

MUNICIPAL FIRE & POLICE RETIREMENT SYSTEM OF IOWA

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Date: December 10, 2004
To: City Officials – Finance Officers & Human Resource Departments
From: Dennis L. Jacobs, Executive Director
Re: 2004 Revised Entrance Medical Protocols (Effective January 1, 2005)

In accordance with Iowa Code 400.8A, the MFPRSI Board of Trustees, following consultation with the retirement System's Medical Board, has completed an update to the Entrance Medical Protocols for Police Officers and Fire Fighters. The attached protocols supercede the protocols disseminated in 2003 and should be utilized for entrance examinations, effective January 1, 2005.

The changes adopted are intended to clarify certain of the examination requirements and do not involve major modifications to the entrance examination requirements. A discussion of the protocol requirement and the examination network is provided as page two of this memo.

The attached packets contain the following:

- A. Revised protocols for 2004 which includes an explanation page for each section,
- B. Revised fee schedule,
- C. List of the network clinics, and
- D. List of Chapter 411 participating cities.

The documents are being distributed as follows:

- Fire Chief receives the Fire Fighters Protocol
- Police Chief receives the Police Officers Protocol
- Human Resources Department receives both Fire Fighters & Police Officers Protocols
- City Finance Officer/ City Clerk receives both Fire Fighters & Police Officers Protocols.

The protocol documents may also be printed from the System's web site at www.MFPRSI.org.

Please destroy any unused copies of the prior version.

Attachment

- Packet for Fire Fighter Examinations
- Packet for Police Officer Examinations

REVISED MEDICAL PROTOCOLS

Iowa Code section 400.8 provides that physical examinations of applicants for fire fighter and for police officers positions are to be held “under the direction of and as specified by” the Board of Trustees of the Municipal Fire and Police Retirement System of Iowa (the “Board”).

While the Iowa Code places the responsibility for “directing and specifying” the physical examination of fire fighter and police officer candidates with the Board, hiring decisions remain the responsibility of the individual cities. Such hiring decisions are subject to the requirements of the Americans with Disabilities Act (“ADA”). The medical protocol was developed in accordance with ADA, and it must be applied consistent with the Act. ADA provides that if an individual is not hired because a post-offer medical examination or inquiry reveals a disability, the reasons for not hiring must be job-related and necessary for the business. The employer must also show either that no “reasonable accommodation” is available that would enable the individual to perform the essential job functions, or that accommodation would cause undue hardship. An individual may also be disqualified if his or her disabling condition would pose a “direct threat” to the health or safety of the individual or others. This standard is strictly interpreted, however. An individual with a disability who is currently able to perform the essential job functions may not be disqualified because of speculation that the individual’s disability may cause a risk of future injury.

Iowa code Section 411.6 directs the System to consider pre-existing conditions in the determination of disability benefits effective July 1, 1992. To provide the basis for such considerations necessitates the obtainment of information concerning the member’s condition at the time of initial employment. To meet this requirement, the System adopted Admin. Rule 9.6(1): “All members whose membership in the System commences on or after July 1, 1992, shall furnish medical history information on the form(s) prescribed by the System. Completion of such form(s) shall be obtained by the employing department and shall be filed by said department with the System within 30 days of the membership commencement date.”

Network of Clinics

In 2003, the System in conjunction with the System’s Medical Board, established a statewide network of approved sites for the execution of the medical protocol examinations for each new fire fighter and police officer. The intent of the change to a statewide network was to ensure a uniform medical examination is being performed, thereby, facilitating the delivery of consistent information to the Cities and to the retirement System concerning individuals who are entering employment with the individual departments. The change **does not alter** the individual cities’ decision-making authority relative to the selection of police officers and fire fighters and the **cities’ responsibility** for payment of the cost of the entrance examinations.

The sites are a part of the University of Iowa Health Care Network, the Worksafe Iowa Network, and the Iowa Health Systems Network, or have been individually contracted with by the System to provide a location within a reasonable distance to each City. Specific physicians have been identified at each site to perform the examinations. Each physician has been provided instructions concerning the entrance protocols, and will provide a complete and detailed record of each examination in accordance with the entrance medical examination protocol adopted by the System.