



U.S. Department of Justice
Federal Bureau of Prisons

PROGRAM STATEMENT

OPI: HRD/PDB

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Physical and Medical Standards for Newly Hired Correctional Employees

/s/

Approved: Thomas R. Kane

Acting Director, Federal Bureau of Prisons

1. PURPOSE AND SCOPE

To establish requirements and procedures for ensuring that individuals hired for correctional law enforcement positions are physically able and medically qualified to perform correctional work safely and successfully.

Since all positions in correctional institutions are hazardous duty law enforcement officer positions, all employees are responsible for maintaining security in the event of an emergency. To ensure that staff are hired who are able to accomplish this objective, the Bureau has developed a validated and job-related Physical Ability Testing Program. Industrial psychologists, who are subject matter experts in this area, developed this program. It was field-tested for more than 18 months and cross-validated to ensure job-relatedness.

The physical ability test replaces the Physical Efficiency Battery formerly in place at the Staff Training Academy (STA) at the Federal Law Enforcement Training Center (FLETC), Glynco, Georgia. This is a pass/fail component of the Introduction to Correctional Techniques Phase II (ICT II) program.

This program meets the intent of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, *et seq.*), and the requirements of the Rehabilitation Act of 1973 (29 U.S.C. 701, *et seq.*).

a. **Summary of Changes**

Policy Rescinded

P3906.19 Physical and Medical Standards for Newly Hired Correctional Employees (9/25/03)

- The Directives and Standards Referenced sections have been updated.
- Formatting changes were made.
- The Applicant Physical Exam Report was updated.

b. **Program Objective.** The expected result of this program is: Staff recently employed in Bureau **law enforcement** positions will be retained by demonstrating the physical ability to perform essential job functions.

c. **Institution Supplement.** None required. Should local facilities make any changes outside the required changes in the national policy or establish any additional local procedures to implement the national policy, the local Union may invoke to negotiate procedures or appropriate arrangements.

2. EMPLOYEES REQUIRED TO PASS THE PHYSICAL ABILITY TEST

The physical ability test is administered to all individuals hired to fill positions in an institution. This includes applicants who have received a conditional offer of employment. Non-law enforcement employees in the Central Office, Human Resource Servicing Center (HRSC), Designation Sentence Computation Center (DSCC), a Regional Office, or a Staff Training Center who have not attended and completed the ICT II within three years prior to the entrance on duty date to a field position are required to successfully complete the training. Only upon completion of the ICT II program may the selection be finalized and the employee allowed to begin the relocation process.

Before an applicant is extended a conditional offer of employment, the Human Resource representative provides him/her a detailed written description of the physical ability test, as well as a video, to preview. This video will be shown either immediately before or after the writing sample video during pre-employment screening.

Before an employee from the Central or Regional Offices, HRSC, DSCC, or Training Center, travels to the STA at Glynco, GA, he/she will be given a detailed written description of the physical ability test and an opportunity to view a video of the test.

3. SITE OF TEST

The physical ability test is administered to employees no earlier than the day after arrival but no later than 48 hours after their arrival at the STA as part of the ICT II.

4. MEDICAL SCREENING

The Rehabilitation Act of 1973 prohibits the solicitation of medical information prior to a conditional offer of employment that may reveal or lead to disclosure of a disability.

An individual's medical screening, respirator questionnaire, and physical ability testing may be administered only after a conditional offer of employment has been extended.

A Bureau medical officer will assess whether the individual is physically able to travel to the STA and perform the physical components (self-defense, firearms, and physical ability test) safely.

If it is medically determined the applicant cannot fulfill the physical requirements for the position successfully, with or without reasonable accommodation pursuant to Section 4.a.(5), employment consideration ceases and the applicant is notified.

If a medical condition is deemed temporary (to last less than 12 months), the applicant may request reconsideration for employment at a later date with submission of appropriate medical documentation.

Pregnant applicants may not be denied employment on the basis of their pregnancy.

Ordinarily, applicants who pass the initial medical screening at the hiring site will be sent to the STA to participate in the ICT within 120 days after entrance-on-duty. However, a cursory screening by a medical professional, immediately before departure to the STA, using BP-A0631 (Post Conditional Offer of Employment and Employee Physical Exam) is required for final clearance to ensure there are no acute conditions present that would preclude participation in the physical components.

