


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 4.48</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: EMPLOYEE WELLNESS</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Employee Wellness</p>	<p>State Certification Standards: 3.3, 3.4</p>		

Special Instructions:

PURPOSE

The purpose of this General Order is to prescribe the Rabun County Sheriff's Office policy and procedures regarding Employee Wellness.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that all employees maintain a level of wellness that enables them to successfully complete their assigned duties.

DEFINITIONS

JOB DESCRIPTION — An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.

JOB RELATED — A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

DISCUSSION

The law enforcement profession places physical and mental demands on officers and/or employees that often exceed those placed on the average citizen. Therefore, it is imperative that all employees maintain a level of employee wellness, which will allow them to effectively carry out their assigned duties in a safe and efficient manner.

I. GENERAL PROVISIONS

- A. All personnel, regardless of age, duty assignment, or sex are expected to be able to perform those physical requirements that are associated with the essential job functions or tasks that are job related as identified in their Job Description. These physical requirements will be made with reasonable accommodations.
- B. Medical Reviews for New Employees (As stated in General Order 2.03)
 - 1. Candidates offered conditional employment with the Sheriff's Office may be required to successfully complete a medical examination prior to the actual hire date. The examination will be at the expense of the Sheriff's Office.
 - 2. Candidates for sworn positions may complete a medical examination according to the guidelines set for Georgia P.O.S.T. Certification. The exam will include physical fitness and physical agility tests as well as a drug screen.
 - 3. Candidates for civilian positions may complete a general physical examination, which will also include drug screening.
 - 4. All disabilities will be assessed with regards to the Americans with Disabilities Act (ADA). The Rabun County Sheriff's Office, following the provisions of the ADA, will not discriminate against a qualified individual with a disability.
 - 5. Medical examinations will be administered by licensed physicians.
 - 6. All medical examinations will be based upon valid, useful and non-discriminatory methods and procedures.
- C. Medical Reviews for Current Employees
 - 1. Current employees may be directed to undergo a physical examination at the department's expense, when the Sheriff or designee(s) determines that an employee is no longer able to perform the assigned essential job function due to a temporary medical condition. Such a mandatory examination is governed by General Order 4.26 (Light Duty Assignment).
 - 2. Employees may also receive any physical examination benefits as available through the county insurance program or their private insurance program.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County