

**TOWN OF WYTHEVILLE**  
COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL  
  
MAYOR  
TRENTON G. CREWE JR.  
  
VICE MAYOR  
JACQUELINE K. KING  
  
COUNCIL MEMBERS  
THOMAS F. HUNDLEY  
H. JUDSON LAMBERT  
WILLIAM B. WEISIGER



*"The Hub of Southwest Virginia"*  
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150 EAST MONROE STREET  
WYTHEVILLE, VIRGINIA 24382-0533  
TELEPHONE (276) 223-3333  
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TOWN MANAGER  
C. WAYNE SUTHERLAND JR.  
(276) 223-3350  
  
ASSISTANT TOWN MANAGER  
STEPHEN A. MOORE, AIA  
(276) 223-3352  
  
TOWN TREASURER  
MICHAEL G. STEPHENS, MGT  
(276) 223-3335  
  
TOWN CLERK  
SHARON G. CORVIN  
(276) 223-3349

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**M E M O R A N D U M**

**TO:           JOB APPLICANT FOR WYTHEVILLE DEPT. OF PUBLIC SAFETY**

**FROM:       SHERI L. SHELTON, HUMAN RESOURCE MANAGER**

Thank you for your interest in a position with the Town of Wytheville's Department of Public Safety. Attached please find an Application Form, a Job Description for **Police Officer**, Special Conditions of Employment and Pre-Placement Medical Standards, and a summary of fringe benefits offered. Please fill out the **application form**; read, sign, and have witnessed the **Understanding for the Special Conditions of Employment** where indicated, and return both to me along with a **resume and three letters of recommendation** to be placed on file. Unsolicited applications and/or resumes will be placed on file for a period of one year. Applications for advertised positions will be placed on file under the provision of the Virginia Public Records Act.

Thank you again for your interest.

## INFORMATION TO APPLICANTS FOR THE POSITION OF POLICE OFFICER

### 1. **Applicants for the position of Police Officer should submit the following:**

- A. The standard Town of Wytheville application form
- B. A resume outlining the candidate's ability to perform the job
- C. Signed and witnessed certificate of understanding
- D. Three letters of recommendation. References cannot be employees or officials of the Town of Wytheville
- E. Other information that may be pertinent in determining the candidate's qualifications
- F. Applications should be returned to Sheri Shelton, Human Resource Manager, Town of Wytheville, P. O. Box 533, Wytheville, VA 24382.

### 2. **Salary Range effective 7/1/2016: Grade 9 (\$29,049 - \$46,723) - beginning salary depends on qualifications.**

Beginning Salary Range for **new untrained officers**: \$29,049. Upon satisfactory completion of an approved academy, the officer will move to Grade 9, Step 5; \$31,444.

On the first anniversary of employment, the officer will move to Grade 9, Step 10; \$34,716.

On the second anniversary of employment, the officer will move to Grade 9, Step 15; \$38,330.

On the third anniversary of employment, the officer will move to Grade 9, Step 22; \$44,029, or to the pay of the tenured police officers.

**Trained police officer will begin at Grade 9, Step 10: \$34,716.**

On the first anniversary of employment, the officer will move to Grade 9, Step 15; \$38,330.

On the second anniversary of employment, the officer will move to Grade 9, Step 22; \$44,029, or to the pay of the tenured police officers.

### 3. **Hours of work**

The normal work period for non-exempt police personnel, with arrest powers, (below rank of lieutenant) shall be 171 hours per 28 consecutive day period, pursuant to Section 7 (K) of the Fair Labor Standards Act (29 U.S.C. § 207 (K)), for which they shall be paid a salary.

a. Non-exempt police personnel, with arrest powers, who are required to work overtime because of emergency situations, shift shortages, illness, circuit court cases, etc. will be paid at a rate of one and one-half times their regular rate for all hours worked over 171 hours in a 28-day work cycle, pursuant to Section 7 (K) of the Fair Labor Standards Act (29 U.S.C. § 207 (K)).

### 4. **Town of Wytheville Standards, Goals, Expectations, Hiring, Dress, and Drug Testing Policy**

**In addition to Town of Wytheville Standards**, (A) Must be 21 years or older at the time of employment; (B) Must possess a valid State driver's license; (C) Felony convictions and disqualifying criminal histories are not allowed; (D) U.S. citizen; (E) Must be able to read and write the English language; (F) Must be of good moral character and of temperate and industrious habits; and (G) High school diploma or equivalent), **applicant must meet minimum criteria established by Code of**

**Virginia § 15.2-1705** (A) be a citizen of the United States; (B) be required to undergo a background investigation including fingerprint-based criminal history records inquires; (C) have a high school education or GED; (D) possess a valid driver's license; (E) Undergo a physical examination, subsequent to a conditional offer of employment; (F) be at least eighteen years of age; (G) not have been convicted of or pleaded guilty or no contest to a felony or any offense that would be a felony if committed in Virginia; and (H) not have produced a positive result on a pre-employment drug screening.