If a medical issue is discovered while at the STA, leading FLETC Health Services to exclude the employee from any or all of the physical components, based on a pre-existing condition that cannot be accommodated in accordance with Section 4.a.(5), and is deemed to be permanent, the employee must be returned to his/her institution and his/her employment terminated.

Individuals who FLETC Health Services exclude from any or all of the physical components based on a condition sustained **after** employment with the Bureau will be returned to the institution, but retained until the condition no longer precludes their participation in the physical components.

Normally, employees are required to return to the STA and complete the ICT II successfully prior to concluding their probationary/trial period. Individuals missing more than 16 hours of training due to illness will be returned to the institution and scheduled to return once cleared.

In the rare event an employee's medical condition prevents his/her return to the STA prior to the conclusion of the probationary/trial period, the Assistant Director, Human Resource Management Division, must be notified. The notification will be from the Warden through the Regional Director and provide prognosis for the employee's return to the STA to complete ICT II successfully.

Successful completion of the physical components is a condition of employment.

Pregnant employees may request to be waived from traveling to the STA to participate in ICT II until after they have been medically cleared to participate in self-defense, firearms, and the physical ability test programs at the STA.

a. **Medical Requirements.**

(1) **Visual Acuity and Color Vision.** The applicant must have at least 20/30 vision with or without correction. If only one eye is present or functional, the examining health care practitioner will determine if an applicant can perform the physical ability test, the firearms component, and the self-defense component at the training center safely. Color vision is not required for primary correctional positions. For positions requiring color vision (e.g., electricians), the applicant must pass an approved color vision test.

(2) **Hearing.** The applicant must be capable of hearing conversational voice, with or without a hearing aid, in at least one ear, as measured by normal findings in the decibel ranges of 500, 1000, and 2000. This determination is made via a hearing booth test that conforms to Occupational Safety and Health Administration (OSHA) hearing conservation program standards.

(3) **Mental/Emotional Stability.** The applicant must display mental and emotional stability. The examining health care practitioner evaluates mental and emotional stability based on an applicant's history as well as a current examination.

(4) **Active Diseases.** Active diseases that are infectious and may be spread by routine means, such as handshakes, skin contact, and breathing, preclude an applicant from employment.

Once this disease is cured or the examining health care practitioner considers it to be no longer infectious, the applicant may be considered for employment.

Active disease processes or conditions cannot, solely on the basis of the existence of such process, disease, condition, impairment or disability, exclude an otherwise qualified applicant from consideration for employment (e.g., HIV positive, AIDS, cancer, epilepsy, diabetes, heart disease, and loss or injury of one or more limbs).

(5) **Disability.** History of a disease, medical condition, or impairment cannot, solely on the basis of the existence of such disease, condition, or impairment, exclude an otherwise qualified applicant from consideration for employment. If the applicant is otherwise qualified and can, with or without reasonable accommodation, perform the essential functions of the position, the physical ability test, the firearms component, and the self-defense component at the STA safely, he/she will be considered for employment.

b) Physical Standards. Applicants entering on duty and non-law enforcement employees selected for a law enforcement position after January 1, 1997, must meet the medical guidelines and physical standards established under the Qualification Standard for Positions Requiring Collateral Correctional Skills, and in the Program Statement Pre-employment.

5. PHYSICAL ABILITY TEST

Based on a review of physical tasks required for a variety of Bureau job activities, the five most important physical abilities to correctional work are:

- Dynamic strength.
- Gross body equilibrium.
- Gross body coordination.
- Stamina.
- Explosive strength.

These abilities are assessed by administering the following five tests:

a. The **Dummy Drag** is a test of an employee's dynamic strength. The ideal requirement for this test is to drag the 75-pound dummy continuously for three minutes and at least 694 feet. This test replicates an emergency in which the victim is carried or dragged to safety from a dangerous situation.

Starting from a standing position behind a pre-determined line, the participant drags a 75-pound dummy continuously for three minutes for at least 694 feet at a steady pace, using the attached strap and positioning the dummy on its back or belly down.

The participant may not stop during the drag.

If the participant accidentally trips or falls, the instructor advises the participant to get up as quickly as possible and continue, but the participant does not need to start over. The instructor keeps track of both the amount of time and laps accumulated and, at the end of three minutes, records the total footage.

b. The **Ladder Climb** is a test of an employee's gross body equilibrium. The ideal requirement for this test is for the participant to complete the climb in seven seconds or less, and retrieve the correct object. This test demonstrates the ability to search for contraband concealed in high places using the assistance of equipment such as a ladder.

