third degree AV block without cardiac pacemaker,
  - vii. coronary artery disease, cardiac hypertrophy, or other cardiac condition without evidence of a functional capacity greater than 8 METs,
  - viii. recurrent syncope,
  - ix. history of sudden cardiac death syndrome,
  - x. hemodynamically significant valvular heart disease,
  - xi. current diagnosis of embolism or thrombophlebitis,
  - xii. automatic implantable cardioverter defibrillator (AICD).
- b. Category B medical conditions shall include:
  - i. coronary artery disease not covered in Category A,
  - ii. significant arrhythmias,
  - iii. cardiac hypertrophy,
  - iv. history of myocardial infarction, coronary artery bypass, coronary angioplasty, stent placement, or atherectomy,
  - v. congenital abnormality,
  - vi. cardiac pacemaker,
  - vii. any other cardiac condition that results in an individual not being able to perform as a police officer.

### 2. Vascular System

- a. Category A medical conditions shall include:
  - i. congenital or acquired lesions of the aorta and major vessels,
  - ii. marked circulatory instability as indicated by orthostatic

- hypotension, persistent tachycardia, and severe peripheral vasomotor disturbances,
  - iii. aneurysm of a major vessel, congenital or acquired,
  - iv. untreated persistent hypertension (systolic blood pressure of 160 mmHg or greater or diastolic blood pressure of 100 mmHg or greater).
- b. Category B medical conditions shall include:
- i. persistent hypertension controlled through medication (systolic blood pressure less than 160 mmHg and diastolic blood pressure less than 100 mmHg),
  - ii. peripheral vascular disease, including intermittent claudication, Raynaud's disease, and Buerger's disease,
  - iii. recurrent thrombophlebitis,
  - iv. chronic lymphedema,
  - v. severe or symptomatic varicose veins or venous insufficiency,
  - vi. any other vascular condition that results in an individual not being able to perform as a police officer.

## G. Gastrointestinal

1. Category A medical conditions shall include:
  - a. liver or multi-organ transplantation,
  - b. active gastrointestinal bleeding.
2. Category B medical conditions shall include:
  - a. cholecystitis,
  - b. gastritis,
  - c. chronic or acute hepatitis,
  - d. hernia,
  - e. inflammatory bowel disease,
  - f. intestinal obstruction,
  - g. pancreatitis,
  - h. bowel resection,
  - i. gastrointestinal ulcer,
  - j. cirrhosis,
  - k. diverticulitis,
  - l. any other gastrointestinal condition that results in an individual not being able to perform as a police officer.

## H. Reproductive

1. Category A medical conditions shall include:
  - a. none.
2. Category B medical conditions shall include:
  - a. pregnancy, for its duration. Any candidate who is pregnant shall be evaluated based on the candidate's ability to perform as a police officer. Such evaluation shall be based in part on the timing of training and

duties as related to pregnancy duration and postpartum recovery. Furthermore, a pregnant candidate shall be informed of the potential risks to her fetus in the performance of essential job functions, due to possible exposures to hazardous materials and physical contact.

- b. any other reproductive condition that results in an individual not being able to perform as a police officer.

#### I. Genitourinary

1. Category A medical conditions shall include:

- a. renal disease requiring dialysis,
- b. renal or multi-organ transplantation.

2. Category B medical conditions shall include:

- a. any other renal, urinary, or genital condition that results in an individual not being able to perform as a police officer.

