

1.3. A.13 Facility Staff-Use and Control of Firearms

I Policy Index:



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II Policy:

The purpose of this policy is to establish the rules, standards and procedures concerning the oversight, issuance, carrying, use, safety and maintenance of Department of Corrections (DOC) issued firearms by designated facility staff. This policy applies to staff members assigned to a DOC facility who carry DOC issued firearms in the performance of their duties.

III Definitions:

Staff Member:

Firearm:

Any weapon from which a projectile or projectiles may be discharged by gunpowder.

Concealed:

Any firearm that is totally hidden from view. If any part of the firearm is capable of being seen, it is not concealed.

Carry:

Wearing or having in possession, DOC issued and approved firearms and authorized ammunition.

Pistol:

Any firearm with a barrel less than sixteen inches in length, designed to expel a projectile or projectiles by the action of an explosive.

Firearms Instructor:

Any DOC staff member who is currently certified by an approved and nationally accredited/recognized training agency, or successfully complete other similar training as approved by the Director of Prison Operations or designee to train other DOC staff members in the use of firearms.

Armorer:

A person trained in firearm armorer duties by an approved firearm manufacturer or firearm manufacturer representative and authorized by the DOC to inspect, service maintain and repair DOC firearms.

Correctional Emergency Response Team (C.E.R.T.):

A team specifically trained to handle certain disturbances that may arise that threaten the safety and security of the institution.

Marksman/Observer Team (MOT):

A specialized unit within the C.E.R.T. specifically organized and trained to provide information and cover for special teams and units in situations that may threaten the safety and security of the institution. MOT members will report to the Commander and Deputy Commander of the C.E.R.T. Team.

IV Procedures:

1. Authorization to Carry a Firearm:

- A. Facility staff assigned to an armed post, armed transport/escort of an inmate, an emergency response team such as the Marksman Observer Team, C.E.R.T or as directed by the Warden, must receive authorization by the Warden of the facility or his/her designee to carry a DOC issued firearm. Staff must successfully complete and pass the DOC approved firearms curriculum prior to being eligible for authorization to carry a DOC issued firearm.
 - 1. Staff members are responsible for immediately notifying their supervisor of any physical, mental or pharmacological condition that may affect their ability to perform essential job functions. This includes taking a prescribed mind-altering medication prescribed by a physician, psychologist or psychiatrist for medical and/or mental health purposes or treatment.
 - 2. The term "pharmacological condition" means the use of any prescription or non-prescription medication or item that may impair performance of essential functions.
- B. Staff assigned to, or hired for a position within a DOC facility, that requires the staff member be authorized to carry a firearm during the performance of their duties, will be informed of the DOC's firearm qualification, proficiency and certification requirements.
 - 1. Staff members authorized to carry a firearm are subject to NCIC III background checks.
 - a. If an applicant is selected for a position in a DOC facility that requires the staff member be authorized to carry a firearm during the performance of their assigned duties, the results of the applicant's background check must be approved by the Warden or designee prior to any conditional offer of employment or assignment to that position.
 - 2. Staff members authorized by the Warden or designee to carry a firearm must be eligible to legally carry/possess a firearm under federal and state law.
 - 3. New hire applicants receiving a conditional offer of employment and/or staff selected for assignment to a position that requires the carrying of a firearm, must successfully pass the required firearm qualification/certification test demonstrating proficiency with the firearm and

successfully complete the required and prescribed training prior to being issued a DOC firearm for regular duty assignment. Specific requirements may include the following:

- a. If a psychological test is required, it will be in the form of a completed psychological evaluation from a licensed psychologist or psychiatrist selected by the DOC.
- b. If a medical evaluation is required, it will be completed by a licensed physician, subject to approval by the DOC. The results of the evaluation will clear the applicant or staff member of any health conditions (including a physical disability) that would, in the opinion of the physician, substantially impair the applicant or staff member's ability to carry, handle and use a firearm in a safe and acceptable manner.
- c. The completion of the [Staff Arming](#) form (See [Attachment 1](#)) indicating the applicant or staff member:
 - 1) Has no medical, psychological or health condition, including a physical or mental disability, which substantially impairs the candidate's ability to responsibly carry a firearm or interferes with the safe carrying, use of and control of a firearm.
 - 2) Is not impaired by alcohol or prescription drugs.
 - 3) Does not use narcotics.
 - 4) Acknowledges that he/she is subject to random and/or targeted drug testing conducted in accordance with ARSD § [55:05:04:01](#), ARSD § [55:05:05:01](#) and SDCL § [3-6F-1](#)).
 - 5) Agrees to abide by all DOC policies.
4. If an applicant with a conditional offer of employment, or staff member selected/assigned a position within a DOC facility that requires the carrying of a firearm does not successfully pass any required training, qualification or certification (includes demonstrating proficiency with the firearm); or the results received from a drug test has a confirmed positive result; or the results of any required test are determined to be unacceptable/disqualifying, the conditional offer of employment or assignment may be void. If an applicant or staff member refuses to submit to any required testing/screening, the conditional offer of employment or assignment/selection shall be void.
5. If the applicant or staff member has already been assigned a position at the facility, the DOC may, without liability, withdraw its offer of employment or terminate the employment or assignment of the staff member without notice upon receipt of a disqualifying record or results.

2. Firearms Training:

- A. Each facility may designate one or more staff members to serve as the facility firearms instructor(s). Firearms instructors will be certified by an approved and nationally accredited/recognized training agency, or successfully complete other similar training, as approved by the Director of Prison Operations or designee.
 1. The Director of Prison Operations or designee will:
 - a. Review and approve the method of firearm instruction, training curriculum, course objectives and certification standards/requirements adopted by the firearms instructors to ensure firearms training provided to facility staff is consistent with universally accepted and approved standards.

- b. Review and approve the training/certification and re-certification program (includes continuing education requirements, if applicable) and curriculum to train and certify the facility firearms instructors.
 2. The DOC will provide appropriate and approved firearms and ammunition for staff to train, practice and qualify with the DOC issued firearms.
- B. Staff authorized to carry a firearm are required to successfully qualify/certify with the firearm(s) annually. Training may be scheduled and conducted in conjunction with annual in-service training or separately.
 1. Staff on an extended absence from duty, i.e. maternity leave, medical leave, military leave, may be required to re-qualify/certify with the firearm(s) upon return to duty at the discretion of the Warden or designee. If it is determined the staff member must recertify, this will be completed within six (6) months of the staff members return to full duty.
 2. All staff authorized to carry a firearm(s) will be required to successfully re-qualify/certify with the firearm(s) when substantial changes in equipment associated with the drawing and/or firing of the firearm are implemented and required by the DOC.
 3. If completed in advance, a staff member may request their attendance at firearms training be waived when a specific condition exists that may hinder proper carrying or handling of a firearm (e.g. documentation of an injury, medical condition, prescribed mind altering medications). The staff member's authorization to carry a DOC issued firearm shall be temporarily revoked until they successfully complete the required training. The period to complete the training shall not exceed six (6) months, unless waived by the Warden or designee.
- C. Firearm qualification/certification and recertification will be graded as pass or fail.
 1. A minimum score of forty (40) hits out of fifty (50) with the 9mm pistol, a minimum score of 28 hits out of 35 with the .223 rifle, and a minimum score of 72 hits out of 90 using 2 ¾ inch 00 buckshot shotshells with the 12 ga. shotgun are required to certify with the firearm(s). Staff will utilize DOC issued ammunition to certify with the firearm.
 - a. If there is a shortage of duty issued ammo, practice ammo of the same general type may be used as a substitution for issued ammo when certifying with the firearm.
 2. The staff member must demonstrate proficiency with the firearm(s). Proficiency is defined as the ability to use the approved/authorized firearm to shoot the approved course of fire as directed by a certified firearms instructor, to receive a passing score, to successfully demonstrate the proper firearm grip, stance, sight alignment and to handle the firearm in a safe manner.
 3. A staff member may be authorized to carry more than one type of approved DOC issued firearm, provided qualification/certification and proficiency have been achieved/demonstrated with each firearm issued.
 4. Staff assigned to an emergency response team such as the Marksman Observer Team (MOT) or CERT may be subject to specific firearms qualification/certification requirements as set forth by the Director of Prison Operations, Warden or designee. These requirements may differ than those contained in 1. above.