The participant starts at the base of the ladder with both feet flat on the ground. At the signal, he/she climbs the ladder to a platform. The participant must place both feet on the platform and grasp a specified contraband item from a group of several items on a shelf within seven seconds. The shelf is on a wall at the height of 8 feet 10 inches.

The participant may not skip rungs on the way up or down. The participant cannot drop the contraband item. If a rung is missed, both feet do not touch the top platform or the contraband item is dropped, the individual will be allowed one retry. Timing stops when the participant has completed the descent and is standing with both feet flat on the ground.

c. The **Obstacle Course** is a test of an employee's gross body coordination. This test replicates an emergency situation and requires the ability to move to the scene of an incident and maneuver through a number of obstacles within a confined area. The ideal requirement for this test is for the participant to complete the course in 58 seconds or less.

The participant begins at a starting line in an open area and runs to a locked door with a deadbolt-type lock. He/she must unlock the door with the appropriate key, proceed through the doorway, and relock the door. Then he/she goes over a desk, under a table, and around two chairs and slaps the top of a locker with his/her hand at the end of that portion of the course.

Next, the participant proceeds to a cell door, opens it with the appropriate key, enters the cell area, slaps the top of a locker with his/her hand, and leaves through the cell door. The participant then locks the cell door and proceeds back under the table and over the desk. At the door, the participant unlocks the door, proceeds through the doorway, relocks the door, and returns to the starting point. The participant cannot drop the keys throughout the obstacle course. If the keys are dropped, the individual will be allowed one retry.

d. The **1/4 Mile Run and Cuff** is a test of an employee's stamina. The ideal requirement for this test is for the participant to complete the run and handcuff portion in two minutes and 35 seconds or less.

The participant **runs** a measured distance of a 1/4 mile holding a set of handcuffs, approaches a non-combatative individual, and verbally directs him/her to "turn around and cuff up." The participant applies the handcuffs to the individual's wrists (behind the back). Timing starts when the participant begins running and ends when the cuffs are secured.

Note: It is emphasized that the participant must run, not walk, as this test is a replication of an emergency situation and requires the ability to run a measured distance to the scene of an emergency. If the participant walks or stops during this test, he/she receives a failing score.

e. The **Stair Climb** is a test of an employee's explosive strength. This test replicates an emergency situation that requires running up and down flights of stairs to arrive at the scene of an incident. The ideal requirement for this test is that the participant complete the stair climb in 45 seconds or less.

The participant wears a 20-pound adjustable weighted vest throughout the test. He/she starts with both feet flat on the ground, runs up one side of a double staircase, and down the other side. After both feet hit the ground, he/she turns and goes back up the side he/she just descended and down the opposite side. Once again, after both feet hit the ground, he/she turns and goes back up the side he/she just descended and down the opposite side. The event is over and time stops when three flights up and three flights down have been completed.

Each participant is required to complete three tours, a total of 108 steps, without skipping any steps on the way up or down. A participant who skips any steps must begin the test again. The participant may hold the railing for balance if necessary.

6. CRITERIA TO PASS THE PHYSICAL ABILITY TEST

Continuation of employment is contingent upon an individual receiving an overall passing composite score, which is calculated from the five scores obtained from completing each of the five test components. Therefore, although individual scores are specified for each event, if an employee scores below average on one or more components, he/she may be able to compensate for that score by scoring above average on another component.

The applicant must complete all five test components.

- a. **Retesting.** If an individual fails to receive a passing composite score based on his/her performance on the five components on the first attempt, he/she will have one more opportunity to pass. An individual is retested on all five events. Retesting normally takes place within 24 hours.
- b. **Retest Failure.** Since this test is a pass/fail component of ICT II, if an individual fails the retest, he/she must be sent back to the institution and terminated.

7. TRAINING OF STAFF TRAINING ACADEMY (STA) INSTRUCTORS

Each instructor at the STA is trained to administer and score the PAT program before he/she can administer the test to students. The Supervisory Instructor at the STA must conduct the training. Instructors receive certification and training credit.

8. DATA ANALYSIS

The STA is responsible for keying score data and determining first-attempt and retest failures. This data is stored at the STA and must be accessible to the Workforce Systems and Evaluation Section for future analysis.

9. INJURIES

Since ICT II is administered to employees, any injury suffered during official business is covered under the Federal Employees' Compensation Act.

