



Policy 1713

Subject

MEDICAL POLICY

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By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department (BPD) to maintain an effective medical leave system that is objective and fair for all members. The Administrative Duties Division will ensure that all personnel of the agency are capable of performing the full duties of the position for which they were hired, and that those that are on medical or limited/light duty are given the appropriate support and assigned, when necessary, to positions which support the operational needs of the department while giving the employee the appropriate time to return to full duty, when possible.

Medical leave, usage, and other topics covered in this policy shall be administered by the Administrative Duties Division in accordance with the Baltimore City Administrative Manual (AM), and the Memorandums of Understanding (MOU's) with the collective bargaining units of Baltimore Police Department employees.

There are no permanent Limited/Light-Duty positions within the Baltimore Police Department. All Limited/light duty positions are temporary and available for a limited time period to allow a member to recover from their injury or illness and return to full duty.

Any member that is permanently unable to perform the essential functions of their job, as described in their applicable job or position description, with or without a reasonable accommodation, will be separated from the Department in accordance with the City AM and/or the member's MOU.

DEFINITIONS

Administrative Duties Division (ADD) — The division that oversees members on long term medical, light duty for two consecutive pay periods or longer, as well as members transferred to locators 407 or 408. This division will also provide oversight for fitness for duty evaluations.

Work Related Illness/Injury — An injury or illness that occurs while at work or is caused by working conditions.

Compensable Illness or Injury — An illness or injury, which determined to be "compensable" as provided by the Workmen's Compensation Law of Maryland, and as determined by the Department's Worker's Compensation Insurance Carrier.

Discharge Instructions – City of Baltimore Form Number 1130-26-20 — This form, commonly referred to as the Return to Duty Slip and herein referred to as the Discharge Instructions/Return to Duty Slip, is issued whenever an employee of the City of Baltimore is treated at Public Safety Infirmary. **Members must forward a copy of this form to their**

supervisor/Command whenever they are seen or examined at Public Safety Infirmary or Mercy Medical Center.

Employee's Incident Report (EIR) – City of Baltimore Form Number 28-1608-5149 — This form is to be completed whenever a member is involved in a work-related injury or illness or becomes aware that they have a disease or condition which could have been caused in whole or in part by their work.

Excessive Medical Leave — A condition in which more than normal, reasonable, or expected leave is utilized, either for verified medical problems or through flagrant abuse of medical leave privileges. Determination should be individualized based upon the evidence presented.

Full-Duty Status — Status in which a member is available for unrestricted duty.

Home Visit — A visit to the home of a BPD employee for verification purposes. **All requests to conduct home visits on members who are out due to medical reasons must be approved by the Commanding Officer of the Administrative Duties Division.**

Limited-Duty Status — Status in which a member is on restricted duty. Also known as "light-duty," but referred to herein as "Limited-Duty."

Medical Liaison Unit — Members assigned to the Administrative Duties Division.

Medical Log Book — A book designed to record activities and notifications of members on Medical Leave.

Medical Director/Medical Review Officer (MD/MRO) — The Medical Director/Medical Review Officer, assigned to the Public Safety Infirmary/Mercy Medical Center, conducts physical examinations on members. The Medical Director/Medical Review Officer also evaluates members whose police powers have been suspended for medical reasons for a determination as to treatment and/or continuance of the suspension. In addition, the Medical Director/Medical Review Officer also evaluates the results of all chemical testing inclusive of urinalysis and breath tests to determine abuse situations.

Parent Command — The unit/section that is responsible for the member's administrative/payroll function. If assigned to Locator 407 or 408, then the member's Parent Command is the Administrative Duties Division.

Public Safety Infirmary (PSI) — Formerly known as the Fire and Police Clinic, the Public Safety Infirmary (PSI) handles all medical and psychological evaluations for BPD members. PSI is located at 323 N. Calvert Street (entrance on Pleasant Street) across from Mercy Medical Center. PSI is open for appointments and follow-up visits, Monday - Friday, 0700 to 1600 hours, and can be reached at 410-332-9770. All other times, members shall respond to the Emergency Room, Mercy Medical Center, located at 301 St. Paul Street. PSI is administered by the Medical Director/Medical Review Officer (MD/MRO), under the supervision of the Commanding Officer, Administrative Duties Division.

