



Illinois Department of Corrections

Administrative Directive

Number: 03.02.109	Title: Physical Examinations	Effective: 6/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	03.02.109 effective 12/20/2020	

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1C-01, 5-ACI-1C-15, 5-ACI-1C-20
Referenced Policies: 03.02.107, 04.03.116	Referenced Forms: DOC 0496 – Pre-Employment Medical History DOC 0497 – Pre-Employment Medical Examination

I. POLICY

1. The Department shall require a medical examination of:
 - a. All prospective employees identified by the Director and, after a conditional offer of employment has been made and prior to their initial employment, employees who have direct contact with individuals in custody. For the purpose of this directive, employees who have direct contact with individuals in custody shall mean any person, whether employed through the Department or contractually, except those employees employed by a company contracted by the Department at an Adult Transition Center), whose official job-related duties include interaction with an individual in custody on a regular, ongoing basis.
 - b. Any employee (except those employees employed by a company contracted by the Department at an Adult Transition Center) whenever there is reasonable doubt concerning the individual's physical ability to perform the essential job functions of the employee's position.
2. The Department shall require all employees to be screened for tuberculosis at least once a year.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for medical examinations of prospective and current employees.

B. Applicability

This directive is applicable to all correctional facilities (except, for the purposes of this directive, an Adult Transition Center which is managed by company contracted by the Department), offices, programs and parole services within the Department.

C. Facility Reviews

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

D. Definitions

For purposes of this directive, the following definitions apply:

Chief Administrator – the Chief Administrative Officer of a correctional facility or program site, the Manager of Staff Development and Training, or the respective Deputy Director or above.

	Illinois Department of Corrections Administrative Directive	Page 2 of 4
Number: 03.02.109	Title: Physical Examinations	Effective: 6/1/2022

Custodial personnel – Corrections Residence Counselors.

Essential functions – the fundamental job duties of the employment position but does not include the marginal functions of the position.

Food service personnel – Correctional Food Service Supervisors and Dietary Managers, or anyone who is assigned to prepare or serve non-packaged food for consumption in a correctional facility or transition center. This shall not include personnel who handle fresh produce in a storage room.

Medical examiner – a licensed physician, physician’s assistant or nurse practitioner.

Parole personnel – Parole agents, apprehension specialists and Parole Supervisors.

Security personnel – Correctional Officers, Sergeants, Lieutenants and Majors.

E. Pre-employment Requirements

1. The supervising employee shall ensure that, normally within four days after a conditional offer of employment but prior to initial employment, a complete medical examination is conducted of all prospective employees who are required by this directive to have a physical examination. This shall include a medical history, physical examination and a visual screening examination in accordance with Paragraph II.G. of this directive.
2. All required physical examinations of prospective employees shall be performed by a medical examiner employed by the Department and shall be performed at no cost to the individual.
 - a. Medical examinations shall be conducted at a correctional facility or other location designated by the Agency Medical Director. If the prospective employee will not be assigned to a correctional facility, the supervising employee shall contact the Office of Health Services to make necessary arrangements to schedule the examinations at a designated facility.
 - b. The appropriate Health Care Unit Administrator shall ensure the laboratory requirements and Tuberculosis (TB) test are scheduled as soon as possible and that scheduling permits the results of the laboratory urinalysis, TB skin test and complete blood count and blood chemistry to be available to the medical examiner at the time of the physical examination.
3. The medical examiner conducting the examination shall:
 - a. Be informed of the essential job functions of the prospective employee’s position; and
 - b. Complete the Pre-Employment Medical History, DOC 0496, and the Pre-Employment Medical Examination, DOC 0497.
4. Upon completion of the examination, the medical examiner shall make a recommendation regarding a prospective employee's physical ability to perform the essential functions of the assigned position. The recommendation may be referred to the Facility Medical Director.
 - a. If the medical examiner or Facility Medical Director determines the prospective employee is able to perform the essential functions of the job, the recommendation shall be forwarded to the Chief Administrator.
 - b. If the medical examiner makes a preliminary determination that the prospective employee is unable to perform the essential job functions, he or she shall refer the determination to the Facility Medical Director.

	Illinois Department of Corrections Administrative Directive	Page 3 of 4
Number: 03.02.109	Title: Physical Examinations	Effective: 6/1/2022

- (1) If the Facility Medical Director concurs, his or her recommendation shall be referred to the Agency Medical Director, who shall review and make a recommendation to the Chief Administrator.
 - (2) If the Facility Medical Director does not concur, he or she shall make a recommendation to the Chief Administrator.
5. The Chief Administrator shall make the final determination as to whether the prospective employee meets the physical requirements of the job with or without a reasonable accommodation.
 6. If employment is denied based upon the findings of the examination, the prospective employee shall be provided with a written statement explaining the relationship of the impairment to the essential functions of the job.

F. Post-employment Requirements

1. Upon initial hire all new employees shall be offered a Hepatitis “B” vaccine series in accordance with Administrative Directive 04.03.116 and new employees who have undergone the mandatory physical examination shall be offered a tetanus toxoid, if he or she has not had such an injection within the last 10 years.
2. The Chief Administrator may require a medical examination be given to any employee whenever there is a need to determine the employee's physical ability to perform the essential functions of the position. The medical examiner shall conduct any examination necessary to make the determination (refer to Paragraph II.G). The medical examiner’s recommendation shall be submitted to the Chief Administrator.
3. All employees shall be screened for tuberculosis at least once a year in accordance with current departmental guidelines.

G. Medical Examinations

1. Medical History

A complete medical history shall include at a minimum:

- a. Past history of medical and surgical problems;
- b. Current illnesses;
- c. Occupational history;
- d. Allergy history;
- e. Current medications;
- f. Usage of alcohol, tobacco and illicit drugs;
- g. Tetanus toxoid immunization history; and
- h. A review of systems.

2. Physical Examination

A complete physical examination shall include at a minimum:

	Illinois Department of Corrections Administrative Directive	Page 4 of 4
Number: 03.02.109	Title: Physical Examinations	Effective: 6/1/2022

- a. Blood pressure;
- b. Height and weight;
- c. Pulse;
- d. Laboratory urinalysis;
- e. An examination of the organ systems indicated on the DOC 0497;
- f. A test for tuberculosis (TB skin test);
- g. A complete blood count; and
- h. Blood chemistry (Chem 7).

3. **Visual Examination**

A visual screening examination shall be given to determine binocular vision and confrontational fields. Prospective employees must have 20/40 corrected binocular vision and normal confrontational fields. If the confrontational fields are not normal, the matter shall be referred to the Agency Medical Director for a recommendation to the Chief Administrator.

H. Records

1. Information obtained regarding the medical condition or history of the applicant or employee shall be collected and maintained on separate forms and in separate medical files.
 2. Employee Medical Records shall be treated as confidential except:
 - a. Supervisors and managers may be informed regarding any necessary restriction on the work or duties of the employee and necessary accommodations;
 - b. First aid and safety personnel may be informed, when appropriate, if a disability might require emergency treatment; and
 - c. As otherwise permitted by law.
 3. All employee medical information shall be forwarded to the appropriate facility personnel officer for filing in a separate confidential medical file. Transfer of medical files shall be consistent with transfer of personnel files (see Administrative Directive 03.02.107).
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