- D. Firearm instructors, as part of the firearm training provided to DOC staff, will schedule regular firearm training and re-qualification testing using DOC approved firearms training curriculum and lesson plan objectives.
1. Objectives shall include:
 - a. Demonstration of safe handling of the firearm.
 - b. Demonstration of basic knowledge of the firearm, i.e. loading, unloading, duty-ready, location of the firearm's safety.
 - c. Demonstration of control of the firearm.
 - d. Appropriate actions on the range and maintaining a professional demeanor and use loud verbal commands.
 - e. Effective application of the use of force continuum (e.g. verbal commands, less lethal weapons (OC), (See DOC policy 1.3.A.3 [Use of Force - Adult Institutions](#))

3. Firearms Proficiency:

- A. If a staff member does not successfully complete the firearms training (annual in-service or pre-service), qualify/re-qualify with the firearm(s) and show proficiency with the firearm(s), the trainer and/or firearm instructor will notify the Warden or designee. The Warden may:
1. Offer to make arrangements for the staff member to receive additional training to correct the deficiency; and
 2. Coordinate the re-scheduling of the staff member for firearm qualification/certification within thirty (30) days from the first failed attempt; or
 3. Terminate employment or assignment to the position requiring authorization to carry a firearm or reassign the staff member to a job position that does not require authorization to carry a DOC issued firearm.
- B. A staff member approved by the Warden to re-test will be allowed to re-test for firearm qualification/certification up to three (3) times within a thirty (30) day period.
1. The second qualification attempt will take place as soon as practical and within the same facility.
 2. If the staff member fails on the second qualification attempt, he/she may be required by the Warden or firearms instructor to travel to a different DOC facility to receive instruction and remedial training from that facility's firearm instructor.
 3. The staff member will make a qualification attempt at the other facility (second qualification attempts).
 4. If the second attempt is unsuccessful, the member will return to his/her "home" region for the final qualification attempt (third qualification attempt).
 - a. The candidate must pass the final qualification attempt (third qualification attempt).

- C. The firearm instructor will document the performance of each staff member's attempt at firearm(s) qualification and note any reasons why the staff member was not successful. This information will be submitted to the Warden or designee.
- D. If the staff member does not qualify and demonstrate proficiency with the firearm(s) within thirty (30) days of his/her initial qualification/certification attempt, the conditional offer of employment or assignment to a position requiring authorization to carry a firearm may be terminated/voided.

4. Approved/Authorized Firearms:

- A. Only those firearms and ammunition issued by the DOC may be used by staff during the performance of official duties or while acting in an official capacity.
 - 1. All staff members issued a DOC firearm while supervising inmates are required to also carry DOC issued oleoresin capsicum aerosol spray (OC).
 - 2. Chemical agent (OC) and use of less-lethal munitions training shall be required for all staff authorized to carry a DOC issued firearm. All authorized DOC staff issued a DOC firearm shall be required to carry OC on their person (See DOC Policy 1.3.A.3 [Use of Force - Adult Institutions](#)).
- B. DOC firearms may not be repaired, modified or altered without prior written approval of the armorer, Warden or designee.
- C. Any firearm not issued by the DOC to the staff member will be considered a prohibited firearm and banned for use or possession by staff during the performance of their official duties, or while acting in an official capacity.
 - 1. All safety devices on the firearm will be kept intact, mechanically sound and functional. Any problems with the firearm's safety features will be reported immediately to the armorer for resolution. The firearm will not be issued to staff until approved by the armorer.
- D. Staff will carry their DOC issued ID card and/or badge at all times while carrying a DOC issued firearm, unless exempted by the Warden.
- E. DOC issued safety (ballistic) vests will be worn by designated staff assigned to select duties/posts. All staff carrying a firearm while conducting an armed transport shall wear a safety vest.

6. Maintenance/Management of DOC Firearms:

- A. The Warden at each facility shall designate staff member(s) who shall be responsible for the management of firearms.
 - 1. All firearms, magazines, holsters, lock boxes and ammunition (including expended cartridge cases) issued to staff remain the property of the DOC and must be returned in good repair and working order at the end of the staff member's shift or when the firearm is no longer required as part of the staff member's assigned duty.
 - 2. The DOC is responsible for providing approved practice and duty issued ammunition, ear and eye protection, holsters and pistol lock boxes (as applicable) to staff issued a firearm, as deemed necessary.