Sworn Members — All members of the Department having and exercising the powers of police officers, as that term is defined under the Baltimore City Public Local Laws.

DIRECTIVES**Member Duties****Required Procedures for Members Using Medical Leave****Notification Requirements**

1. **Unless, other procedures are outlined in the MOU for the applicable member's collective bargaining unit:**
 - 1.1. Any member who is unable to report to work because of medical leave must contact their Unit of assignment not later than one (1) hour prior to the scheduled tour of duty unless exigent circumstances exist.
 - 1.2. A member on medical leave will be required to notify their Unit of assignment no less often than weekly for medical leave usage spanning more than one week, and whenever the member's expected return to work date changes.
 - 1.3. If a member is detailed from their assignment, they must also notify the Unit to which they are detailed.
 - 1.4. Members must obtain their Medical Log Database Control Number from their supervisor.
 - 1.5. Members must provide the following information to their supervisor when making the above notifications:
 - 1.5.1. Their address and telephone number where confined, even if different than what is on file at your assignment.
 - 1.6. When a member is home and on medical leave, the member must notify their Unit of assignment when leaving home and upon return. A member is to remain at home, except to go to the following locations: a medical facility, pharmacy, polling place, place of worship, or retail outlet which sells primarily food, or in the event of exigent circumstances.
 - 1.7. Members may not leave home for any other reason, except with the approval of their personal physician, and the ADD. The basis for the preceding is to allow members who are unable to work because of illness or injury to leave their home for basic personal needs. Abuse of this procedure constitutes a violation of this policy and is subject to disciplinary action.
 - 1.8. In the event a member receives approval from the ADD for unrestricted medical leave at home, the notification of his or her Unit of assignment when leaving and returning home shall be waived.

Medical Certification Requirements

1. **Unless otherwise provided in the member's MOU**, a member shall submit a Medical Leave Certification for all absences of three (3) or more consecutive days upon the earlier of their return to work or the fifth (5th) consecutive calendar day of absence.
2. The Medical Leave Certification must contain the following information:
 - 2.1. Date and time of treatment;
 - 2.2. Address, phone number, office email address, and medical specialty of healthcare provider that provided the treatment;
 - 2.3. Date and signature of healthcare provider;
 - 2.4. Medical facts to support the absence, such as a statement that the member is absent due to a personal injury or illness; and
 - 2.5. Expected date of return to duty.
3. To the extent such medical leave also qualifies as leave under the Maryland Healthy Working Families Act, the Medical Leave Certification will also contain verification that the leave was used for qualifying circumstances under the law.
4. **FMLA certification must be submitted for all qualifying circumstances**. In the case of medical leave usage that also may qualify as FMLA, an FMLA medical certification, if submitted within the time frame above, will qualify as Medical Leave Certification. The member, however, has the option to submit a separate FMLA medical certification within the time frame required under the FMLA (i.e., 15 calendar days), in which case a timely Medical Leave Certification in accordance with this policy is still required.
5. All medical certifications (Medical Leave and FMLA) shall be submitted to the ADD or its designee.
 - 5.1. Medical certifications may be submitted electronically (by emailing to AdministrativeDutiesDivision@baltimorepolice.org) or in hard copy to meet the submission deadline above.
 - 5.2. If submitted electronically, the original hard copy must be submitted no later than the date on which the member returns to work or earlier, upon request of the Department, provided the member is medically able to comply with this request (and, if not, as soon as practicable when medically able). Hard copies can be submitted to ADD between the hours of 0700-2359hrs, Monday-Friday.
6. Any member who is on medical leave shall not be required to report to any medical facility for the purpose of determining that employee's fitness for duty between the hours of 7:00 p.m. and 7:00 a.m. This provision shall not apply to members in the medical abuse program.
7. Any employee that has been on medical leave for 3 days or more shall first report to the ADD, not their parent command, when returning from medical leave, and shall provide the ADD with a copy of their Medical Leave Certification.

