

VACANCY ANNOUNCEMENT
No. 2008-06
United States Probation Office
Eastern District of Missouri



POSITION: United States Probation Officer -FT/Permanent

DUTY STATION: U.S. Probation Office -
Eastern District of Missouri
(St. Louis)

SALARY RANGE: CL 23 (\$34,368) to CL 28 (\$84,913) based upon education and experience.

ISSUE DATE: 6/27/08

CLOSING DATE: Open Until Filled

The United States Probation Office, United States District Court, Eastern District of Missouri is accepting applications for the position(s) of United States Probation Officer(s). Please note candidates with an accounting or finance background will be considered as court preferred skills in this hiring process.

Representative Duties:

- Conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the offender's ability to pay fines and costs of prosecution, incarceration and cost of supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

- Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.
- Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence.
- Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.
- Maintains personal contact with offenders, primarily by way of community visits. Investigates employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse and through assessment and counseling implements the necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.
- Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.
- Conducts preliminary interviews and other investigations as required.
- Mandatory evening and weekend work is required for supervision activities. Some travel, including overnight stays, is required.
- Maintains a detailed written record of case activity.

Qualifications

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, is **required** for all probation officer positions. Completion of an advanced degree from an accredited university is **preferred**. Excellent professional references and computer abilities, including the ability to scan and submit documents electronically, are required. A driver's license is required to conduct field work.

Specialized Experience: Progressively responsible experience, gained after completion of a

bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Educational Substitutions: The following requirements may be substituted for one year of specialized experience:

1. An overall "B" grade point average.
2. Standing in the upper third of the class.
3. A "B+" (3.5) average or better in the major field of study, such as business or public administration, personnel management, industrial relations, or psychology.
4. Election to membership in Phi Beta Kappa, Signa XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

Court Personnel Classification level requirements:

- CL 23 Bachelors Degree
- CL 25 Bachelors Degree with one year specialized experience
- CL 27 Bachelors Degree with two years specialized experience
- CL 28 Bachelors Degree with three years specialized experience

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, is qualifying at CL 27.

Medical Requirements and Maximum Entry Age

The duties of probation officers and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities. (See Officer and Officer Assistant Medical Guidelines)

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

This is a hazardous duty position and as such you will be subject to mandatory separation based on age if you are occupying this position at age 57, and you have completed the necessary 20 years of service.

Preferred Skills

An advanced degree from an accredited university is preferred. If a candidate does not hold an advanced degree, the candidate must agree to obtain one from an accredited university within three years. There is no tuition assistance or reimbursement available from the agency for this requirement. If an individual has already been appointed as a federal probation or pretrial officer, this advanced degree requirement may be waived by the Chief U.S. Probation Officer, but only with the permission of the Chief U.S. District Judge.

Preferred skills include fluency in a foreign language, proficiency in Word Perfect 12, and experience or expertise in cultural diversity. Licensure or certification in a behavioral science (LMSW, CADC, LPC, etc.) or a license to practice law is also preferred. Financial or accounting backgrounds will also be considered as a preferred skill.

Conditions of Employment:

- In that officer and officer assistant positions are provisional appointments, candidates will undergo internal investigations conducted within the U.S. Probation Office.
- After the internal investigation is completed and approved by the Chief Judge, applicants will receive a written offer for provisional hire. Pursuant to Judicial Conference policy, all final applicants for officer and officer assistant positions will undergo a medical examination by Public Health Service physicians or other Federal Occupational Health approved physicians using the medical guidelines developed by Federal Occupational Health, Law Enforcement Medical Program. Applicants will also undergo drug screening and will also be subject to random drug screening and updated background investigations every five years.
- After appointment, OPM investigations will be conducted, and if the report reflects any negative nature, as to reflect continued employment as a U.S. Probation Officer would be ill advised, employment will be terminated.

- The position requires five to possibly eight weeks of specialized training out of district.
- The position is subject to mandatory electronic direct deposit of salary payment.
- The office does not pay for moving expenses.

How to Apply:

Please e-mail a detailed resume (including references) based on the format demonstrated in the book entitled, *The Federal Resume Guidebook*, to: moepml_job@moep.uscourts.gov. The book can be purchased from any bookstore or can be found at your local library. Please also include your two most recent performance based evaluations.

All property submitted becomes the property of the U.S. Probation Office.

The Probation Office provides reasonable accommodations to applicants with disabilities.