#### J. Neurological

1. Category A medical conditions shall include:

- a. ataxia,
- b. cerebral arteriosclerosis as evidenced by documented episodes of neurological impairment, including cerebrovascular accidents (CVAs) and transient ischemic attacks (TIAs),
- c. multiple sclerosis with activity or evidence of progression within previous three years,
- d. muscular dystrophy,
- e. myasthenia gravis,
- f. ALS,
- g. all seizure disorders and choreoathetosis to include psychomotor, focal, petit mal, or grand mal seizures other than for those with:
  - i. complete control during previous two (2) years with either no medication or a constant dose of the same medication,
  - ii. normal neurological examination, and
  - iii. definitive statement from qualified neurological specialist,
- h. dementia
  - i. any disorder affecting equilibrium which is acute, episodic, chronic, or recurrent

2. Category B medical conditions shall include:

- a. congenital conditions and malformations,
- b. migraines,
- c. clinical disorders with paresis, paralysis, loss of coordination, abnormal motor function, or abnormalities of sensation,
- d. history of subdural, subarachnoid, or intracerebral hemorrhage,
- e. recent severe head contusion or concussion,
- f. any other neurological condition that results in an individual not being able to perform as a police officer.

## K. Skin

1. Category A medical conditions shall include:
  - a. none.
2. Category B medical conditions shall include:
  - a. non-localized, i.e., widespread, skin disease,
  - b. extensive skin grafts,
  - c. contact allergies,
  - d. any other dermatologic condition that results in an individual not being able to perform as a police officer.

## L. Hematopoietic and Lymphatic

1. Category A medical conditions shall include:
  - a. hemorrhagic states requiring replacement therapy, including hemophilia,
  - b. sickle cell disease (homozygous),
  - c. chronic anticoagulation therapy.
2. Category B medical conditions shall include:
  - a. anemia, leukopenia, or thrombocytopenia,
  - b. polycythemia vera,
  - c. splenomegaly,
  - d. history of thromboembolic disease,
  - e. any other hematological condition that results in an individual not being able to perform as a police officer.

## M. Endocrine and Metabolic

1. Category A medical conditions shall include:
  - a. uncontrolled diabetes mellitus.
  - b. insulin dependent diabetes not controlled by the use of a pump or basal/bolus technique
  - c. insulin dependent diabetes not meeting criteria described in Attachment A.
2. Category B medical conditions shall include:
  - a. Diabetes mellitus  
Note: Any patient with diabetes is required to provide medical information indicating that they meet the requirements described in Attachment A.
  - b. diseases of the adrenal gland, pituitary gland, parathyroid gland, or thyroid gland of clinical significance,
  - c. nutritional deficiency disease or metabolic disorder,
  - d. any other endocrine or metabolic condition that results in an individual not being able to perform as a police officer.

## N. Tumors and Malignant Disease

1. Category A medical conditions shall include:
  - a. none.
2. Category B medical conditions shall include:
  - a. malignant disease which is newly diagnosed, untreated, or currently being treated. The medical evaluation of any candidate with malignant disease which is newly diagnosed, untreated, or currently being treated shall be deferred until treatment has been completed. Treated malignant disease shall be evaluated based on that individual's current physical condition and on the likelihood of that individual's disease to recur or progress.
  - b. any other tumor or malignancy that results in an individual not being able to perform as a police officer.

## O. Psychiatric

1. Category A medical conditions shall include:
  - a. disorders of behavior,
  - b. anxiety disorders,
  - c. disorders of thought,
  - d. disorders of mood,
  - e. disorders of personality.
2. Category B medical conditions shall include:
  - a. a history of any psychiatric condition, behavior disorder, or substance abuse problem not covered in Category A. Such history shall be evaluated based on that individual's history, current status, prognosis, and ability to respond to the stressors of the job,
  - b. any other psychiatric condition that results in an individual not being able to perform as a police officer.

## P. Conditions Not Otherwise Covered

1. Category A medical conditions shall include:
  - a. none.
2. Category B medical conditions shall include:
  - a. connective tissue and autoimmune diseases, including dermatomyositis, lupus erythematosus, scleroderma, and rheumatoid arthritis,
  - b. history of heat stroke, frostbite, or other thermal injury,
  - c. potentially transmissible infectious disease, including HIV and AIDS,
  - d. any other systemic condition that results in an individual not being able to perform as a police officer.