General Requirements

1. All members who are on medical leave for less than two consecutive pay periods will remain in their current assignment.
2. All members who are on medical leave for more than two consecutive pay periods shall be transferred to the ADD, Locator 407.
3. All pre-approved leave, including vacation or personal leave, will be superseded and cancelled as a result of a member being placed on approved medical leave.
4. If a member intends to travel, while on medical leave, they must get approval from the ADD.
5. All members must promptly report to PSI whenever scheduled, and conduct themselves in a professional manner consistent with Departmental policies and procedures.
6. Before reporting for duty while using a prescribed, controlled dangerous substance or any prescription drug, a member shall inquire with the attending physician whether the prescribed medication can impair their ability to perform assigned duties. Members shall then provide their Commanding Officer and the Commanding Officer of ADD:
 - 6.1. A written statement regarding their use of any prescribed, controlled dangerous substance or any prescription drug that may cause possible impairment(s); or
 - 6.2. A written statement from their attending physician stating that they are physically qualified for duty while taking the prescribed, controlled dangerous substance or prescription drug.
7. Members enrolled in to the Medical Leave Abuse Program (MLAC) shall strictly adhere to the MLAC requirements of MOU Article 27, Part IV.
8. Regardless of the type of leave being used, members are required to request FMLA for all qualifying conditions. See Policy 1726, *Family Medical Leave Act*.

Court Appearances that Occur while on Medical Leave

1. On the day of trial for which you are scheduled to appear, if a member is physically incapable of attending court because of an illness, injury, elective surgical procedure or while on Medical Leave, regardless of status, the member must immediately:
 - 1.1. Notify their Parent Command of your Medical Leave status; and
 - 1.2. Notify and be guided by the Assistant State's Attorney assigned to the case.

NOTE: Members are reminded that the Department has no authority to supersede a court subpoena by excusing the member's appearance in a judicial proceeding. When an issued subpoena has been received, responsibility falls on the summonsed member to notify the courts of their status. Members should be aware that if you failed to appear for court, you may be subjected to judicial ramifications.

Light/Limited Duty Status

1. All Limited-Duty positions are temporary, and only available when such positions are mandated by an applicable MOU.
2. For Sworn Members of the Department, at the rank of Officer through Lieutenant, the Limited-Duty policy of the Department is set forth in the MOU addendum P.
3. Limited-Duty positions are available to provide the member the necessary limited work assignment to allow them to recover and return to Full-Duty Status.
4. Upon being placed on Limited-Duty, a member's police powers shall be suspended, consistent with the recommendations of the Medical Director.
5. All members who are in Limited-Duty Status for more than two consecutive pay periods shall be transferred to the ADD, Locator 407. These positions shall be administered by the ADD.
6. A member on Limited-Duty may be assigned anywhere within the Department based on their skills and ability, and the Department's operational needs. All reasonable steps will be taken to ensure that the least disruption to current assignments occur.
7. Other reasonable accommodations may be available through Policy 1737, *Accommodation Procedure*.
8. Whenever an employee is informed by their physician they can return to full duty, certification must be forwarded to the ADD at AdministrativeDutiesDivision@baltimorepolice.org.
9. A police officer determined to be permanently unable to perform the duties of a police officer shall be transferred to Locator 408. These positions shall be administered by the ADD.

Prohibited Conduct While on Medical Leave/Limited Light Duty Status

1. A member shall not work or engage in any secondary employment while on medical leave or temporary Limited-Duty Status. Violations of this provision shall result in disciplinary action in accordance with Policy 1702, *Secondary Employment*.
2. A member assigned to locator 407 or 408 shall not work overtime unless preapproved by the Commanding Officer, ADD.
3. Members shall not misuse their approved leave, and must only use medical, safe and sick leave, accident leave and/or Family and Medical Leave (FMLA) for their intended purposes. For example, if a member has approved FMLA for care of sick child, they cannot use their approved FMLA leave to go on vacation or for other non-approved purposes.
4. Members shall not falsify leave documentation or requests.

Member's Responsibilities for Work-Related Injuries or Illnesses

1. For an illness, injury or recurring injury that occurs while on-duty, a member must:
 - 1.1. Notify their immediate supervisor, as soon as possible.