**The Town's goals for employees include the following:**

- A. To provide equal employment opportunity and treatment regardless of race, religion, color, sex, sexual orientation, age, marital status, national origin, disability, or Vietnam era veteran status;
- B. To monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety;
- C. To be receptive to constructive suggestions that relate to the job, working conditions, or the personnel policies;
- D. To establish appropriate means for employees to discuss matters of interest or concern with their immediate supervisor or department head.

**The Town expects all employees:**

- A. To demonstrate a professional, considerate, friendly, and constructive attitude toward citizens, visitors, elected officials and fellow employees;
- B. To perform assigned tasks in an efficient manner;
- C. To adhere to the policies adopted by the Town of Wytheville.

**Hiring**

The town under any of the following circumstances will not employ immediate family members, defined as parents, spouse, and children, of current Town employees:

- 1. Where one of the parties would have direct authority to supervise, appoint, remove, or discipline the other;
- 2. Where one party would be responsible for auditing the work of the other;
- 3. Where both parties would report to the same immediate supervisor;
- 4. Where other circumstances might lead to potential conflict among the parties or conflict between the interests of one or both parties.

**Dress Code**

All Town employees, including part-time, employees will wear the appropriate clothing for their duties. Shorts, skorts, blue jeans, sweatpants, spandex, leggings, or other form fitting pants, bare mid-riff attire, etc., will not be allowed, with exception of those employees who would normally wear such attire, such as recreation workers, pool personnel, and employees working in the field. All employees shall be required to wear shirts at all times with exception of pool personnel. Clothing with obscene or graphic symbols or wording, such as hats and shirts, will not be allowed. Tattoos that depict vulgar images or display inappropriate language shall not be publicly visible. Facial piercing is prohibited with exception of the ears. However, if piercing on other parts of the body become a safety issue and prohibit the employee from performing their duties, they, likewise, will be prohibited. If an employee is uncertain of the appropriate clothing, they should check with their immediate supervisor for a determination. The Town Manager or his designee must approve any deviation from the dress code policy in advance. If the supervisor feels that the clothing is inappropriate for the work area, they may request the employee to return home and change clothing.

## Drug Testing Policy

The Wytheville Town Council hereby sets forth that all prospective employees must submit to a drug/alcohol test. Prospective employees will only be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment by the Town of Wytheville is conditioned on the prospective employee testing negative for illegal substances. All expenses related to the pre-employment test will be incurred by the Town.

All employees, with exception of those identified in Section 2.7 (G), Commercial Motor Vehicle Operations Policy, will be subject to random alcohol and drug testing by the Town. The rate at which the Town shall randomly test its employees for both alcohol and controlled substances shall be at a minimum rate of twenty-five (25%) annually of the average full-time and part-time employee positions.

### 6. Fringe Benefits:

- A. **Sick leave**--Town employees earn 1 1/4 days (10 hours) per month for a total of 15 days (120 hours) per year of sick leave. The maximum number of days an employee, hired after January 1, 2014, can accrue is 90 days (720 hours) of sick leave. After five years of service with the Town of Wytheville, and upon retirement, the employee is reimbursed at a rate of twenty-five percent for the accrued sick leave up to a maximum of \$5,000.00
- B. **Annual leave**--Employees for the Town of Wytheville earn one day per month of annual leave. The amount earned increases with the duration of service to the Town. The amount earned and the amount that may be accrued increases at years five, ten, and fifteen. Upon separation, the employee is reimbursed for one hundred percent of accrued annual leave.
- C. **Health insurance**--Employees of the Town of Wytheville are offered, at seven percent premium charge, health insurance by The Local Choice managed by the Commonwealth of Virginia Department of Personnel and Training. The Town's insurance policy offers two insurance plans to choose from, the Key Advantage 250 plan with a \$20 per visit co-pay plus dental and vision coverage, the Key Advantage 500 plan with a \$25 per visit co-pay plus dental and vision coverage, and the High Deductible Health Plan 20% coinsurance after \$1,500 deductible. The additional premium for the employee, employee plus one, or family coverage is deducted from the employee's paycheck.
- D. **Disability insurance**--Employees of the Town of Wytheville are offered, at no charge, long-term disability insurance.
- E. **Retirement**-- The Town is a member of the Virginia Retirement System (VRS). All full-time employees of the Town are required to enroll in the system, and are thus entitled to receive all benefits offered by the Plan. This benefit is at a five percent (5%) cost to the employee and will be deducted from the employee's paycheck on a pre-tax basis for federal and state taxes in accordance with Section 414(h) of the Internal Revenue Code.
- F. **Group Life Insurance**  
Town of Wytheville provides group life and accidental death and dismemberment insurance as provided for in the VRS Handbook for Members for all full-time employees at no cost to the employee.
- G. **Holidays**--The Town of Wytheville observes eleven paid holidays. Full-time employees are paid their regular rate of pay for days designated as Town holidays in Section 5.9 of the Personnel Rules. For full-time employees, a holiday is eight hours and a half-day holiday is four hours. The yearly cumulative total of holiday time cannot exceed 88 hours.
- H. **Community Center Membership** – All full time employees are provided a free Silver Level membership to the Community Fitness Center, which is a \$275.00 annual value.