The Court is an Equal Employment Opportunity employer.

OFFICER AND OFFICER ASSISTANT MEDICAL GUIDELINES

Probation Officer and Officer Assistant Positions Essential Job Functions

Based on data collected and analyzed by the Department of Health and Human Services, Public Health Services, Division of Federal Occupational Health, Law Enforcement Medical Programs, the following essential job functions have been established to reflect the work of probation officer and officer assistants. An essential job function is a specific job duty that is critical to the safe and effective performance of the job. The ability to perform essential job functions is measured by a physician during an examination of the following specific medical areas.

Cardiovascular; Dermatology; Endocrine; and Metabolic; Musculoskeletal; Neurological; and Respiratory

- Respond with unplanned vigorous physical activity
- Climb stairs in pursuit or in emergency
- Attempt to physically subdue attacker

Gastrointestinal and Genitourinary

- Work extended hours
- Travel that requires significant time
- Ability to miss meals

Hematology; Musculoskeletal; Neurological; and Respiratory

- Drive vehicles on duty
- Drive vehicles in the dark
- Work in adverse weather
- Work under stress
- Walk on uneven surfaces
- Stop, question, or detain individuals (unplanned interviews)
- Encounter individuals who display a violent or irrational temperament
- Confiscate weapons from persons

Head, Nose, Mouth, Throat, and Neck; and Hearing

- Comprehend speech during face-to-face conversations
- Comprehend speech during telephone conversations
- Comprehend speech when you can't see another officer
- Hear sounds that require investigation
- Ability to localize sounds

Vision

- Use distant vision for driving
- Use distant vision to monitor activities and/or defendants during interviews
- Use distant vision to monitor exterior/interior home environment
- Use distant vision to assess threats
- Use near vision for reading
- Visually detect peripheral movement and identify a threat

I. CARDIOVASCULAR SYSTEM

Probation officers and officer assistants should have a cardiovascular system that is sufficient for the individual to safely and efficiently carry out the requirements of the position. Confirmation of hypertension should require at least three (3) serial readings of blood pressure. Serial readings should include at least three (3) blood pressure readings taken on different days and in both arms in a standing, sitting, and recumbent position. All medications taken for cardiovascular conditions should be carefully reviewed to ensure that they do not compromise safe and efficient job performance. Any history of a cardiovascular condition or newly diagnosed conditions should be evaluated on a case-by-case basis and may require further evaluation.

Conditions which may result in disqualification include, but are not limited to, the following:

A. ANGINA PECTORIS

B. AORTIC ANEURYSM

C. CEREBROVASCULAR CONDITIONS such as Cerebrovascular Accident or Transient Ischemic Attacks or Carotid Artery Disease

D. CARDIOMYOPATHY

E. CONGENITAL ANOMALIES such as Atrial and Ventricular Septal Defect that compromise cardiovascular function

F. CONGESTIVE HEART FAILURE

G. CORONARY ARTERY DISEASE OR HISTORY OF MYOCARDIAL INFARCTION

H. DYSRHYTHMIAS such as Ventricular Tachycardia or Fibrillation, Wolff-Parkinson-White syndrome, Paroxysmal Atrial Tachycardia with or without block, Atrial Flutter or Fibrillation

I. ELECTROCARDIOGRAM FINDINGS such as Left Bundle Branch Block, newly acquired Right Bundle Branch Block, ST Segment Alterations, Atrioventricular Dissociation, First Degree A-V Block with PR interval ≥ 0.3 seconds, Second and Third Degree A-V Block, Atrial fibrillation or Flutter, Bradycardia with heart rate of less than 40 or sinus pauses of 3.0 seconds or longer, or Long QT Syndrome

J. HYPERTENSION that exceeds a systolic blood pressure of 149 and/or diastolic blood pressure of 89 mm Hg with or without medication

K. MARFAN'S SYNDROME

L. MYOCARDITIS, ENDOCARDITIS, AND PERICARDITIS

M. OCCLUSIVE PERIPHERAL ARTERIAL DISEASE such as Raynaud's Disease

N. PULMONARY EMBOLISM with compromise of cardio-pulmonary function.

O. SYNCOPE, HISTORY OF (Cardiogenic or vasovagal). This history will require cardiology evaluation and/or tilt table testing for final determination.