- 1.2. Obtain initial treatment at PSI/Mercy Medical Center, or in emergency cases, the nearest hospital. Regardless of where treatment was received, any Compensable lost time requires a visit to PSI within 24 hours or as soon as possible. Follow up treatment shall be governed by the City's contract with PSI/Mercy.
 - 1.3. Inform the staff at the treating hospital or non-departmental MD/MRO to send Workmen's Compensation Form SF2 to the Department.
 - 1.4. Complete an EIR within 24 hours of the incident, even if no time is lost or no medical treatment is received (unless not able to, in which case the supervisor will complete the form).
 - 1.5. Review and sign the EIR and provide it to their immediate supervisor and to the Workers' Compensation Division of the Baltimore City Law Department and the City's TPA of Workers' Compensation Claims, so a record is made for any claim the employee may file.
 - 1.6. If unable to review and sign the EIR, submit a supplemental EIR at a later date, as soon as possible, to correct any inaccuracies or to add needed information and provide copies as indicated in 1.5. above.
 - 1.7. If illness or injury precludes finishing the current tour-of-duty, the member will be transported /accompanied to PSI/Mercy Medical Center for evaluation and return to duty, placed in Limited-Duty Status, or placed on Medical Leave.
2. Upon returning to duty from an absence, regardless of duration, that was due to an illness or injury that occurred while working or in the line of duty, a member must:
 - 2.1. Respond to the PSI/Mercy Medical Center for Discharge Instructions/Return to Duty Slip.
 - 2.2. Complete a supplemental EIR, subject to the requirements set for in point 1 directly above.
 - 2.3. Forward the EIR and a copy of the Discharge Instructions/Return to Duty Slip to their supervisor as soon as possible and provide copies as set forth in 1.5. above.
3. All treatment and/or therapy for a work-related injury should be obtained while on-duty. If obtained outside of work hours, the member may not be entitled to overtime pay.
4. The member must provide the ADD with all treatment and rehab schedules, so that their shift can be adjusted, as overtime may not be paid for any treatment obtained outside of their regularly scheduled work hours.
5. Once the Department's Worker's Compensation Insurance provider determines that additional treatment is not needed or that an injury is not compensable, any additional treatment sought must be sought off hours or the member must request medical leave for such treatment. Overtime will not be paid for any time related to treatment for a non-Compensable Injury or treatment the Department has determined is not necessary.
6. The member must ensure that the Department's Worker's Compensation Management team

has been notified of all work related, injuries or illnesses and all treatment related thereto and that all such information is shared with the Workers' Compensation Division of the Baltimore City Law Department and the TPA handling the City's Workers' Compensation Claims.

Supervisors' Responsibilities

Supervisor

1. When a member calls in requesting medical leave, complete the information in the Medical Log Book. Also, comply with Medical Log Database procedures outlined below or other work force management software. Provide the member with a Medical Log Database Control Number.
2. For reports of work-related illness or injury and recurring work related illness or injury:
 - 1.1. Ensure the member receives medical treatment at PSI/Mercy Medical Center, or in emergency cases, the nearest hospital.
 - 1.2. If the injury is serious, notify the Shift Commander, Communications Section, via the dispatcher.
 - 1.3. Complete an EIR within 24 hours if the member is unable to complete the report.
 - 1.3.1. Have the member review the information contained in the EIR, and ensure the member signs in the appropriate block as soon as possible.
 - 1.3.2. If the member is unable to sign, note it in the member's signature block and read the EIR responses to the member, noting their agreement to the responses, if possible, until they can sign.
 - 1.3.3. Ensure the completed EIR accompanies the member to the medical facility and that the original and supplemental EIRs are forwarded to the Workers' Compensation Division of the Baltimore City Law Department and the TPA handling Workers' Compensation for the City.
 - 1.3.4. Remove the "Agency" copy of the EIR, which is the last copy of the report, for retention at the member's Command.
 - 1.4. Complete an Administrative Report, Form 95, and submit it to the Commanding Officer, the Workers' Compensation Division of the Baltimore City Law Department and the TPA handling Workers' Compensation for the City, describing the incident that led to the injury. Include an explanation of any delay in obtaining treatment or reporting the injury. Include the following in the report:
 - 1.4.1. The name(s) of the involved member.
 - 1.4.2. The medical facility where the member is being treated.
 - 1.4.3. The nature of the injury, if known.
 - 1.4.4. Any and all documents, reports or video footage related to the incident, including

BWC footage.