## Q. Chemicals, Drugs, And Medications

1. Category A medical conditions shall include:
  - a. active alcoholism or substance abuse.

2. Category B medical conditions shall include the regular use of various chemicals and drugs, including – but not limited to – the following categories:
  - a. cardiovascular agents,
  - b. narcotics,
  - c. sedative-hypnotics,
  - d. stimulants,
  - e. psychoactive agents,
  - f. systemic steroids,
  - g. any other chemical, drug, or medication that results in an individual not being able to perform as a police officer.

### Attachment A: Diabetes Mellitus

A candidate with Diabetes Mellitus (diabetes) must comply with the requirements described below. At their own expense, the candidate or officer must submit medical information from their treating medical provider responsive to these criteria, including actual medical data which can be reviewed by the Police Physician. These criteria apply to all cases of diabetes, independent of whether insulin is required or not. The requirements pertaining explicitly to insulin do not apply to individuals whose diabetes is being managed without insulin.

The medical information must cover the following:

1. Care: The individual is under the care of an endocrinologist or other physician knowledgeable about diabetes management. Outpatient and in-patient medical record(s) of the last three years or since date of diagnosis (whichever is shorter) should be reviewed by the treating physician and provided to the Police Physician.
2. Treatment: The method of treatment of diabetes
  - A. If the individual has type 1 diabetes, the individual has been on a basal/bolus regimen or an insulin pump using analogue insulins for the six (6) months prior to evaluation.

If the individual uses an insulin pump, documentation is needed as follows:

    1. proper understanding and education in the use of the insulin pump
    2. state date for the use of the pump
    3. history of insulin site infections
    4. history of pump cessation and pump malfunction
    5. backup plan for pump malfunction including use of injectable insulin
    6. frequency of infusion set changes
  - B. If has type 2 diabetes on insulin, the individual has been on a stable medication regimen for the three (3) months prior to evaluation.

- C. If on oral agents alone, the individual has been on a stable medication regimen for the month prior to evaluation.
3. Education: The individual has been educated in diabetes and its management and thoroughly informed of and understands the procedures that must be followed to monitor and manage his/her diabetes and what procedures should be followed if complications arise.
4. Quantitative Glucose Monitoring
- A. The individual has documentation of ongoing self-monitoring of blood glucose.
  - B. This must be done with a glucose meter that stores every reading, records date and time of reading and from which data can be downloaded.
  - C. Monitoring logs must be available covering the time period (1, 3 or 6 months) described in sections 2.A. – C. . The frequency of glucose monitoring must follow a schedule acceptable to the Police Physician in consultation with the treating physician.
  - D. Has had hemoglobin A1C measured at least four times a year (intervals of two to three months) over the last 12 months prior to evaluation if diagnosis has been present over a year. If hemoglobin A1C > 8%, this may signal a problem with diabetes management that warrants further assessment.
5. Incapacitating events
- A. Has not had any episodes within the past one (1) year
- and**
- B. no more than two (2) episodes in the past three (3) years,
- or**
- C. since diagnosis of diabetes (if less than one year) has not had any episodes of:
    - 1. severe hypoglycemia (loss of consciousness, seizures or coma, requiring the assistance of others or needing urgent treatment [glucagon injection/IV glucose]) or
    - 2. blood sugar < 60 mg/dl with unawareness demonstrated in current glucose logs.
6. Chronic complication screening: Chronic complications of diabetes are associated with increased risk for severe hypoglycemic episodes and warrant further assessment. The components of screening for chronic complications are:
- A. Complete eye exam by a qualified ophthalmologist or optometrist, including a dilated retinal exam, demonstrating no more than mild background diabetic retinopathy.

- B. Normal vibratory testing with a 128 Hz tuning fork, has normal testing with 10 gram Semmes-Weinstein monofilament and normal orthostatic blood pressure and pulse testing.
- C. Normal cardiac physical exam. Cardiac stress testing to at least 12 METS is recommended and should begin based on either the criteria of the American Heart Association / American College of Cardiology or those of the American Diabetes Association. Individuals with diabetes who have a normal cardiac stress test will be retested every one to three years based on individual clinical assessment. This assessment should consider:
  - the age of the individual
  - the number and persistence of CAD risk factors
  - the severity of CAD risk factors
- D. Microalbumin/creatinine ratio <30:1, measured or calculated creatinine clearance > 60 ml/min.