P. VALVULAR HEART DISEASE such as mitral valve stenosis or regurgitation, aortic stenosis or regurgitation.

Q. DEEP VEIN THROMBOSIS which requires anticoagulation.

R. PACEMAKERS OR PROSTHETIC VALVES are generally disqualifying. Any other condition or post-surgical management that requires the use of Coumadin or other anticoagulants is generally disqualifying.

II. DERMATOLOGY

Probation officers and officer assistants should be free of dermatological conditions that may result in restricted function or movement, thereby impairing the safe and efficient performance of essential job functions. Dermatological conditions may cause the individual to be unduly susceptible to injury or disease as a consequence of environmental exposures (including the sun) as well as other functions. All dermatological conditions should be reviewed on a case-by-case basis.

Conditions which may result in disqualification include, but are not limited to, the following:

A. PHOTSENSITIVE SKIN CONDITIONS that significantly limit job performance by limiting the work environment

III. ENDOCRINE AND METABOLIC SYSTEM

Probation officers and officer assistants should have an endocrine and metabolic system free of conditions that may affect normal hormonal or metabolic functioning and response that is likely to adversely affect safe and efficient job performance. Any excess or deficiency in hormonal production can produce metabolic disturbances affecting weight, stress adaptation, energy production, and a variety of symptoms or pathology such as elevated blood pressure, weakness, fatigue and collapse. All endocrine and metabolic conditions should be reviewed on a case-by-case basis.

Conditions which may result in disqualification include, but are not limited to, the following:

A. DIABETES MELLITUS OR HYPERGLYCEMIA will require additional medical tests and documentation of treatment to evaluate whether an individual is capable of safe performance of essential job functions.

B. PARATHYROID DISORDERS

C. PITUITARY DYSFUNCTIONS

D. THYROID DISEASE (Hypothyroidism or Hyperthyroidism)

IV. GASTROINTESTINAL SYSTEM

Probation officers and officer assistants should have a gastrointestinal tract that is sufficient for the individual to safely and efficiently carry out the requirements of the job. There should be no evidence by physical examination (including laboratory testing) and medical history of gastrointestinal conditions likely to present a safety risk or to worsen as a result of carrying out the essential job functions. All new and existing gastrointestinal conditions should be reviewed on a case-by-case basis. In addition all medications taken for gastrointestinal conditions should be carefully reviewed to insure that they do not compromise job performance and therefore interfere with safe and efficient job performance. Any condition that is recurrent with significant diarrhea and/or pain, that limits activity, that requires pain medication, or that causes anemia, weakness or significant weight loss may be disqualifying.

Conditions which may result in disqualification include, but are not limited to, the following:

- A. ANAL FISSURES
- B. CHOLECYSTITIS, CHOLELITHIASIS, AND GALLBLADDER DISEASE
- C. CIRRHOSIS OF THE LIVER
- D. CROHN'S DISEASE, ULCERATIVE COLITIS, REGIONAL ENTERITIS, ILEITIS, AND IRRITABLE BOWEL SYNDROME
- E. DIVERTICULITIS causing severe or uncontrollable pain or bowel movement
- F. DYSPHAGIA causing severe or uncontrollable symptoms
- G. HEPATITIS, acute or chronic
- H. INTESTINAL OBSTRUCTION
- I. PANCREATITIS
- J. COLOSTOMIES
- K. HERNIA (untreated inguinal, incisional, and ventral)

V. GENITOURINARY SYSTEM

Probation officers and officer assistants should have a genitourinary system that is sufficient for the individual to safely and efficiently carry out the requirements of the job. All medications taken for genitourinary conditions should be carefully reviewed to insure that they do not compromise job performance and therefore interfere with safe and efficient job performance. All genitourinary conditions should be reviewed on a case-by-case basis.

Conditions which may result in disqualification include, but are not limited to, the following:

- A. DYSMENORRHEA OR ENDOMETRIOSIS that causes chronic and severe pain requiring the frequent use of narcotic medications
- B. GLOMERULONEPHRITIS OR PYELONEPHRITIS

C. KIDNEY STONES (urinary calculi) that are symptomatic, recurrent, or that cause kidney dysfunction

D. NEPHROTIC SYNDROME

E. NEUROGENIC BLADDER

F. POLYCYSTIC KIDNEY DISEASE

G. RENAL FAILURE, acute or chronic

H. RENAL TOXICITY

I. RENAL VEIN THROMBOSIS

J. UROPATHIES, uncorrected obstructive

VI. HEAD, NOSE, MOUTH, THROAT AND NECK

Probation officers and officer assistants should have structures and functions of the head, nose, mouth, throat and neck that are sufficient for the individual to safely and efficiently carry out the requirements of the job. This may be demonstrated by:

- physical exam of the head, nose, mouth, throat and neck that is within the range of normal variation, including normal flexion, extension and rotation of the neck,
- open nasal and oral airways,
- unobstructed Eustachian tubes,
- no structural abnormalities that would prevent the normal use of protective eye wear,
- normal conversational speech, and
- no evidence of a pre-existing or newly diagnosed medical condition of the head, nose, mouth, throat, or neck that could significantly interfere with the individual's ability to successfully perform essential law enforcement functions, such as speech or breathing, or that has the potential to render the person suddenly incapacitated.

All head, nose, mouth, throat, and neck conditions should be reviewed on a case-by-case basis.

Conditions which may result in disqualification include, but are not limited to, the following:

A. ARTIFICIAL LARYNX OR ESOPHAGEAL SPEECH

B. FACIAL DEFORMITIES that impair breathing or speech

C. MUTISM OR APHONIA (inability to speak)

D. NASAL POLYPS that impair breathing or speech

E. NECK MASSES, LYMPHADENOPATHY, AND TRACHEOSTOMY that impair breathing or speech

F. RESTRICTED RANGE OF MOTION IN THE NECK

G. TEMPOROMANDIBULAR JOINT SYNDROME

VII. HEMATOLOGY SYSTEM

Probation officers and officer assistants should have a hematopoietic (blood and blood-producing) system that is sufficient for the individual to safely and efficiently perform the functions of the job. All hematological conditions should be reviewed on a case-by-case basis.

Conditions which may result in disqualification include, but are not limited to, the following:

A. ANEMIA

B. BLEEDING DISORDERS such as genetic bleeding disorders (Hemophilia, von Willebrand's disease), acquired bleeding disorders (caused by liver disease or infection) and medications (Coumadin, Heparin) which are likely to cause bleeding with physical confrontation or defensive tactics training

C. HEMOGLOBINOPATHIES such as Sickle Cell Disease or Thalassemia which are likely to cause infarction at high altitude, reduce exercise capacity, and prevent working in certain environments.

D. MULTIPLE MYELOMA

E. SYSTEMIC LUPUS ERYTHEMATOSUS

F. THROMBOCYTOPENIA

VIII. MEDICATION

All medication requirements, including psychotropic medication, should be evaluated to ensure that safe and efficient job performance will not be adversely affected. Medical conditions that require medications will be reviewed on a case-by-case basis. Medications such as narcotics, sedative hypnotics, barbiturates, amphetamines, or any drug with the potential for addiction, that is taken for extended periods of time (usually beyond 10 days) or is prescribed for a persistent or recurring underlying condition should generally be considered disqualifying. The following items should be considered in order to make a medical determination:

A. DRUG-FOOD INTERACTIONS

B. DRUG-ENVIRONMENTAL INTERACTIONS

C. DRUG TOXICITY

D. HISTORY OF PATIENT COMPLIANCE

E. MEDICAL COMPLICATIONS ASSOCIATED WITH LONG-TERM DRUG USE

F. MEDICATION TYPE AND DOSAGE REQUIREMENTS

G. POTENTIAL DRUG SIDE EFFECTS AND ADVERSE REACTIONS

H. POTENTIAL DRUG-DRUG INTERACTIONS

IX. MUSCULOSKELETAL SYSTEM

Probation officers and officer assistants should have a musculoskeletal system that allows the individual sufficient movement, agility, flexibility, strength, dexterity, coordination, acceleration, deceleration and the ability to change directions in order to safely and efficiently carry out the requirements of the job. This may be demonstrated by:

- physical exam of the upper and lower extremities, neck, and back that is within the range of normal variation for strength, flexibility, range of motion, and joint stability and
- no evidence of physical examination and medical history of musculoskeletal conditions likely to present a safety risk or to worsen as a result of carrying out the essential functions of the job.

All musculoskeletal conditions should be reviewed on a case-by-case basis.