- 1.5. **The supervisor must ensure that the current TPA handling Workers' Compensation for the City is contacted at 1-877-607-8600 or the then current number, prior to the end of their tour-of-duty to report the injury.**
2. Procedures for when a member reports an illness while on-duty:
 - 2.1. The member may be excused for the remainder of the shift when unable to perform their duties due to illness.
 - 2.2. Do not order subordinates to report to PSI, or other medical facility, to be examined for an illness which is obviously not job related.
 - 2.2.1. Members may be excused from duty with the option of seeing a personal physician, but all cost incurred shall be the responsibility of the member.
 - 2.3. Ensure the payroll code "S (sick leave with pay)" is entered in the roll book and on the payroll attendance sheet with the appropriate comment entered regarding the excused absence.
 - 2.4. The minimum chargeable unit of accrued "S" leave is one-half day.
3. Forward all original Discharge Instructions/Return to Duty Slips received from subordinates to the Administrative Duties Division (AdministrativeDutiesDivision@baltimorepolice.org).
4. For court appearances and notifications of subordinates, adhere to Policy 1811, *Court/Administrative Hearing Procedures*.
5. Ensure appropriate information, including telephone number and address, is obtained from each member requesting medical leave.
6. Contact a supervisor at the Communications Section and ADD, within the first hour of each tour, and provide the following information on each member granted medical leave:
 - 6.1. Date and time Medical Leave was reported.
 - 6.2. Name and sequence number of member.
 - 6.3. Assignment.
 - 6.4. Shift scheduled to work.
 - 6.5. Enter-on-duty date.
 - 6.6. Reported ailment.
 - 6.7. Projected return-to-duty date.
 - 6.8. Full- or limited- duty.

- 6.9. Phone number and address where member can be reached.
 - 6.10. Provide your name, and obtain the name of the supervisor notified at Communications Section.
 - 7. When the supervisor, Communications Section, provides a Medical Log Database Control Number:
 - 7.1. Record the control number in the Medical Log Book.
 - 7.2. Contact the member granted medical leave, and give them the Medical Log Database Control Number.
 - 7.3. If unable to contact the member by telephone, document attempts to contact member.
- NOTE:** When a member cancels or returns from medical leave, contact a supervisor, Communications Section, so the Medical Log Database Control Number may be closed out.
- 8. When appropriate, request that ADD conduct a Home Visit.
 - 9. Supervisor must suspend the police powers of all members under their command who have been placed on Light-Duty Status and must email suspension paperwork to ADD.
 - 10. Supervisor must notify ADD of all members under their command that have been or will be on medical leave or Light-Duty Status for two consecutive pay periods.
 - 11. Between the hours of 0700-2359hrs Monday – Friday, direct and send all members returning to work from medical leave of 3 days or more to the ADD to submit their hard copy Medical Leave Certification. On the weekends, a member returning to work shall provide the hard copy of the medical certification to their supervisor. The supervisor will contact the duty phone and email the return certification to AdministrativeDutiesDivision@baltimorepolice.org. Commanding Officers are responsible for ensuring that members under their command are in compliance with this procedure.
 - 12. Do not require or allow members on Light-Duty Status to work overtime or secondary employment.

Commanding Officer

- 1. Ensure Medical Log Books are maintained, current and secured.
- 2. Ensure supervisors conduct proper follow-ups with ADD when medical leave is granted.
- 3. Whenever a member of their Command reports an illness, injury or elective surgical procedure, the Commanding Officer must ensure:
 - 3.1. That call out procedures are followed,
 - 3.2. Medical Leave Certification is submitted, when applicable,
 - 3.3. Member's police powers are suspended, when applicable, and

3.4. Administrative Duties Division is notified.

4. Ensure supervisors, Communications Section, are immediately notified when a member is placed on, and/or returns from, medical leave.
5. Prepare and submit a weekly report (on Mondays) to the Commanding Officer, ADD, regarding members who reported on medical leave during the past week. This information will be compared against the Medical Log Database for compliance and may be utilized during the ComStat process.
6. Address correspondence received from the Commanding Officer, ADD, regarding members that have been out on Excessive Medical Leave.
7. Ensure that ADD is notified of all members that have been on Limited-Duty Status for medical leave for 2 consecutive pay periods.
8. Ensure that members under their command who have been placed on Limited-Duty Status are immediately medically suspended and papers emailed and hard copies forwarded to the ADD at AdministrativeDutiesDivision@baltimorepolice.org.
9. Commanding Officers are responsible for ensuring that members under their command are in compliance, ensuring return to work procedures are followed.
10. When Limited-Duty Status members are needed in the Commanding Officer's District or Division, they must submit a request for ADD personnel to the Commanding Officer, ADD.