#### 7. Ongoing evaluation and requirements

- A. Should have medical records and glucose meter logs reviewed periodically. Because of the nature of diabetes it is important that regular medical follow up be provided to the individual. The frequency and content of the evaluation should be determined on an individual basis by the Police Physician in consultation with the treating physician.
- B. Must advise Police Physician of any change in type of medication.
- C. Must advise Police Physician of any episodes of significant hypoglycemia or hyperglycemia (ketoacidosis, hyperosmolar hyperglycemic nonketotic state).
- D. Must provide documentation of ongoing evaluation of cardiac, ophthalmological, neurological and/or renal status. [see sections above]

The diabetes requirements above are adopted from the National Consensus Guideline for the Medical Evaluation of Law Enforcement Officers (2007), issued by the American College of Occupational and Environmental Medicine in consultation with the American Diabetes Association. The full document (soon to be available from ACOEM.org) should be consulted for additional details regarding recommended evaluation and monitoring. [www.acoem.org](http://www.acoem.org).

# Municipal Police Officers'

## Essential Functions

### A. Patrol and Incident Response

- Provide back-up to other police personnel.
- In response to a report of child abuse, observe and evaluate the physical or mental condition of the child, notify the appropriate agencies, and/or place the child in protective custody to protect the child from physical or mental harm.
- Respond to a crime in progress and secure the area to effect an arrest.
- When confronted with victim(s), conduct patient assessment and administer immediate care to prevent further injury, trauma, or death.
- Communicate/negotiate with a hostage taker to reduce his/her anxiety and prevent the loss of life pending arrival of hostage negotiator.
- Appraise the situation, separate individuals, and discuss the grievances to restore order at a domestic dispute.
- Use communications equipment (e.g., radio, computer, telephone) to exchange information relative to official duties (e.g., reporting status and location to dispatcher, maintaining contact with other agencies).
- Operate a Department vehicle at a high rate of speed, using emergency lights and siren and maintaining public safety, to respond to emergency calls for service.
- Request assistance from other police personnel.
- Respond to an alarm, secure area, and inspect for entry to protect life and property and apprehend the violator or violators.
- Participate in a large scale coordinated search for one or more persons (e.g., escapees, mental patients, lost people, etc) to locate or apprehend the person(s).
- Separate individuals in a fight or disturbance (not a domestic dispute) to restore order and minimize injury to those individuals or property.
- Operate a Department vehicle under non-emergency conditions within a specific geographic area to observe and detect unusual activities or circumstances, or violations of the law in order to deter crime and provide service to the public.
- Protect one or more persons (confidential sources, witnesses, etc.) to provide for the safety and security of the person(s) and the public.
- Respond to incidents requiring your presence as specified in Departmental policies.
- Maintain current information such as names, faces, and previous arrest records of known criminals believed to be in the area.
- Observe and check entrances to buildings and premises to maintain security of property.
- Identify a person as disturbed (e.g., mentally, emotionally) or incapacitated

(e.g., drunk, epileptic) and detain that person in order to provide for placement.

- Erect physical barriers, bodily serve as a barrier, issue verbal commands, and/or utilize the necessary degree of authority to effect the safe, peaceful, and orderly flow of a crowd of people.
- Patrol a specific geographic area on foot to observe and detect unusual activities or circumstances, or violations of the law.
- Serve on special details to help maintain peace (e.g., abortion demonstrations, animal rights).