### 7. Applications are placed on file under the provisions of the Virginia Public Records Act.

## POSITION DESCRIPTION



Class Title: Police Officer  
Department: Police  
Worker's Comp Group No.: 054  
Date: October 1, 1994

### GENERAL PURPOSE

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

### SUPERVISION RECEIVED

Works under the general supervision of a Police Sergeant.

### SUPERVISION EXERCISED

None

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone/cell phone for consultation on major emergencies of precedent.

Carries out duties in conformance with Federal, State, County, and Town laws and ordinances.

Patrols Town streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunk and disorderly, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including officer's Daily Report, reports of investigation, FR300 Accident Report, field interrogation report, alcohol influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc., if certified in that specific discipline.

Participates in investigating criminal law violations occurring within the Town limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other Town departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the Town Attorney, General District Court Clerks, Juvenile and Domestic Relations Court Clerks Circuit Court Clerks, and Commonwealth Attorney's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

## **PERIPHERAL DUTIES**

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other Town officials in the performance of police operating activities.

Serves as a member of various employee committees.

Other duties as may be assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Entry Level**

General:

- (A) Must be 21 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- (C) Felony convictions and disqualifying criminal histories are not allowed;
- (D) U.S. citizen;
- (E) Must be able to read and write the English language;
- (F) Must be of good moral character and of temperate and industrious habits.

Education and Experience:

- (A) High school diploma or equivalent supplemented by a two year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or
- (B) An equivalent combination of education and experience.
- (C) Must be able to attend and successfully complete a DCJS approved police academy Law Enforcement Basic Course within one (1) year of employment.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (B) Some skill in operating the tools and equipment listed below;
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in

writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below;

- (D) Ability to learn the Town's geography.

### **SPECIAL REQUIREMENTS**

- (A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state;
- (B) Ability to meet Department's physical standards.

### **Lateral Entry:**

- (A) Must be able to meet all Entry Level requirements listed above;
- (B) Must be able to pass medical exam and the Department's physical agility test;
- (C) Proof of successful completion of the DCJS Law Enforcement Officer Basic Course from an approved Police Academy.

### **TOOLS AND EQUIPMENT USED**

To include but not limited to police car, emergency equipment, police radio, in-car camera equipment, RADAR and LIDAR Speed Detection devices, handgun and other weapons as assigned, asp baton, handcuffs, other restraint devices as assigned, breathalyzer, phone and cell phone, and first aid equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**SELECTION GUIDELINES**

Formal application; review of education and experience; including written and physical agility test; oral interview; preliminary physical; criminal background investigation; driving records; reference check; polygraph examination; psychological examination; final selection.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date: October 1, 1994

Revision History:      October 1, 1994  
                                 April 1, 2002  
                                 January 15, 2006  
                                 January 11, 2007  
                                 January 09, 2008  
                                 January 07, 2009  
                                 January 15, 2010  
                                 November 20, 2013





Department of Human Resource  
P. O. BOX 533, WYTHEVILLE, VA 24382-0533 (276) 223-3321

TOWN OF WYTHEVILLE PUBLIC SAFETY DEPARTMENT  
SPECIAL CONDITIONS OF EMPLOYMENT AND PRE-PLACEMENT  
MEDICAL STANDARDS FOR POLICE OFFICER AND FIREFIGHTER

