

	Department of Public Safety	
	Standard Operating Guidelines	
	Subject:	Physicals
	Section:	Administration
	Guideline Number:	233
	Effective Date:	July 1, 2015
	Revised Date:	October 1, 2024
Signature of Approval:	Charles R. Pruitt Director of Public Safety 	

SCOPE

Effective January 10, 2024, annual physicals will need to be performed by our department physician through Your Docs In – Occupational Health in Salisbury, Maryland. Annual physicals will need to be completed in January, February or March each year. Fit-for-duty forms must be received by Human Resources no later than April 1. Failure to meet this deadline will result in suspension of work, teaching and/or team responses until a current Fit-for-Duty is received.

SCHEDULING

A list of available dates will be provided to employees. Employees will select their date based on their availability. Billie Jean will schedule the appointments directly with Your Docs In.

PRIOR TO YOUR APPOINTMENT

Your appointment will include fasting bloodwork.

STRESS TEST

Exercise stress tests will be required for those >40.

OFFICE LOCATION

Your Docs In – Occupational Health (side entrance)
 2425 N Salisbury Blvd.
 Salisbury, MD 21801

TIME SHEET

You will be given 3 hours for your physical appointment. If you are required to have a stress test, an additional 2 hours will be allotted. Please notify your supervisor after your physical is complete so they may add it to the appropriate time sheet.