3. The staff member receiving the firearm will sign for the firearm and is accountable for its return to the armory or designated location.
 4. Staff responsible for the issuance and inventory of DOC firearms will ensure each firearm is stored unloaded, is mechanically sound, has not sustained any unapproved modifications, is in good repair and working order and has received proper maintenance. All repairs made to the firearm by the armorer or a gunsmith must be recorded. Firearms deemed inoperable, unsafe, or those that are sold/traded, will be documented and recorded.
- B. Each firearm (includes all magazines) will be cleaned within seventy-two (72) hours of discharging the firearm. During the cleaning process, staff will first ensure the firearm is unloaded and then inspect the firearm and magazines for any damage, defects or other conditions that may render the firearm mechanically unsound or unsafe. All firearms and magazines will be inspected at least monthly. All firearms (and any additional magazines) will be cleaned anytime they are exposed to inclement weather, i.e. rain/moisture.
1. An exception to the cleaning requirements is if the firearm was discharged through a use of force and/or the firearm is needed for evidence or ballistic testing. In this case, the firearm will not be cleaned until proper authorization is received.
 2. Staff responsible for cleaning and maintaining DOC firearms will use only DOC issued cleaning kits/solvents to clean the firearm and should be trained in the proper methods of cleaning and maintaining a firearm.
- C. DOC issued firearms, ammunition, magazines, holsters and lock boxes will only be used for official duties and may not be used for personal use.
- D. No staff member will un-holster or uncase a DOC issued firearm except for lawful or legitimate purposes; e.g. training, practice, inspection, cleaning/repair, storage or to accomplish a lawful objective.
1. In accordance with SDCL § [23-7-8.1](#), all firearms carried by an authorized staff member during the performance of their duties may be carried concealed or open carried/visible.
 2. When carried by authorized staff during performance of assigned duties requiring the staff member to be armed, the firearm will be fully loaded, with a live round in the chamber and the attached magazine fully loaded.
 3. When carrying a DOC issued pistol, additional fully loaded magazines will be in the staff member's possession.
 4. When carrying a DOC issued pistol, only a holster issued by the DOC and equipped with a properly operating retention device will be used.
 5. All DOC issued firearms will be carried by the staff member, secured in a department issued holster or case, or secured in a lock box or vehicle. No firearm will be left unsecured at any time.
 6. Anytime a staff member draws and points a DOC issued firearm at any body part of an inmate or other person, or a firearm is drawn or pointed at an inmate or other person by a staff member and the staff member issues verbal instructions or commands to the inmate or other person seeking compliance, the staff member shall notify their supervisor as soon as safely possible and complete a [Use of Force Summary](#) report by the end of their shift (See DOC policy 1.3.A.3 [Use of Force - Adult Institutions](#)).

- a. Staff may draw or point a firearm at an inmate or other person so long as circumstances warrant that precaution. Examples of such circumstances include but are not limited to:
 - 1) The inmate is uncooperative or takes action that raises a reasonable possibility of danger or flight;
 - 2) The presence of threatening words, gestures, or movements from the inmate towards the staff member or others present;
 - 3) The inmate is armed or suspected of possessing any kind of weapon or other instrument that could be used as a weapon;
 - 4) The inmate has ignored or refused to follow orders from the staff member;
 - 5) The inmate has committed or is about to commit a violent, criminal offense;
 - 6) After having given consideration to the totality of circumstances at the time, the staff member has reasonable belief the inmate is or may be a direct threat to staff or others.
7. Except during firearms training sessions or during target practice, whenever a staff member discharges a firearm, either accidentally or in the performance of their assigned duties, the staff member shall notify their supervisor as soon as possible and complete an Informational Report by the end of their shift.
 - a. Designated staff shall review the incident, applicable records and reports and make a recommendation to the Warden or designee what action should be taken.
- E. If a DOC issued firearm is lost, stolen, damaged, or suspected of not functioning in accordance with factory specifications, the staff member issued the firearm will immediately report the incident/issue to the armorer. Lost or stolen DOC firearms shall be immediately reported to local law enforcement.
 1. If a DOC firearm is damaged or lost through a staff member's negligence, recklessness or misuse; or the firearm must be repaired to correct an unauthorized alteration/modification made to it by the staff member, the staff member may be held responsible for the costs to repair or replace the firearm. Reminder, DOC issued firearms and firearms related equipment/accessories are state property.
- F. Each facility will designate a secure location(s) (armory) where DOC firearms and related equipment/accessories will be stored. Each facility will maintain Institutional OMs which direct the inventory of firearms and related equipment/accessories and the issuance of firearms and related equipment/accessories to authorized staff.