**1. POLICY:**

The General Assembly of the Commonwealth of Virginia has enacted certain State Statutes providing that for purposes of disability retirement, the death of, or any condition of impairment of health of any firefighter/dispatcher or police officer caused by hypertension or heart disease and resulting in total or partial disability shall be presumed to have been suffered in the line of duty unless the contrary is shown by a preponderance of competent evidence. See Sections 15.1-134 and 51-122, Code of Virginia (1950), as amended. State law also provides that for purposes of disability retirement, the death or any condition or impairment of health of any firefighter caused by respiratory disease, hypertension, or heart disease resulting in total or partial disability shall be presumed to have been suffered in the line of duty unless the contrary is shown by a preponderance of competent evidence. See Section 27-40.1. These presumptions are also applicable to applications for Workers' Compensation. See Section 65.1-47.1.

Because medical experts have directly linked smoking to heart disease, hypertension, and lung disease and protection of the public health, safety and welfare dictated the firefighters and police officers of the Town of Wytheville (hereinafter referred to as the "Town") be in excellent physical and mental condition to meet the challenging physical and mental demands of their positions, the Town has established the following Special Conditions of Employment and Pre-Placement Medical Standards.

**2. SPECIAL CONDITIONS OF EMPLOYMENT:**

As a condition of employment, a public safety officer in the Police Department or Fire Department, (hereinafter referred to as "public safety officer" or "officer"), so long as he shall remain in the employ of the Town, shall:

**APPLICABLE TO ALL POLICE OFFICERS AND FIREFIGHTERS.**

- A. Not smoke or use any tobacco products, including, but not limited to, cigarettes, cigars, pipes, chewing tobacco or snuff at any time, while engaged in traffic control, on an investigation, in contact with the public, while in a police vehicle, or while in any Town owned building.

APPLICABLE TO POLICE OFFICERS AND FIREFIGHTERS HIRED ON OR AFTER SEPTEMBER 1, 1994.

- B. Not possess any illegal drug, narcotic or controlled substance except pursuant to prescription, sell any illegal drugs, narcotic or controlled substance or abuse any prescription drug.
- C. Maintain body fat so that body fat in male and female officers shall not exceed five percent of the following limits of net body weight and body fat:

<u>Age</u>	<u>21-27</u>	<u>28-39</u>	<u>40-49</u>	<u>50+</u>
Male	23%	25%	27%	29%
Female	30%	32%	34%	34%

Termination for failure to meet body fat standards shall not be considered a disability for purposes of retirement under the Town's Retirement Plan.

- D. Maintain physical condition so as to meet other minimum standards established by the Manager of the Department of Human Resources, in consultation with medical experts.

- E. Maintain a valid Commonwealth of Virginia driver's permit and, with respect to positions which require the driving of a vehicle for which State law requires a Chauffeur's permit, maintain a valid Chauffeur's permit.

Failure to comply with any of these conditions of employment may result in disciplinary action, including termination.

**3. PRE-PLACEMENT MEDICAL STANDARDS**

**INTRODUCTION:** The American With Disabilities Act advocates the rights of a person with a disability. In accordance with the law, the Town of Wytheville has revised the Pre-Placement Medical Standards for the Public Safety Applicants based on the essential functions of the job. The Town of Wytheville requires that the applicant perform the essential functions of the job, be in good health and meet the minimum medical standards. It is the desire of the Town of Wytheville to hire the most qualified applicant.

**Preliminary Health Screening** will be done by the office of the Occupational Health Nurse after the conditional job offer is made on all public safety applicants. All public safety applicants are required to pass this preliminary health screening. Documentation included in this screening: complete health history, height/weight, vision, vital signs, pulmonary function (firefighters only), and psychological examination. If the applicant has any history of diagnosed medical conditions, the applicant must furnish a copy of his/her medical record at the time of the preliminary health screening. (This will prevent a delay in the employment process for the applicant and the Town of Wytheville).

Applicants who fail the Preliminary Health Screening will have the option to submit additional medical information for review to qualify.

Applicants who fail to successfully complete the Preliminary Health Screening will not be referred for the Comprehensive Pre-Placement Physical Examination.

By conducting the Preliminary Health Screening, the Town of Wytheville and the applicant can evaluate if the minimum pre-placement medical standards can be met for the applicant to safely perform the essential functions of their respective position.

- 4. **Height and Weight** will be done prior to the conditional job offer, failure to meet the weight and/or percent body fat standard (within five percent) will defer the applicant until the weight is lost or the required percent body fat is achieved. (The tape measure method is used to determine percent body fat).