Conditions which may result in disqualification include, but are not limited to, the following:

- **ARTHRITIS OR SKELETAL CONDITION** of any type if there is limited joint motion, pain, and/or muscle atrophy that affects the ability to perform essential job functions.
- **AMPUTATIONS** of an **EXTREMITY**. Any loss of an upper or lower extremity, hand, foot.
- **AMPUTATIONS** of **THUMB** or **INDEX FINGER** that affect the ability to perform essential functions.
- **CERVICAL, THORACIC, LUMBAR, LUMOSACRAL DISK DISEASE, FRACTURES, OR DISLOCATIONS** of any type if there is limited joint or gait motion, pain, motor or sensory manifestations, and/or muscle atrophy that affects the ability to perform essential functions.
- **CHRONIC LOW BACK PAIN** with recurrence of pain and/or restricted range of motion or gait that affects the ability to perform essential functions. Each case will be reviewed in context to the original history of the injury (or whatever the etiology), the response to therapeutic regimes, frequency of recurrence, exacerbating factors, and lengths of disability associated with the recurrences combined with the current clinical presentation.
- **CHRONIC SPRAIN OR STRAIN OF THE NECK** limiting mobility or causing recurring cephalgia (headaches) may be disqualifying.

- FRACTURES may require orthopedic evaluation to determine whether functional limitations currently exist. A recent fracture with current immobilization (such as casting, bracing, etc.) of a limb that prevents the performance of the full range of essential law enforcement functions will require documentation from the treating physician that immobilization is no longer required and that no physical limitations are present. Fractures that continue to cause pain, swelling, muscle atrophy, limitation of motion, abnormal gait may be disqualifying.
- KNEE CONDITIONS with current symptoms such as swelling; pain; reduced range of motion, gait, or strength; or instability that prevents the full range of essential law enforcement functions.
- Any PROSTHETIC DEVICE will be reviewed on a case-by-case basis.
- SCOLIOSIS with curve greater than or equal to 45 degrees, pain, significant curve progression, or with limitations for physical activity that affects the ability to perform essential job functions.
- SCIATICA, CERVICAL NEUROPATHY, AND OTHER NEUROPATHIES with evidence of numbness, tingling, loss of motor strength, or limited gait.
- SHOULDER CONDITIONS such as history of multiple dislocations (three or more) without surgical repair or any history of dislocation with current pain, or reduced strength or range of motion, acromioclavicular (AC) separations with current pain, or reduced strength or range of motion.
- SPINAL DISORDERS such as Spina Bifida, Spondylolysis, Spondylolisthesis, or Ankylosing Spondylitis which limit mobility, gait, or skeletal strength, or cause pain.

Medical requirements do not include any specific requirement to satisfy weight and/or body composition standards. Many research studies and court decisions direct us to examine the ability to perform the functional or essential job functions rather than satisfy a weight and/or body composition requirement. A comprehensive study regarding body composition and physical performance within the U.S. military provided the following findings.

- There is no consistent relationship between body fat and physical performance.
- If job-related performance standards were in place, a body composition standard would be unnecessary in relation to physical performance.
- Appearance of different individuals at the same body weight and fat content can vary considerably depending on other factors. A stronger rationale for appearance criterion and standards that define acceptable and unacceptable appearance must be developed.

(Marriot and Grumstrup-Scott, eds., Body Composition and Physical Performance: Applications for the Military Service, 1992.)

X. NEUROLOGICAL SYSTEM

A probation officer or officer assistant should have a nervous system that is free of central or peripheral nervous system interference that will allow the individual to safely and efficiently carry out the requirements of the job. This may be demonstrated by:

- a physical exam of the cranial and peripheral nerves and the vestibular and cerebellar system that is within the range of normal variation, including intact cranial nerves I-XII,
- normal vibratory sense in the hands and feet,
- normal proprioception (sense of movement and position of the body) of the major joints,
- normal sensation of hot and cold in the hands and feet,
- normal reflexes of the upper and lower extremities,
- normal balance (e.g., heel-toe walk, Romberg, balance on one foot),
- normal basic mental status evaluation (e.g., person, place, time, current events), and
- no evidence by physical examination and medical history of nervous, cerebellar, or vestibular system conditions likely to present a safety risk or to worsen as a result of carrying out the essential functions of the job.

Any condition with loss of motor skills, muscle strength, cognitive function, coordination, or gait; sensory loss (limb, hearing, or vision); tremor; pain, or effect on speech may result in further evaluation or disqualification. All neurological conditions will be reviewed on a case-by-case basis.