## B. Traffic Enforcement

- When outside of vehicle (e.g., making a traffic stop), monitor pedestrian or vehicular traffic to reduce risk of injury to self or others and take evasive action when necessary.
- Conduct field sobriety tests to determine probable cause for breath or blood test and/or arrest for alcohol or drug use.
- Protect an accident scene to allow for a determination of the facts of the accident.
- Direct/reroute traffic, place emergency signaling devices (e.g., flares) or take other necessary action to ensure a safe and orderly flow of traffic when confronted with unusual traffic conditions (e.g., accidents, stoplight out, parades).
- Determine the status (e.g., stolen, disabled) of a stopped or abandoned vehicle, including checking for inhabitants (e.g., children, victims).
- Estimate vehicle speed visually or use speed detection equipment (e.g., radar, lidar, vascar, stopwatches) to determine the speed of a vehicle.
- Stop vehicles for cause and check for required documents, defective equipment (e.g., headlights, tires), and other violations to issue citations or warnings and to aid in the safe and legal operation of vehicles on the road.
- Issue a citation to a traffic violator.
- Impound or supervise impounding of equipment or vehicles left on the road way.

## C. Investigations

- Identify and collect evidence at a crime scene to preserve that evidence for use in an investigation.
- Protect a crime scene from contamination by controlling access to the scene and erecting physical barriers to preserve the evidence of a crime.
- Document the elements of a crime and identify potential witnesses and suspects to produce a prosecutable case.
- Evaluate evidence (e.g., article, substance) to determine its relationship to an investigation.
- Transport evidence to various locations (e.g., lab, court), maintaining an unbroken chain of custody.
- Canvass the neighborhood, asking questions of persons in order to locate and identify one or more witnesses, victims, or suspects of a crime.
- Inspect a suspected controlled substance to make a preliminary determination

- of its identity and request further lab tests as needed.
- Determine the probable facts of the incident from examination and comparison of statements and other evidence.
- Interview and take written statements from the general public, witnesses, victims, or suspects to obtain and record information pertinent to the enforcement, regulatory, and service functions of the Department.
- Evaluate individuals to determine their credibility and/or manner in which they should be handled (e.g., during interrogations).
- Identify assets for potential seizure at a crime scene.
- Observe one or more persons, places, and/or things to collect information and evidence of criminal activities.

#### D. Arrest-Related Activities

- Display or discharge a Departmentally approved firearm to protect self and/or the public.
- Display or utilize a Departmentally issued non-firearm weapon (baton, spray) in a defensive manner to control one or more persons in accordance with Department policy.
- Search one or more persons for weapons, fruits of a crime, or contraband to effect an arrest, protect oneself and the public, and/or to obtain evidence.
- Search a vehicle for weapons, fruits of crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.
- Distinguish between felony and misdemeanor classifications when making arrests.
- Search a building for individuals, weapons, fruits of a crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.
- Physically restrain or subdue a violent or resisting individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.
- Determine applicability of Miranda when arresting and detaining suspects.
- Signal a felon to stop (e.g., emergency light, siren, P.A.) in order to effect an arrest or contain the felon and await backup.
- Make judgments about probable cause for warrantless searches.
- Operate a Department vehicle at a high rate of speed, maintaining public safety and in compliance with Departmental pursuit policy, to pursue and apprehend one or more violators.
- Determine whether suspects require medical attention.
- Physically restrain or control a non-violent individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.
- Ensure prisoners are held and detained in compliance with Departmental policy and applicable statutes.
- Legally force entry into building to apprehend suspect and/or evidence.
- Record the arrest of an individual (e.g., fill out forms, photograph) to document that arrest and possible detention
- Pursue a suspect or violator on foot.

- Review computer and/or booking sheet to obtain information about booked suspects (e.g., criminal history, outstanding warrants).
- Make recommendations for strip or body cavity search.
- Transport person(s) (e.g., witness, victim), maintaining safety, for some official purpose.

#### E. Evidence/Property Management

- Ensure the secure storage of evidence and property in the designated location.
- Ensure the maintenance of chain of custody for evidence.
- Release property or evidence to authorized individuals.

#### F. Record and Report Management

- Write narrative reports (e.g., incident reports, intelligence reports) providing complete, accurate and consistent information.
- Summarize in writing the statements of witnesses and complainants.
- Fill in forms requiring specific information accurately and completely.
- Record information required by Department guidelines in proper logs
- Document incoming communications (e.g., requests for information, training) and communicate that information to other personnel as necessary.
- Maintain logs (written and/or computerized) of activities occurring during the shift (e.g., accidents, significant incidents) to maintain a record.

#### G. Court

- Appear and testify as a witness in an official proceeding (e.g., traffic court, trial, Civil Service hearing) to assist in fulfilling the Department's role in the judicial and administrative process.
- Review search and arrest warrants prior to presentation to judge or prosecutor for signing.
- Review and discuss the details of a specific investigation with prosecutor to plan investigatory strategy, prepare for a court presentation, etc.
- Prepare search or arrest warrants.

#### H. Community Relations

- Communicate with neighborhood youths to facilitate police-community relationships and deter criminal behavior.
- Participate in cooperative operations (e.g., Task Forces, executing warrants) to address community conditions and crime.
- Contact the immediate family of an individual (in person) or notify uniformed personnel to provide information to the family concerning that person's injury or death.
- Attend meetings (e.g., community meetings, concerned citizens) to discuss and exchange information, address problems, coordinate and develop plans of action, etc.
- Provide information upon request to individuals and groups (e.g., business people, neighborhood groups) to increase awareness of potential victimization and deter crime.

- Provide assistance and information to civilians seeking help (e.g., directions, explanations of municipal codes and ordinances, referrals to other Department personnel or other agencies/entities).
- Maintain current information about available social agencies and their roles for use in referring citizens seeking help.
- Discuss police actions with relatives of prisoners or complainants.

#### I. Police Department Property Management

- Clean and inspect weapons.
- Conduct inventory of assigned vehicles and equipment to ensure that necessary equipment is available when needed.
- Recognize vehicle and/or equipment damage or malfunctions(s) and ensure that necessary repairs are performed.
- Maintain clothing and personal equipment to satisfy inspection requirements.
- Maintain personal copies of Departmental directives as required by Department policy.

#### J. Direct Supervision

- Attend or conduct roll call.

#### K. Personnel Evaluation and Counseling

#### L. Personnel Assignment and Coordination

#### M. Training Delivery

#### N. Command

- Monitor police activity by radio.

#### O. Internal/External Communications and Coordination

- Notify dispatcher of special conditions that may affect or are affecting sector operations as required by Department procedures.
- Communicate with other Department personnel informally to discuss and exchange information (e.g., intelligence), address problems, etc.
- Monitor and respond to routine communications (e.g., phone).
- Consult with superior to provide/receive assistance with assigned operational activities and keep him/her apprised of potential developments/problems.
- Request documents in records systems (e.g., pictures, criminal histories, etc.).
- Notify other Police Department units of unusual situations and conditions as necessary and appropriate.
- Contact other Police Departments and law enforcement agencies (e.g., FBI) for information and assistance.
- Communicate with individuals from other city/state/federal agencies/entities to exchange information and accomplish work objectives.

- Respond to requests for information from superior personnel.
- Answer investigative inquiries from other law enforcement agencies or refer inquiry appropriately.
- Contact outside agencies and organizations (e.g., social service agencies) for information.

#### P. Research and Planning

#### Q. Financial Management

#### R. Professional Development

- Participate in in-service training and recertification programs including firearms, policies, and practical/tactical exercises (e.g., defensive tactics) to receive information and develop skills.
- Read and keep up-to-date on federal, state, and local statutes/ordinances and court decisions to ensure appropriate enforcement and investigatory activities.
- Read internal reports and training materials to keep current on procedures and issues.
- Read and keep up-to-date on Departmental policies and procedures to ensure appropriate enforcement, investigatory, and administrative activities.
- Read outside literature (e.g., texts and journals) to keep current on law enforcement topics.