Supervisor, Communications Section

1. When medical leave or FMLA leave is called in, obtain and enter the necessary information for the Medical Log Database.
2. Issue the next available Medical Log Database Control Number.
3. Ensure the Medical Log Database Control Number is in sequential order beginning with the last two numbers reflected by the calendar year as in "19" for 2019. (2019-00001 will be the first number for calendar year 2019.)
4. Properly maintain the database.
5. Daily, tally the total number of members that called in for medical leave.
6. A password supplied by the Information Technology Section will be required to edit and/or change the Date of Return field within the Medical Log Database. Do not disseminate the password to anyone other than authorized personnel.

Commanding Officer, Communications Section

1. Ensure that all supervisors assigned to the Communications Section are familiar with the Medical Log Database procedures.
2. Ensure the Medical Log Database is properly maintained and secured at the designated

location within the Communications Section.

3. Ensure the Medical Log Database is made available to ADD.

Administrative Duties Division Responsibilities

Commanding Officer, ADD

1. Staff the Unit between the hours of 0700-2359hrs Monday – Friday, to receive members returning to work from medical leave of 3 days or more to submit their hard copy Medical Leave Certification.
2. Review all Medical Leave Certifications received by email and determine if any members need to be placed on Light-Duty Status based on their Medical Leave Certification.
3. Ensure all members on Light-Duty Status, medical leave, or FMLA for more than two consecutive pay periods are transferred to ADD, Locator 407.
4. In coordination with their assigned Division or District Commanders, manage all Locator 407 and 408 personnel, including all leave requests, work assignments and schedules.
5. Review requests for ADD personnel submitted by District or Division Commanding Officers and assign ADD members when available.
6. Monitor the use of medical leave and Light-Duty for compliance with federal, state and local law and the provisions of the applicable MOUs.
7. Monitor medical leave and Light-Duty for waste, fraud and abuse, including conducting surveillance and Home Visits, when appropriate.

NOTE: If the Department has an honest suspicion that a member is misusing medical leave, FMLA leave or Light-Duty Status, the member's leave usage or Limited-Duty determination may be investigated to ensure it is being used for the purposes for which it was authorized.

8. Ensure all members assigned to ADD who are approved for Limited-Duty Status are properly assigned to Limited-Duty positions throughout the agency based on their skills and abilities and the operational needs of the Department.
9. Ensure ADD receives and reviews all Medical Leave Certifications from members returning from medical leave of three days or more, and return them to Full-Duty Status or, in consultation with the Medical Director, determine the appropriate duty status for the member.
10. Monitor all line-of-duty injury leave and return to work plans.
11. Refer all members who have been on medical leave or safe and sick leave for three days or more to HR, so that HR can determine whether they are eligible for FMLA.

NOTE: A member may be eligible for FMLA regardless of the type of leave or whether the condition is work-related or not work-related.

12. Meet, on a regular basis, with the Department's Medical Director, and ensure all medical leave,

FMLA leave, and Light Duty is tracked.