Conditions which may result in disqualification include, but are not limited to, the following:

A. ALZHEIMER'S or other degenerative dementia disorders

B. AMYOTROPHIC LATERAL SCLEROSIS

C. CEREBRAL PALSY

D. CRANIAL NEUROPATHIES such as Tic Douloureux, Trigeminal Neuralgia

E. DEGENERATIVE SPINAL CORD DISORDERS

F. EPILEPSY with a history of past or current seizures requires additional medical documentation that this condition is unlikely to adversely affect the safe and efficient performance of essential job functions.

G. HAND TREMOR

H. HEAD TRAUMA

I. HUNTINGTON'S CHOREA

J. HYDROCEPHALUS

K. MENINGITIS which is current or a history of meningitis with residual neurological damage or changes

L. MIGRAINE OR OTHER HEADACHES that interfere with performance of essential job functions (such as sensory changes) or that require medication that is either frequent, sedating, or that is likely to interfere with essential job functions.

M. MULTIPLE SCLEROSIS

N. MYASTHENIA GRAVIS

O. NARCOLEPSY

P. PARKINSON'S DISEASE

Q. PERIPHERAL NEUROPATHIES such as Carpal Tunnel Syndrome (Median nerve), Foot Drop (Peroneal nerve), Diabetic and Alcoholic Neuropathy.

R. SYNCOPE

S. TRANSIENT ISCHEMIC ATTACKS OR CEREBROVASCULAR ACCIDENT (STROKE)

XI. ORGAN TRANSPLANTATION AND PROSTHETIC DEVICES

Organ transplantation and prosthetic devices may affect the individual's qualification in the other medical areas, e.g., vision, cardiovascular system. Probation officers and officer assistants with transplantations or prosthetic devices will be considered on a case-by-case basis.

Conditions which may result in disqualification include, but are not limited to, the following:

A. COCHLEAR IMPLANTATION is acceptable provided that the individual meets the hearing standards.

B. OCULAR LENS IMPLANTATION may be acceptable considering an adequate post surgical recovery period and if the visual acuity meets the medical standards. (See XV. Vision)

C. PACEMAKERS or PROSTHETIC VALVES are generally disqualifying. Any other condition or post-surgical management that requires the use of Coumadin or other anti-coagulants may be disqualifying. (See I. Cardiovascular System)

D. RENAL TRANSPLANTATION may be considered disqualifying unless the individual is not taking immunosuppressive drugs and is medically cleared by the surgeon who performed the operation to participate in strenuous activities. The individual should be considered by the surgeon to be capable of withstanding blunt trauma to his or her flanks without a significant probability of untoward personal damage.

XII. PSYCHIATRIC DISORDERS

Probation and officers and officer assistants should have judgment, cognitive functioning, and social interaction and behavior that will provide for the safe and efficient conduct of job requirements. Medical conditions may require a medical review by a psychologist, neuropsychologist, neurologist, and/or a psychiatrist for final medical determination of qualification. There should exist no evidence by physical examination and medical history of psychiatric conditions (including alcohol and substance abuse) likely to present a safety risk or to worsen as a result of carrying out the functions of the job. All psychotropic medications should be evaluated to determine their impact on job performance. Any psychiatric diagnoses should be consistent with the diagnostic criteria as established by the Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition (DSM-IV) published by the American Psychiatric Association, and should include the results of a multi-axial assessment. All psychiatric conditions should be reviewed on a case-by-case basis.

Conditions which may result in disqualification include, but are not limited to, the following:

A. DELIRIUM, DEMENTIA, AMNESTIC AND OTHER COGNITIVE DISORDERS

B. MAJOR DEPRESSION

C. MANIC-DEPRESSIVE DISORDER OR BI-POLAR DISORDER

D. PANIC DISORDER AND OTHER ANXIETY DISORDERS

E. SCHIZOPHRENIA AND OTHER PSYCHOTIC DISORDERS

XIII. RESPIRATORY SYSTEM

Probation officers and officer assistants should have a respiratory system that is sufficient for the individual to safely and efficiently carry out the requirements of the job. This may be demonstrated by a:

- physical exam of the respiratory system that is within the range of normal variation,
- normal pulmonary function test (if required),
- normal chest x-ray (if required), and
- normal symptom-limited exercise stress EKG (if required).

All medications taken for respiratory conditions should be carefully reviewed to insure that they do not compromise job performance and therefore interfere with safe and efficient job performance. All respiratory conditions should be reviewed on a case-by-case basis.