# Municipal Police Officers' Physical Abilities Test

Linkage of PAT Events with Essential Tasks from the Job Task Analysis

## Event 1: Getting to the Problem

### A. Obstacle Run

Essential Job Functions (from surveys):

- Pursue a suspect or violator on foot

### B. Take-down

Essential Job Functions (from surveys):

- Physically restrain or control a non-violent individual
- Physically restrain or subdue a violent or resisting individual

### C. Handcuffing

Essential Job Functions (from surveys):

- Effect an arrest, protect oneself and the public
- Participate in in-service training including tactical exercises

## Event 2. Resolving the Problem (Trigger Pull)

Essential Job Functions (from surveys):

- Display and discharge a departmentally approved firearm
- Participate in in-service training including firearms

## Event 3. Resolving the Problem (Separation Event)

Essential Job Functions (from surveys):

- Appraise the situation, separate individuals
- Separate individuals in a fight or disturbance

## Event 4: Removing the Problem (Dummy Drag)

Essential Job Functions (from surveys):

- Administer immediate care to victim to prevent further injury, trauma, or death

# Municipal Police Officers' Physical Fitness Standards Test

Physical Fitness Standards Test Course for Police Officers/Physical Ability Test (PAT) Events

- (1) The Physical Fitness Standards Test for Police Officer consists of four (4) events that require candidates to perform simulations of activities that are a part of the police officer's job. These events require cardiovascular fitness, muscle strength, muscular endurance and flexibility. Each event will be timed. During all events, the candidate will wear a duty belt equipped with a holster, plastic gun and night stick to simulate the equipment a police officer normally wears during these types of activities. The events are described below. They will be performed in the order listed. There will be a twenty second rest period between events.
  - (A) Event #1: "Getting to a Problem" - The Obstacle Course.

This event simulates the actions necessary to pursue and "takedown" a suspect. The event begins with a 340-yard obstacle course where the candidate will be faced with climbing under an obstacle, climbing up and down steps, going through an open window, climbing over a wall and negotiating a series of cones arranged in a zigzag pattern. At the end of the course, the candidate will be required to grab hold of a weighted bag attached to a pulley and touch it to the ground beyond a three (3) foot line. The candidate will then immediately move around the Power Station to the handcuffing simulation where he/she will be required to pull on two hand levers until the cable hits the stop. This completes the event.
  - (B) Event #2: "Resolving the Problem" - The Trigger Pull Event.

The event consists of raising a handgun and squeezing the trigger six (6) times with each hand.
  - (C) Event #3: "Resolving the Problem" - The Separation Event.

This event simulates tasks that require separating one party from another and controlling individuals, such as in crowd control situations. The candidate will be required to pull a hanging bag, weighted against 75 lbs., backwards touching it to the ground across a marked line. Each candidate will have to perform two "pulls".
  - (D) Event #4: "Removing the Problem" - The Dummy Drag.

This event simulates dragging a victim or suspect. The candidate will be required to drag a 6', 145 pound dummy over a straight 25 foot course.

Specifications for these test events are on file at HRD.

## Scoring of the Physical Fitness Standards Test Course for Police Officers

- (1) The scoring will be as follows:

### TABLE OF CUT SCORES

Obstacle Course	130.40 seconds
Trigger Pull	7.10 seconds
Bag Pull	14.20 seconds
Dummy Drag	11.00 seconds

- (2) In order to pass the Physical Fitness Standards Test successfully, a candidate must pass every sub-test by achieving at least the passing score indicated on the preceding chart. If upon examination, a candidate does not pass the test, then that candidate will be required to retake the entire test (all the sub-tests) during the re-examination.

Commonwealth of Massachusetts  
Public Employee Retirement Administration Commission  
Five Middlesex Avenue  
Third Floor  
Somerville, MA 02145  
*ph* 617 666 4446  
*fax* 617 628 4002  
*tty* 617 591 8917  
[www.mass.gov/perac](http://www.mass.gov/perac)