13. Upon receipt of a certification from a member's physician that a member can return to Full-Duty Status, consult with HR to determine whether the member is on FMLA, and if so, the member should be returned to work. If the member was out of work due to a work-related injury or illness, provide the certification to the Medical Director, and scheduled the member for a follow up at PSI.
14. Reassign all members that are returned to Full-Duty to the same or an equivalent position in the agency.
15. Refer all members requesting reasonable accommodations, other than Light-Duty requests for sworn members covered by the MOU with the FOP, to HR in accordance with Policy 1737, *Accommodation Procedure*, including requests for continued leave after exhaustion of FMLA.
16. In consultation with the Medical Director, the Director of HR and Chief of Legal Affairs, review all fitness for duty examination requests, and refer, when appropriate, pursuant to Policy 1733, *Fitness for Duty*.
17. Ensure compliance with Medical Log Database procedures for all Sworn Members from the rank of Officer to Lieutenant.
18. Compare the Medical Log Database report against the weekly medical reports.
19. Ensure Home Visits are conducted, when appropriate, and medical leave is audited for policy compliance on a regular basis.
20. Ensure there are no Home Visits between the hours of 10:30 p.m. and 6:00 a.m.
21. Approve all Home Visits conducted by the ADD.
22. Ensure Medical Leave Abuse program (MLAC) is followed for Sworn Members from rank of Officer to Lieutenant.
23. Ensure that members on Light-Duty and medical leave are not assigned overtime and do not work secondary employment.
24. Ensure that all pre-approved leave is cancelled by medical leave (i.e., members cannot be on two types of leave).
25. Administrator the MLAC program for Sworn Members, pursuant to Article 27 of the MOU, fairly and equitably throughout the Department.
26. Ensure all work-related injuries and illnesses are properly reported to Risk Management and monitored by PSI.
27. Meet with the HR Director to review all FMLA/ADA cases on a regular bases.

Medical Liaison Officer, ADD

1. The Medical Liaison Officer shall:

- 1.1. Serve as a point of contact for increased communications between PSI and the Department.
- 1.2. Supervise BPD members who respond to PSI.
- 1.3. Expedite the administrative processing of BPD members.
- 1.4. Maintain a daily record of BPD members processed.
- 1.5. Ensure required forms, notifications and markings are completed in a timely manner, to include:
 - 1.5.1. Medical Leave and Cancellation Forms are completed, and copies are appropriately distributed and information is entered in the computerized file.
 - 1.5.2. If the injury is not job related, that a Medical Report of Injury is completed.
 - 1.5.3. That an EIR is completed for illness or injury and recurrences arising out of the scope of a member's employment.
 - 1.5.4. That the roll book and the Payroll Attendance Report are marked properly. Payroll Attendance Report must be marked "S" on the member's Medical Leave status when the end of a pay period arrives, and the Medical Disposition Report must be received indicating the member's medical status.
 - 1.5.5. That if the member is unable to notify the court, a notification is made for the member.
 - 1.5.6. That the Medical Log Database is completed.
 - 1.5.7. That members submit Discharge Instructions/Return to Duty Slips in a timely manner
 - 1.5.8. That the EIR is forwarded to the Medical Unit, ADD, within 24 hours. This is especially critical for members who are in accrued medical leave status. The injured member will have a consultation with MD/MRO at PSI as soon as possible. (A copy of the EIR and Medical Disposition Report will be sent to the members Commanding Officer).
 - 1.5.9. File the EIR and the Medical Disposition Report in the member's personnel folder.
 - 1.5.10. Whenever an injury is clearly not a Compensable Injury, ensure that a Medical Report of Injury form is completed and sent to the ADD. If appropriate, complete the necessary Medical Leave and Cancellation Form.
- 1.6. Attempt to locate members who fail to keep appointments.
- 1.7. Submit required reporting relative to members' failure to appear for appointments.
- 1.8. Provide assistance/counsel to medical personnel on non-medical situations involving

BPD members.

- 1.9. Ensure all requests for Home Visits are approved by the Commanding Officer of the ADD.

NOTE: Commanding Officers and supervisors are not relieved of their responsibility to monitor the medical leave of subordinates, conduct medical appointment follow-ups, and take appropriate action when violations of medical policy occur. The ADD is available to assist when reasonable suspicions of medical abuse arise.

- 1.10. Ensure professionalism is maintained during follow-up calls and/or Home Visits.
- 1.11. Assist BPD members to identify and resolve non-medical problems referred by PSI staff.
- 1.12. Notify Safety Officer(s) of any perceived unsafe conditions.
- 1.13. When required, suspend the member or suspend a member's police powers as recommended by PSI medical staff.
- 1.14. When requested, attend or appoint a designee to attend Worker's Compensation hearings, Worker's Compensation Commission case appeals to the Circuit Court, and Fire and Police Pension System Special Disability hearings.
- 1.15. Ensure that whenever a member misses a scheduled court appearance, notation is made on the Medical Leave and Cancellation Form, and that notification has been received from the member.
- 1.16. Indicate the number of scheduled leave days used and change in diagnosis in the computerized file and on the canary and pink copies of the Medical Leave and Cancellation form when members return to duty.
- 1.17. Review monthly medical reports for your assignments.
- 1.18. Ensure members attend and/or complete their follow-up visits at PSI.

