



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
Office of Law Enforcement and Security  
California State Office  
2800 Cottage Way, Suite W-1834  
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[www.ca.blm.gov](http://www.ca.blm.gov)

February 5, 2004

In Reply Refer To:  
9260 (WO-120/CA-913) R

EMS TRANSMISSION: 2/5/04  
Information Bulletin No. **CA-2004-022**

To: All California Law Enforcement Officers

From: Special Agent-in-Charge

Subject: Physical Examinations

**DD 12/31/04**

Physical examinations are required for all California law enforcement officers (LEO's) as mandated by the General Orders 8 V. Law enforcement officers age 40 and over are required to complete this physical on an *annual* basis. Officers age 39 and under must meet this requirement on a *biannual* basis.

Required medical examinations must be sufficient to enable the physician to certify that the LEO is physically and mentally able to perform the duties of a LEO as set out in the General Orders 8, Appendix 1, (see attachment 2). These exams will be processed using the SF-78 form.

It is the responsibility of the LEO to schedule his or her own physical. It is recommended that appointments be scheduled at the earliest possible time to allow for any unusual workload contingencies.

In view of the continuing budgetary restrictions, every effort should be made to schedule a physical with a personal physician since an annual physical is covered by all health insurance plans, or at one of the on site public health units. Payment via government charge card is also permissible.

**Please read the following outlined procedures carefully:**

A sample SF-78, Certificate of Medical Examination (Attachment 1), is provided as a reference to aid each LEO in filling out their own form. Please use particular care to follow this example, as failure to fill out all sections, front and back page, of the SF-78 (carbon form) may result in Human Resources returning the form to the officer.

Each completed physical must be submitted to Human Resources on an **original carbon SF-78 form** or it will **not** be accepted for processing. Please fill out Part A and Parts B. 1, 2, 3, 4A and 4B, as indicated on the sample, prior to taking it to the scheduled exam.

Law Enforcement Officers – Medical Standards (Attachment 2), delineates the minimum, mandatory physical requirements for an LEO. This attachment is provided as reference material to aid the physician in filling out their portion of the SF-78 form.

Release of Medical Information (Attachment 3), once the examination is complete, and the SF-78 form filled out, please sign this release form and give it to the physician along with the SF-78 form. Please mail, or have the physician mail both the Release of Medical Information form and the **original carbon** SF-78 form directly to:

Personnel Officer  
Human Resources  
2800 Cottage Way  
Sacramento, CA. 95825

Self-Certification Form (Attachment 4) is the form that is required by the Office of Law Enforcement and Security to track completion of each law enforcement officer's physical. Once your physical is complete, please fill out and sign this form and mail or fax (916) 978-4455 the form to:

Office of Law Enforcement and Security, CA-913  
2800 Cottage Way  
Sacramento, CA. 95825

The deadline for all examinations is December 31, 2004. It is the responsibility of each LEO to comply with the annual/biannual physical requirement, as mandated by the general orders. Non-compliance of the physical examination requirement can result in suspension or removal of an officer's delegation and credentials. Please call (916) 978-4450 if you have any questions concerning this matter.

Signed by:  
Roger O. Bruckner  
Special Agent-in-Charge

Authenticated by:  
Richard A. Erickson  
Records Management

Attachments (4):  
1-SF-78 SAMPLE Certificate of Medical Examination  
2- Law Enforcement Officers – Medical Standards  
3- Release of Medical Information  
4- Self Certification