



TB Testing Procedures Police Department

Department Procedures

1. Department supervisors will track all employees who are required to undergo a TB test and establish a schedule to ensure the testing is carried out annually.
2. Department supervisors will notify employees of their upcoming TB test (click [HERE](#) for employee instructional memo) and provide the employee and Human Resources (omtp@santamonica.gov) with a copy of the completed Occupational Medical Testing Program (OMTP) [Exam Request Form](#). Further, employees will be instructed to contact the OMTP provider (click [HERE](#) for provider information) to make arrangements for the TB test and advise Department supervisors of appointment date and time.
3. Human Resources will notify Department of test findings and advise if any follow up actions are necessary. Department supervisors, in turn, will place a copy of findings in the employee's confidential departmental healthfile¹.

¹ Every employee should have **separate confidential department files for personnel-related items and health-related items**. The personnel file typically contains items such as performance appraisals, accommodations, disciplinary memos, etc. The health file typically contains doctor's notes addressing employee status (i.e., timeframe for remaining off work) or work restrictions only (i.e., no confidential medical information regarding condition, diagnosis or medication), vaccination tracking forms, respirator medical clearance forms, etc.