**HEIGHT -** No minimum height required.

**WEIGHT -** must be in proportion to body frame. FBI Desirable Weight Ranges Chart will be used to determine the weight. If a person fails the weight chart, then the tape measure test for percent body fat shall be used.

Body Fat Percentages According to Age:

<u>Age</u>	<u>21-27</u>	<u>28-39</u>	<u>40-49</u>	<u>50+</u>
Male	23%	25%	27%	29%
Female	30%	32%	34%	34%

If the percent body fat test is used to determine eligibility, the baseline weight will be established on the date the applicant is screened.

Applicants whose height/weight deviates from the FBI chart and whose percent body fat is not within five percent of the recommended range will be disqualified.

**Rationale:** The medical standard employs the use of the percent body fat method or the more traditional FBI Weight Chart to evaluate the height/weight. By doing so, the Town of Wytheville is fair to applicants who have muscular body frames (body fat content) and to applicants with more typical body frames.

## **EYES AND VISION REQUIREMENTS:**

Vision must be 20/50 or better in one eye uncorrected and 20/100 or better in the other eye uncorrected.

Each eye must be corrected to 20/20.

Color blindness shall be disqualifying, to include pronounced shade deficiencies.

Depth perception must be normal.

Must be free of active uncontrolled eye diseases likely to impair vision.

**Use of contact lenses is not permitted for firefighters on duty.**

**Authority: Federal OSHA Standard.**

**Rationale:** Visual standards have been developed through consultation with an ophthalmologist. Due to the essential job functions of the respective public safety positions and the unpredictability of the public they serve, vision is essential with or without their glasses and/or contact lenses.

## **BLOOD PRESSURE REQUIREMENTS:**

Blood pressure must be 140/90 or lower on one of three separate readings. The applicant who exceeds 140/90 will be asked to return to the office of the Occupational Health Nurse to recheck the blood pressure. If after the third reading the blood pressure remains elevated above 140/90 the applicant will not be referred for the comprehensive physical examination.

The applicant has the option to submit additional medical information and/or medical records for review to qualify.

Applicants who present with a diagnosis of hypertension (elevated blood pressure) will be required to submit any medical records relate to their diagnosis of hypertension to the Occupational Health Nurse and after review will be advised of their employment status. (Medical Records must be submitted at the time of the preliminary health screening).

Applicants who have a diagnosis of hypertension not regulated by medication and not followed routinely by a physician will be disqualified.

## **PULMONARY FUNCTION STUDY (spirometry):**

Spirometry enables the Town of Wytheville to assess the lung function. Firefighters must be certified for respirator wear. (Federal OSHA requirement).

FEV1/FVC (forced expiratory volume in one second and forced vital capacity) Ratio must be 70% or higher of predicated value bases on standardized chart.

If the ratio is lower than 70% the applicant has the option to have a pulmonary evaluation by a pulmonary specialist to evaluate the ability of the applicant to wear a respirator in fire service and to submit documentation of respirator wear by the pulmonary physician to qualify.

Applicants who are claustrophobia will not be certified for respirator wear and will be disqualified.

Inability to wear a respirator is disqualifying.

**Rationale:** Ratio less than 70% may be indicative of restrictive and/or obstructive pulmonary disease.

**COMPREHENSIVE PHYSICAL EXAMINATION** is performed by a qualified occupational health physician who examines and reviews test results and based on the essential job functions will certify the applicant as fit for duty if the applicant meets all the pre-placement medical standards.

**BLOOD WORK WILL BE PERFORMED DURING THE COMPREHENSIVE PHYSICAL EXAMINATION WHICH WILL INCLUDE:** Multi-chemistry panel to evaluate functions of the liver, heart, kidney as well as to determine electrolytes, cholesterol, triglycerides, and blood glucose with a complete blood count with

differential to evaluate hemoglobin, hemocrit, white cell count, and possible anemias. Serology, Hemocult, and Urinalysis.

**CHEST X-RAY** is necessary to determine if any respiratory abnormalities and/or active diseases are evident.

Abnormal chest x-ray may be suggestive of disease and/or decreased pulmonary function.

The applicant must be free and clear of any active respiratory disease, e.g. tuberculosis, cancer of the lung, chronic obstructive lung disease.

**RESTING ELECTROCARDIOGRAM** evaluates the current status of the heart.

The applicant must have a normal resting electrocardiogram.