Students injured while attending ICT II must immediately report the injury to a Staff Training Academy Instructor. The employee will be offered the opportunity to be evaluated by FLETC Health Services. If seen by FLETC Health Services, and medically cleared, he/she returns to his/her class to complete ICT II. If not cleared, the employee is returned to his/her duty station. The employee must be medically cleared of injury before being scheduled to return to the STA to attend ICT II.

If the employee declines the opportunity to be evaluated by FLETC Health Services, he/she will be required to continue with, and successfully complete, all required training components of ICT II.

REFERENCES

Program Statements

P3300.02	Employment (3/25/16)
P3330.02	Pre-employment (7/25/16)
P3906.22	Employee Development Manual (4/30/15)
P6701.01	Employee Health Care (8/30/13)

BOP Forms

BP-A0631 Applicant Physical Exam Report

*ACA Standards (see Program Statement **Directives Management Manual**, sections 2.5 and 10.3)*

- American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: 2-CO-1C-01, 2-CO-1C-19.
- American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4048, 4-4062.
- American Correctional Association 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-7B-04

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on Sallyport.

BP-A0631
Nov 16

APPLICANT PHYSICAL EXAM REPORT

**U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS**

THIS INFORMATION IS FOR OFFICIAL AND MEDICALLY PRIVILEGED USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

Examining Facility	Date of Examination
Last Name - First Name - Middle Name	Date of Birth

Height	Weight	Blood Pressure	Temp.	Resp. Rate	Pulse Rate		
Distant Vision W/O Corr. Lenses Right 20/ Left 20/	Distant Vision With Corr. Lenses Right 20/ Left 20/	Color Vision (Test used)					
Hearing	500	1000	2000	3000	4000	6000	8000
Right							
Left							
Hearing Aid:	Yes/No						

Head/Eyes/Ears/Nose/Throat/Neck

Chest Heart

Abdomen

Extremities

Vascular

Neurologic

Skin

Back (Describe any limitations)

Other / Mental Health Status

Summary/Conclusions/Findings

Typed or Printed Name of Examiner	Signature	Date
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APPLICANT Last Name - First Name - Middle Name	Date of Examination
CENTRAL OFFICE MEDICAL REVIEW:	
___ Medically Qualified	___ NOT Medically Qualified
Typed or Printed Name of Physician	Signature
Date	

COMPLETE BELOW SECTIONS ONLY AFTER BEGINNING ICT I

A. TB SKIN TEST RESULTS: ___ mm Name/Sig. of reader: _____ Date: _____
If 2-step test: ___ mm Name/Sig. of reader: _____ Date: _____
 Follow-up with healthcare provider, if indicated. Result: _____

Name/Signature of IOP: _____ Date: _____
 (only review/sign if required follow-up with healthcare provider)

B. PRE-TRAINING ASSESMENT, BY MEDICAL PROVIDER (HSD)

Ordinarily, new employees shall be sent to FLETC to participate in the ICTP within 120 days after entrance on duty. However, a cursory screening, WITHIN 30 DAYS OF DEPARTURE, shall be required for final clearance to ensure there are no acute conditions present which would preclude participation in the physical components.

1.	Are you or do you believe you are pregnant?	Yes	No	N/A
2.	Have you recently given birth or are breastfeeding?	Yes	No	N/A
3.	Have you been injured since your pre-employment exam?	Yes	No	
4.	Have you had any illness or surgery since your pre-employment exam?	Yes	No	
5.	Do you feel you are able to fully participate in the physical ability test as shown in the film when you were interviewed?	Yes	No	

I certify that the above statements are true.

Employee Signature: _____ Date: _____

MEDICAL PROVIDER TO COMPLETE:

___ Medically cleared to proceed to ICT II

(Only sign if cleared. IF "NO," then comment in "Explanation" section at bottom of page)

Provider Signature: _____ Date: _____

C. INSTITUTION FINAL PRE-TRAINING REVIEW, BY HUMAN RESOURCES (HR)

___ Proceed to ICT II training at FLETC

(Only sign if cleared. IF "NO," then comment in "Explanation" section at bottom of page)

Typed or Printed Name of HR Staff	Signature	Date
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IF a condition(s) is present that will preclude participation in the physical components of training, then make entries as needed below. Once issue(s) is resolved, HR may complete item "C" above.

Explanation (may make multiple entries as needed): _____ HSD or HR Staff Name: _____ Date: _____