7. Oversight by the Warden:

- A. The Warden or designee may revoke (temporary cancellation/suspension) a staff member's authorization to carry a DOC issued firearm if the staff member commits any of the following actions. Depending on the disqualification committed by the staff member, the staff member may also be subject to disciplinary action.
 1. A NCIC III background check (conducted a minimum of every five (5) years from the date of employment) indicates any of the following:
 - a. Conviction of a felony offense or crime punishable by imprisonment for a term exceeding one year or any offense committed outside of the state which would be a felony, if committed in South Dakota.
 - b. A plea of guilty or nolo contendere to a felony offense.

- c. Arrest for any offense involving dishonesty, unlawful sexual conduct, physical violence use of physical force, or the use, attempted use or threatened use of a firearm while committing such an offense.
 - d. A conviction involved a misdemeanor crime of domestic violence (See U.S.C. 922(g) (9) and SDCL § 24-14-15.2).
 2. Violation of any DOC policy or institutional OM relating to the use, issuance, possession, control or safe handling of DOC issued firearms.
 3. If the staff member is observed carrying, exhibiting or using a DOC issued firearm in an unsafe or careless manner, or misusing a DOC firearm.
 - a. It is the responsibility of the staff member issued the firearm to report/disclose immediately to their supervisor, any incidents or situations involving the unsafe, careless use or misuse of a DOC firearm, or any incident/activity that may negatively affect the staff member's ability to legally possess a firearm. Staff members who observe any such behavior by another staff member have an affirmative obligation to report (verbal and/or written) such behavior to their supervisor.
 4. Any use of alcoholic beverages while on duty or while carrying a DOC issued firearm.
 5. A medical, psychological or health condition, including a physical or mental disability, illness, incompetency, or disease, which a court, board, commission or other lawful authority has determined impairs or may impair the staff member's ability to carry a firearm.
 6. Any impairment from prescription or OTC drugs that rendered the staff member unfit to carry a DOC firearm.
 7. The staff member is an unlawful user of, or addicted to, any controlled substance or has used illegal narcotics for any purpose within the past seven (7) years.
 8. The staff member is known to have used (smoked/ingested/consumed) marijuana within the past three (3) years.
 9. The staff member failed to successfully qualify with the DOC firearm within the time permitted by the Warden; or failed to successfully complete any part of the required firearms training.
 10. A certified counselor has determined the staff member's judgment is, or may be in question.
 - a. If a staff member refuses to submit to an evaluation, counseling, testing or screening requested by the Warden or designee, authorization to carry a DOC firearm may be suspended.
 11. The staff member has been found in the previous ten years to be a "danger to others" or a "danger to self", as defined in SDCL § 27A-1-1, or is currently adjudged mentally incompetent.
 12. The staff member at any time has been formally committed to a mental institution by a court, board, commission or other lawful authority for mental defectiveness, mental illness or drug use, or has been involuntarily committed (may not include commitments for observation or voluntary admission).

13. The staff member is an illegal alien, discharged from the military under dishonorable conditions, or has renounced his/her citizenship.
 14. Any other circumstance, either temporary or permanent, which leads the Warden or designee to believe arming a staff member with a firearm, may result in a danger to that staff member, other DOC staff, inmates or the general public.
- B. The revocation of a staff member's authorization to carry a DOC issued firearm by the Warden or designee will be documented in the staff member's training and/or personnel file. Documentation will include the reason(s) for the revocation of authorization. The staff member will be notified of the revocation of authorization immediately.
- C. Staff with questions about whether they may be prohibited by law from possessing a firearm is responsible for contacting the Bureau of Alcohol, Tobacco and Firearms (ATF) in Sioux Falls, SD at telephone (605)782-8200.