If the resting electrocardiogram is abnormal the examining physician will order an Exercise (cardiac) Treadmill Test.

**EXERCISE (CARDIAC) TREADMILL TEST** all applicants age 40 and over and/or have an abnormal resting EKG will be required to have an Exercise (cardiac) Treadmill Test.

The examining physician will consider the need for the Exercise (cardiac) treadmill test based on the following criteria:

Based on Patient History: Previous bouts of arrhythmia. Episodes of syncope with exercise. Unexplained syncope. (fainting) Precordial (chest) pain brought on by exertion or strong emotion.

Family history of coronary artery disease at early age.

Family history of unexplained sudden death.

Applicant with any two (2) risk factors (smoking, hypertension, diabetes, low - high-density lipid (HDL).

Based on Physical Exam: Sustained tachycardia, bradycardia, or arrhythmia of unknown cause.

Sustained elevated blood pressure.

Abnormal Heart murmurs.

Abnormal body habitus.

Based on Lab. Findings: Abnormal resting EKG.

Abnormal blood Lipids.

The applicant must be FREE AND CLEAR of any significant cardiovascular condition, e.g. life-threatening arrhythmias, evidence of significant damage to the heart muscle, angina, etc.

**Rationale:** Exercise (Cardiac) Treadmill Test evaluates the heart under stress and indicates any conduction abnormalities within the heart.

**AUDIOGRAM FOR HEARING** is a test to evaluate the current hearing ability of the applicant as well as provides a baseline for potential hearing loss.

The pre-placement medical standards related to hearing are as follows:

Frequencies in Hertz:

500	1,000	2,000	3,000	4,000
25 db	25 db	25 db	30 db	45 db

If the applicant fails two frequencies in one ear by another 15 db's the applicant will be disqualified.

Failure Levels, if applicant fails two frequencies in one ear:

500 hz. to 2,000 hz. - fails @ 40 db's

3,000 hz. - fails @ 45 db's

4,000 hz. - fails @ 60 db's

If hearing is correctable to the pre-placement medical standard with a hearing aid that is qualifying.

**Rationale:** In the course of performing the respective public safety duties it is essential for the employee to hear and understand various kinds of sound and speech. Inability to hear can impose a direct threat to the employee, co-worker and members of the general public.

**4. MANDATORY PHYSICALS:**

The Town may provide for mandatory examinations for an officer at Town expense. Any officer who fails to meet minimum physical standards required by the Manager of the Department of Human Resources, in consultation with medical experts, shall be retested at Town expense within a time frame to be designated by the Town. Upon retesting, any officer who fails to meet minimum physical standards shall make reasonable efforts to correct or eliminate any abnormal condition or finding. Such officer may be required to participate in a mandatory program of physical exercise or diet at his own expense. Failure to correct any abnormal condition or finding within time frames to be established by the Town or to adhere to a mandatory program of physical exercise or diet may result in disciplinary action, including termination.

**5. OTHER CONDITIONS:**

Conditional offer employees who terminate their employment after successfully completing the Preliminary Health Screenings, Comprehensive Pre-Placement Physical, and Psychological Examinations could be billed for reimbursement of fees charged for these procedures.

The conditions, requirements, and standards established by this document are in addition to conditions, standards, and requirements imposed upon general employees of the Town. An officer shall comply with all provisions of the Code of the Town of Wytheville, as amended, and other ordinances and resolutions of Town Council, Personnel Rules and Regulations, and other regulations of the Town and all departmental regulations or policies.

**6. DURATION OF SPECIAL CONDITIONS:**

The Town is committed to reviewing its personnel policies, procedures, special conditions, standards, and benefits continually. The special conditions, standards, and requirements set out in this document are subject to review and change by the Town at any time. An officer shall, upon establishment of new special conditions, standards, or requirements inconsistent with this document, be required to comply with such new special conditions and to execute a copy of such new special conditions to establish his understanding of such new special conditions.

Approved by: C. Wayne Sutherland, Jr.  
Town Manager

10/28/03  
Date

Revised 1/2014

7. **UNDERSTANDING:**

I certify that I have read and that I understand the Special Conditions and Pre-Placement Medical Standards applicable to the Police Officer or Firefighter position for which I have applied. If employed by the Town of Wytheville, I agree to abide by and comply with such Special Conditions and Pre-Placement Medical Standards.

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APPLICANT'S NAME (Please print)

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

WITNESS NAME (Please print): \_\_\_\_\_

(Witness Address): \_\_\_\_\_

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Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Copy Received With Application \_\_\_\_