

ELIZABETH POLICE DEPARTMENT GENERAL ORDERS



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SUBJECT: POLICE SURGEON – DUTIES AND RESPONSIBILITIES

EFFECTIVE DATE:

February 8, 2016

ACCREDITATION STANDARDS:

N/A

BY THE ORDER OF:

Chief Patrick Shannon

BY AUTHORITY OF:

Police Director James Cosgrove

SUPERSEDES ORDER #: G.O. #56

PURPOSE The purpose of this general order is to codify this department's policy and procedures concerning its police surgeon.

POLICY It is the policy of the Elizabeth Police Department to maintain a police surgeon to serve in a staff capacity to the police director. The designated police surgeon and any assistant police surgeons are accountable to only the police director.

PROCEDURES

I. GENERAL

- A. The police director shall ensure that a physician licensed to practice medicine in the State of New Jersey is appointed as a police surgeon. The police director may approve additional licensed physicians to assist the police surgeon on an as-needed basis.
- B. Any orders or instructions originating from the designated police surgeon shall be construed as coming directly from the police director and, as such, shall be obeyed. Any violations of such orders or instructions shall be immediately reported to the commanding officer of the involved employee/unit, who shall initiate the necessary corrective action.
- C. The police surgeon shall examine all candidates for sworn employment with the Elizabeth Police Department. The police surgeon shall also receive all reports from the required psychological examinations and any other medical reports from other physicians designated by the City of Elizabeth. The police surgeon shall compile all such medical/psychological records and forward a comprehensive summary to the police director approving or rejecting such candidates.
- D. The police surgeon is authorized to order back to duty any employee on sick leave as soon as, in his/her professional judgment, the employee's conditions warrants such return to duty. As soon as practicable, the police surgeon shall forward a report to the police director detailing all circumstances of the case.
 - 1. Any employee with a private attending physician may be subject to examination and/or reexamination of their condition by the police surgeon at any time the employee is on sick leave.
 - 2. The police surgeon shall examine any employee who has been on extended sick leave or leave of absence before the employee returns to duty. As soon as practicable, the police surgeon shall forward a report to the police director detailing all circumstances of the case.
- E. The police surgeon is responsible for maintaining and preserving all records concerning any serious illness and/or disability of all employees of the department. Copies of such records shall also be maintained in the personnel bureau's files as confidential medical records.
- F. The police surgeon shall prepare a comprehensive medical evaluation on any employee who is determined to be incapacitated for duty due to carelessness, improper, vicious, or immoral conduct or who fraudulently or by misleading statements concerning his/her illness or disability attempts to deceive the police surgeon or who feigns sickness or disability. As soon as practicable, the police surgeon shall forward a report to the police director detailing all circumstances of the case.
- G. The personnel officer shall forward to the police surgeon all reports of serious injury, illness or incapacity of employees on sick leave who are off duty due to these conditions for more than 10 working days. The police surgeon shall examine all such employees prior to their returning to duty.