



Illinois Department of Corrections

Administrative Directive

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| Number: 03.01.130 | Title: Psychological and Psychiatric Examination of Employees | Effective: 2/1/2022 |
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| Authorized by: | <i>[Original Authorized Copy on File]</i> Rob Jeffreys Director |
| Supersedes: | 03.01.130 effective 9/1/2019 |

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| Authority: 730 ILCS 5/3-2-2 | Related ACA Standards: 5-ACI-1A-07 and 10, 5-ACI-1C-01, 20, 23 |
| Referenced Policies: | Referenced Forms: DOC 0562 – Fitness for Duty Examination Request Packet |

I. **POLICY**

Psychological or psychiatric examinations of employees shall be used only under limited circumstances and in conformance with the requirements of applicable laws and agreements.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to define those circumstances when psychiatric or psychological examinations may be required on employees.

B. **Applicability**

This directive is applicable to all facilities within the Department.

C. **Facility Review**

A facility review of this directive shall be conducted at least annually.

D. **Definitions**

Clinical psychologist – a psychologist who holds a Doctor of Philosophy (Ph. D.) or Doctor of Psychology (Psy. D.) Degree in clinical psychology or a Master's Degree in clinical psychology and who is licensed by the State of Illinois as a psychologist.

Contracted licensed Psychologist or Psychiatrist – for the purpose of this Administrative Directive shall be an outside-contracted licensed individual who is not currently employed or contracted by the Department for the care of individuals in custody.

Psychiatrist – a physician who is Board eligible or Board certified in the practice of psychiatry.

E. **Implementation**

1. Referrals

- a. Only the appropriate Deputy Director or the facility's Chief Administrative Officer (CAO) shall refer an employee to a psychiatrist or psychologist for examination with approval by the Chief of Mental Health or Chief of Psychiatry.
- b. A referral for examination shall be made by completing the Fitness for Duty Examination

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Request Packet, DOC 0562, only when facts and circumstances raise a serious question as to whether an employee is able to effectively perform his or her job duties. This shall include, when applicable, the ability to respond to unusual incidents.

- c. Fit for Duty examinations shall be conducted by a contracted licensed Psychologist or Psychiatrist.
- d. Strict confidentiality shall be implemented throughout the process of referral and any needed examination.

2. Use of Examination Results

The results of psychological or psychiatric examinations shall be used to determine whether the employee is able to continue to function efficiently and effectively in his or her present position. Results of the examination shall be limited to the employee, appropriate Deputy Director or Chief of Women's Division and CAO.