Medical Monitor Supervisors

1. Member at the rank of Sergeants who shall:
 - 1.1. Inspect roll books, the Medical Log Database and other medically-related records to ensure compliance with departmental rules, regulations and procedures related to medical leave and/or Limited-Duty.
 - 1.2. Investigate allegations of medical leave abuse.
 - 1.3. Conduct medical follow-ups of members on medical leave, particularly those on extended medical leave although such follow-ups remain the primary responsibility of Command.
 - 1.4. Assist the Medical Liaison Officer and PSI in the execution of their duties.

- 1.5. Conduct Home Visits.
- 1.6. Monitor the Medical Log Database
- 1.7. Obtain information from the Medical Log Database necessary to generate a weekly report regarding members who were placed on medical leave during the week. Forward the report to the Commanding Officer, ADD.
- 1.8. Conduct weekly inspections of the Medical Log Database to identify members who appear to have been out on Excessive Medical Leave for a minor ailment. Generate correspondence to Commanding Officer, ADD, when Excessive Medical Leave use is identified.

Public Safety Infirmmary (PSI) Staff

1. Conduct physical examinations for:
 - 1.1. Employment applications.
 - 1.2. Members with excessive medical leave.
 - 1.3. Members referred by ADD for fitness for duty examinations.
2. Provide medical evaluation for Sworn Members on medical leave and those who are required to report when going on medical leave.
3. Provide release for Sworn Members who are required to report prior to returning to duty at their assignment.
4. Provide medical treatment for work-related illness or injuries.
5. Issue Discharge Instructions/Return to Duty Slips, when appropriate, to members returning to duty from illness, injury or elective surgical procedure.
6. Determine if a member is temporarily incapable of performing any departmental duty due to a medical and/or psychological incapacitation, in consultation with ADD, and notify ADD accordingly.
7. Classify as temporary Limited-Duty any member who was formerly in a Full-Duty Status and who is no longer able to function in that capacity.
8. When in Limited-Duty Status, the most effective use possible shall be made of the member. These members shall be examined, when necessary, to determine if:
 - 8.1. The member is able to return to full-duty.
 - 8.2. The member, while still incapacitated, is likely to be able to resume Full-Duty in the foreseeable future.
 - 8.3. The member is still incapacitated and will be permanently unable to perform full police duties.

9. Communicate with ADD on a regular basis.

APPENDICES

- A. Administrative Duties Division Personnel Request, Form 343

ASSOCIATED POLICIES

Policy 1702, *Secondary Employment*
Policy 1725, *Pregnancy*
Policy 1726, *Family Medical Leave Act*
Policy 1733, *Fitness for Duty*
Policy 1737, *Accommodation Procedure*
Policy 1811, *Court/Administrative Hearing Procedures*

RESCISSION

Remove and destroy/recycle General Order Q-13, *Medical Policy* dated 21 January 2007.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A

Administrative Duties Division Personnel Request, Form 343

Form 343
September 2019



BALTIMORE POLICE DEPARTMENT

ADMINISTRATIVE DUTIES DIVISION PERSONNEL REQUEST

DIVISION/ UNIT MAKING REQUEST: _____

MEMBER MAKING THE REQUEST (Name/Rank/Seq):

TASKS TO BE COMPLETED: _____

HOW LONG WILL YOU NEED THE MEMBER?

30 Days 60 Days 90 Days Permanent

WHEN WILL THE MEMBER BE NEEDED?

ASAP Within the next 14 Days Not Urgent

WHAT RANK/TITLE IS NEEDED?

Officer/ Agent Detective Sergeant Lieutenant

ANY SPECIALIZED TRAINING NEEDED? IF SO, WHAT KIND?

ADDITIONAL INFO:
