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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.03  
**EFFECTIVE DATE:** 10/21/99  
**REVISED:** 09/21/00, 12/19/02,  
06/05/03

**AUTHORITY:** BOC  
**COUNTY MANAGER:** Dan Hille  
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**SUBJECT: PHYSICALS**

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**I. PURPOSE:** To establish policy and procedures regarding required occupational physical examination for County employees and East Fork Fire and Paramedic District staff and volunteer firefighters.

**II. POLICY:**

- A. Designated employees who work in the departments listed below are required to receive physicals, which are paid by the County or District.
  - 1. Sheriff's Office.
  - 2. Juvenile Probation.
  - 3. East Fork Fire & Paramedic District and volunteers.
  - 4. Parks Department/Weed Control.
  - 5. Road Department.
  - 6. Vehicle Maintenance.
  - 7. All holders of Commercial Drivers Licenses.
- B. Human Resources will administer the physical program and ensure the process is consistently documented and tracked. Management of the designated departments shall be responsible for ensuring employees comply with this requirement in a timely manner. Employees will be required to provide a release of records authorization.
- C. Employees failing to comply with this requirement shall be subject to disciplinary action up to and including termination; volunteers failing to comply shall be removed from active duty.
- D. The cost of the physical examinations will be allocated to the appropriate County or District budget accounts based upon standard accounting procedures and appropriations made by the respective County and District Boards.
- E. This policy is intended to provide an overview and basis for the implementation of a contract with a contracting physician, and the policy and the contract shall be construed harmoniously to carry out the intent of each.

**III. PROCEDURE:****A. REQUIRED TESTING:**

Physicals shall be performed as indicated in the NRS and as stated in the specifications of the physical contract. For further details on these and other items required by this policy please contact the Human Resources Division. If the physician recommends additional testing, the employee or volunteer will be informed during the examination. The physician's office shall contact Human Resources for pre-authorization of the cost of any additional testing prior to scheduling it with the employee or volunteer. The cost of ongoing treatment shall be the responsibility of the employee or volunteer through their personal medical coverage.

**B. DESIGNATED PHYSICIAN:**

Human Resources will maintain a contract with a designated physician to perform all County physicals at a standard rate.

**C. SHERIFF'S OFFICE, EAST FORK FIRE & PARAMEDIC DISTRICT EMPLOYEES AND EAST FORK FIRE DISTRICT VOLUNTEERS:**

All active employees assigned as fire fighters and/or police officers and volunteer firefighters must submit to physical examinations upon hire and as required by NRS regulations thereafter, to receive industrial insurance benefits pursuant to NRS 617.455 and 617.457.

1. East Fork Fire & Paramedic District shall provide Human Resources with a quarterly report of current volunteers, a list of certified apparatus operators (Class B/F or above), and a list of members who are respirator certified. Human Resources shall notify East Fork Fire & Paramedic District and the designated physician, each month of the volunteers requiring a physical
2. Human Resources shall notify the Sheriff's Office, East Fork Fire & Paramedic District and the designated physician monthly when physicals are due. Upon receipt of the invoice and the results of each physical, Human Resources shall process the payment.
3. Each Sheriff's Office employee, East Fork Fire and Paramedic District employee, and East Fork Fire District Volunteer, shall submit to a physical examination within 30 days from hire or date of appointment and on an annual basis during his/her tenure (NRS 617.457 (3)).

**D. DISPATCH:**

1. Hearing tests are due upon hire and every 5 years thereafter.

- E. **PARKS DIVISION WEED CONTROL:**  
Park employees performing weed control functions shall receive physicals upon hire, annually and upon termination of employment. The purpose of these physicals is to detect any chemical buildup in the body.  
Human Resources shall notify the designated physician and the Parks Division monthly when physicals are due.
- F. **COMMERCIAL DRIVER'S LICENSE:**  
Employees whose position requires a Commercial Driver's License are contacted by the Department of Motor Vehicles and Human Resources to complete a physical.
  - 1. These employees are expected to use the County's designated physician. Douglas County will pay the standard rate for the physical upon receipt of the original invoice and the results of the physical.
  - 2. Human Resources shall track the employee's physical by the expiration date listed on their driver's license. These employees shall forward a photocopy of their revised drivers' license upon issue.
- G. **OSHA HAZMAT EVALUATION:**
  - 1. Hazmat testing shall be in addition to standard testing for the appropriate employees/volunteers when their job requirements deem necessary.
  - 2. Testing shall be upon hire or appointment to the Hazmat team, no less than biennially, upon termination of employment and upon exposure. Testing may also be included as part of the standard physical examination depending on exposure, as deemed necessary by the physician.
- H. **OSHA RESPIRATOR EVALUATION:**
  - 1. Respiratory screening shall be in addition to standard testing for the appropriate employees/volunteers when their job requirements deem necessary. Testing is due prior to fitting and every 2 years up to age 45, and annually thereafter.
- I. **PHYSICAL RESULTS:**
  - 1. Results are reviewed and secured in Human Resources.
  - 2. A confidential memo is sent to each Department Head/Elected Official indicating whether the physical results were within normal limits (WNL) or a problem was indicated. It is the Department Head/Elected Official's responsibility to discuss any noted problem areas with the employee or volunteer. The Department Head/Elected Official shall return a signed verification notice to Human Resources after reviewing the information with the employee or volunteer.

3. Results are considered confidential and are tracked, secured and maintained, throughout the employee's employment, in Human Resources. Results are filed separately from the employee's personnel file. Responsible Department Head/Elected Officials or the District Fire Chief may review records maintained in Human Resources.
4. Upon termination of employment or volunteer status, the most recent physical results are maintained with the employee's or volunteer's records and out dated results may be destroyed. Physicals shall not be micro filmed.

**IV RESPONSIBILITY FOR REVIEW:** The Human Resources Manager shall review this policy as needed or at least every 5 years.

06/09/03