Conditions which may result in disqualification include, but are not limited to, the following:

A. TUBERCULOSIS (TB). A recent positive (conversion) TB test that has been treated for at least three weeks is acceptable providing the patient remains under continuing treatment and supervision. A chest x-ray will be required to document the stability of this condition. Evidence of active TB with or without symptoms, chest x-ray findings, or presence of sputum production, or presence of significant lung destruction on chest x-ray in fully treated cases will be evaluated on a case-by-case basis.

B. ASTHMA currently controlled on any medication will be evaluated on a case-by-case basis. Exercise-induced asthma requiring medication either before or after exercise is generally

disqualifying.

XIV. HEARING

Probation officers and officer assistants should be able to hear well enough to safely and efficiently carry out the requirements of the job. This requires binaural hearing (to localize sounds) and auditory acuity, which may be demonstrated by:

- a current pure tone, air conduction audiogram, using equipment and a test setting which meet the standards of the American National Standards Institute (see 29 CFR 1910.95) and
- a functional hearing test, including speech recognition and the HINT, to determine the medical qualification of individuals who fail the pure tone audiometric screening.

All audiological conditions will be reviewed on a case-by-case basis.

Documentation of hearing thresholds should be as specified below:

- In the frequency range from 500 - 2000 hertz (Hz), the pure tone audiometric deficit should not exceed 35 decibels in either ear, with or without the use of hearing aids.
- At 3000 Hz, the pure tone audiometric deficit should not exceed 45 decibels in either ear, with or without the use of hearing aids.

Conditions which may result in disqualification include, but are not limited to, the following:

A. ACOUSTIC NEUROMA

B. MENIERE'S DISEASE

C. OTOSCLEROSIS

D. VESTIBULAR NEURONITIS

E. VERTIGO OR PAROXYSMAL POSITIONAL VERTIGO

XV. VISION

Probation officers and officer assistants should be able to see well enough to safely and efficiently carry out the requirements of the job. The individual should be questioned regarding a history of eye injury, retinal detachment, serious eye disease (specific questions for glaucoma, diabetic or hypertensive retinopathy and retinitis pigmentosa), or visual field defect. Copies of previous assessments for the above abnormalities should be obtained whenever possible. The individual also should be questioned regarding the use of orthokeratology lenses.

Orthokeratology lenses should not be worn for two weeks prior to the examination.

Conditions which may result in disqualification include, but are not limited to, the following:

A. OPHTHALMOLIC CONDITIONS which are particularly susceptible to environmental exposures such as sunlight, dusts, fumes, or various volatile compounds

B. DISTANT VISUAL ACUITY, with or without correction, must be 20/30 or better, as

measured with both eyes viewing (binocular).

C. DISTANT VISUAL ACUITY, with or without correction, must be 20/125 or better in the worst eye.

D. NEAR VISUAL ACUITY, with or without correction, must be 20/40 or better, as measured with both eyes viewing (binocular).

E. COMPLETE LOSS OF VISION IN ONE EYE is disqualifying.

F. VISUAL FIELDS should be normal with full peripheral vision. In full, normal binocular vision (full, normal peripheral vision) the horizontal field is about 180 degrees and the vertical field is 120-130 degrees. Any permanent and significant deviation from full visual fields, either to the central or peripheral visual field, is generally disqualifying. Any history of eye disease or any medical condition likely to cause eye disease, such as retinopathy, glaucoma, retinitis pigmentosa, or retinal detachment will require visual field evaluation by optometrist or ophthalmologist.

G. CONJUNCTIVITIS, chronic

H. CORNEAL ABRASIONS

I. CORNEAL DYSTROPHY

J. CORNEAL SCARS

K. CORNEAL ULCERS

L. GLAUCOMA

M. KERATITIS

N. KERATOCONUS

O. LENS OPACITIES

P. ORTHOKERATOLOGY

Q. PHOTOPHOBIA

R. PTERYGIUM

S. REFRACTIVE SURGICAL PROCEDURES -- Radial Keratotomy, Photorefractive laser surgery (PRK or LASIK), and ALK Keratoplasty will require an assessment of visual function prior to qualification.

T. RETINAL DETACHMENT

U. RETINITIS PIGMENTOSA

V. DIPLOPIA (or double vision)

W. NIGHT BLINDNESS