8. Restriction on Carrying a Firearm:

- A. Staff will not carry DOC issued firearms under the following circumstances:
1. While off duty, unless the staff member has written permission from the Warden or designee.
 - a. Carrying and possession of a DOC firearm for purposes other than carrying out official duties.
 - b. Staff members that carry a DOC firearm without such proper authorization will be deemed acting outside the scope and course of employment with the DOC and will be considered to be acting completely independently of the State of South Dakota/DOC and shall be subject to all applicable state and federal firearms laws (See SDCL § 23-7-8.1).
 - 1) The State of South Dakota assumes no responsibility or liability for a staff member's actions taken outside the scope and course of employment.
 - 2) Any liability arising from staff members' actions with a DOC firearm outside the scope and course of employment will be the sole, individual liability of the staff member.
 2. While in a condition resulting from the use of alcohol or medications where the staff member's motor skills, reflexes or judgment could be adversely affected, or while displaying evidence of mental or emotional instability.
 3. When the staff member's conduct may adversely affect his/her safety and/or the safety of others.
 4. While under disciplinary suspension, or criminal or DOC investigation for alleged misconduct.
 5. When prohibited by the armorer, firearm instructor, Warden or designee.
 6. Outside the state of South Dakota, unless prior written permission is granted by the Warden or designee.
 7. When otherwise prohibited by state law or federal law (18 U.S.C. § 922(g)).

9. Violation:

- A. The use or handling of a DOC firearm by a staff member on or off duty in a careless or imprudent manner; or the unjustified endangering of human life by a firearm used in violation of this policy, or non-compliance with the procedures and requirements of this policy by a staff member, is strictly forbidden and may result in disciplinary investigation, revocation of authorization to carry a DOC issued firearm, and/or other disciplinary action, including termination of employment.

V Related Directives:

SDCL §§ [23-7-8.1](#), [24-14-15](#), [24-14-15.2](#), [24-14-30](#), [24-15-14](#), [27A-1-1](#) and [3-6F-1](#).
ARSD § [55:05:04:01](#) and [55:05:05:01](#).
18 U.S.C. § 922(g)

DOC policy 1.3.A.3 *Use of Force - Adult Institutions*

VI Revision Log:

March 2016: New Policy.

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| <i>Denny Kaemingk (original signature on file)</i> | <i>04/04/2016</i> |
| Denny Kaemingk, Secretary of Corrections | Date |

Attachment 1: Facility Staff Authorization to Carry DOC Issued Firearms Form

The **Facility Staff Authorization to Carry DOC Issued Firearms Form** is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Facility Staff Authorization to Carry DOC Issued Firearms Form** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.
- 2.. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Facility Staff Authorization to Carry DOC Issued Firearms Form**

The gray areas indicate the information that is to be entered.

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| South Dakota Department of Corrections Policy Distribution: Public | Attachment: Facility Staff Authorization to Carry DOC Firearms Please refer to DOC policy Facility Staff Use and Control of Firearms |
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Facility Staff Authorization to Carry DOC Firearms

Last Name First Name Middle Initial

I acknowledge that each of the following statements are true:

Initials: I have no medical, psychological or health condition, including a physical or mental illness, incompetency or disease, which a court, board, commission or other lawful authority has determined impairs my ability to responsibly carry a firearm or safely use or handle a firearm.

Initials: I am not impaired by alcohol or drugs. I am not an unlawful user or, or addicted to, any controlled substance nor have I used illegal narcotics for any purpose in the past seven years.

Initials: I have not smoked/ingested/consumed marijuana within the past three years.

Initials: I have not in the previous ten years been found to be a danger to other or a danger to self, as defined in SDCL §27A-1-1 or adjudged mentally incompetent.

Initials: I have not at any time been formally committed to a mental institution by a court, board, Commission or other lawful authority for mental defectiveness, mental illness or drug use or involuntarily committed.

Initials: I am not an illegal alien, discharged from the military under dishonorable conditions or renounced my citizenship.

I understand it is my responsibility to report/disclose immediately to my supervisor, any incidents or situations involving the unsafe, careless use of misuse of a DOC firearm, or any incident/activity that may negatively affect my ability to legally possess a firearm. I understand if I observe any such behavior by a staff member that I have an affirmative obligation to report (verbal or written) such behavior or incident to my supervisor.

I understand I am responsible for immediately notifying my supervisor of any physical, mental or pharmacological health condition that may affect my ability to perform essential job functions. This includes taking a prescribed mind-altering medication prescribed by a physician, psychologist or psychiatrist for medical and/or mental health purposes or treatment.

Name- PRINT AND SIGN Date:

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