



Clayton County Police Department PROCEDURES

Subject TEMPORARY LIGHT DUTY		Procedure # C4	
Authorizing Signature 	Effective 03-02-2026	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 6

I. PURPOSE

To establish procedures and guidelines for temporary light duty assignments for personnel in need of a limited accommodation due to illness, pregnancy, or injury of a short-term duration.

II. POLICY

Employees of the Clayton County Police Department (CCPD) are expected to perform all essential functions and duties of the position for which they are employed. However, the CCPD recognizes that temporary medical conditions or injuries may occasionally limit an employee’s ability to perform their full range of duties. When employees are injured or otherwise unable to perform their regular job duties due to temporary incapacity, including pregnancy, worker’s compensation/occupational injuries, or non-occupational injuries, the employee may request a temporary change in assignment, if available. The CCPD may offer a light duty assignment depending on its needs. Light duty is a privilege afforded by the Department, and not a right of an employee. The Department will evaluate the request and may agree to the request, if a temporary light duty assignment is available.

This policy does not supersede any rights to reasonable accommodations provided under the Americans with Disabilities Act (ADA), leave required under the Family and Medical Leave Act (FMLA), or non-FMLA medical leave. For any such requests, please see the County’s respective Civil Service Rules, Equal Employment Opportunity, Family and Medical Leave, and Medical Leave (Non-FMLA) rules, or contact Human Resources.

III. PROCEDURES

A. Establishment of Light-Duty Assignments

Light-duty assignments are administrative positions staffed by sworn and non-sworn personnel who are able to perform the minimum physical requirements as described in this policy.

1. Duration of Light-Duty

A light-duty assignment is limited to a maximum of ninety (90) calendar days in duration. If an employee cannot return to duty within that time, they must contact the Office Manager for the Chief of Police (or designee) to request a meeting with the Chief to discuss the employee’s needs. This meeting is referred to as the “Meeting with the Chief” and is discussed in Section D of this policy.

2. Sworn Personnel Light Duty Specifications

a. The number of light-duty positions available for non-job-related injury or illness, including pregnancy, is limited. Once these positions are filled, no further non-job-related light-duty assignments will be available. The Chief of Police retains the discretion to increase the number of light-duty positions if it is in the best interest of the Department.

b. Minimum Physical Requirements for Sworn Personnel

In order for sworn personnel to be eligible for a light-duty assignment, officers must be able to:

- 1) Sit for extended periods of time;
- 2) Perform repetitive tasks such as typing, writing and documentation;
- 3) Lift objects up to five (5) pounds;
- 4) Transport files and similar work product, up to five (5) pounds in total weight at a time, to and from the offices or other areas within the assigned departmental facility;
- 5) Conduct official business by telephone and computer;
- 6) Interview witnesses, victims, and citizens; and
- 7) Operate office equipment (e.g., computers, printers, copiers, etc).

3. Non-Sworn Personnel Light Duty Specifications

a. Light-duty assignments for non-sworn personnel only apply to those employees who are **not** certified peace officers, as defined by OCGA § 35-8-1 et al.

b. The number of light-duty positions is limited. Once these positions are filled, no further light-duty assignments will be available. The Chief of Police retains the discretion to increase the number of light-duty positions if it is in the best interest of the Department.

c. Minimum Physical Requirements for Non-Sworn Personnel

In order for non-sworn personnel to be eligible for a light duty assignment, they must be able to:

- 1) Sit for extended periods of time;
- 2) Perform repetitive tasks such as typing, writing and documentation;
- 3) Lift objects up to (5) five pounds;
- 4) Transport files and similar work product to file stacks, to and from offices or other areas within the assigned departmental facility;
- 5) Conduct official business by telephone and computer;
- 6) Meet and assist members of the public at the front counter(s) or other area(s);
- 7) Obtain reports for the public;
- 8) Redact reports to comply with the Open Records Act;
- 9) Respond to supervision by unit supervisors; and
- 10) Operate office equipment; specifically, computers, printers, and copiers.

d. Central Records & Permits Unit Duties (Non-Sworn Personnel)

- 1) Generally, non-sworn personnel approved for light-duty assignments will be assigned to the Records & Permits Unit to work the front counter(s) at headquarters.
- 2) Employees assigned to light duty in the Records & Permits Unit will be under the immediate supervision of the Records Unit Commander (or designee) and they will work the shift hours set by the Commander.
- 3) Non-sworn employees will provide service to the public at the front counter(s) by:
 - a) Providing reports consistent with the Open Records Act;
 - b) Providing releases for impounded vehicles;
 - c) Answering telephone requests;

- d) Entering data or verifying computer entries;
- e) Copying documents; and
- f) Performing other administrative support functions as required by the Central Records Unit Commander (or designee).

4. In addition, the Chief of Police (or designee) may direct the employee to work at Animal Control, or any other assignment that fits within the physical requirements of light duty and that meets the needs of the Department.

B. Application for Light-Duty

1. Employees are expected to perform all of the essential functions of the job for which they are employed. When employees are unable to perform an essential function of their primary duty assignment because they are injured or otherwise unable to perform their regular job duties due to temporary incapacity, including due to pregnancy, worker's compensation/occupational injuries, and non-occupational injuries, they may apply for a light-duty assignment through their chain of command by *CCPD Memorandum (Memo)*.

The employee must include a physician's statement confirming they are unable to perform one or more essential functions of their primary duty, but certifying they can perform the essential functions of the light-duty assignment. The employee's Assistant Chief or Deputy Chief will evaluate the application and may authorize a light-duty assignment for up to ninety (90) days, subject to availability.

2. Employees who are approved by the Assistant Chief or Deputy Chief for a light-duty assignment must then complete and submit a *Memorandum of Understanding (MOU) for Light-Duty Assignment*. The approval is not finalized until the MOU is submitted to and signed by the employee's Assistant Chief or Deputy Chief.

a. Sworn personnel will complete the *Light-Duty Memorandum of Understanding for Sworn Personnel* (refer to Appendix A of this procedure).

b. Non-sworn personnel will complete the *Light-Duty Memorandum of Understanding for Non-Sworn Personnel* (refer to Appendix B of this procedure).

3. The application and attached document(s) are deemed confidential and not subject to disclosure under the Open Records Act, pursuant to OCGA § 50-18-72(a)(2) and (a)(21). Only supervisory and administrative personnel with a need to know will review these documents. The original documents will be securely filed for the duration of the light-duty assignment in the office of the Assistant Chief or Deputy Chief to maintain confidentiality. The only copy made shall be forwarded through the chain of command to the Director of the Clayton County Department of Human Resources.

C. Regulations for Light-Duty Personnel

1. Chain of Command

a. The Assistant Chief and Deputy Chief shall oversee all employees that fall under their command prior to light-duty assignments.

b. Employees will answer to the chain of command of their light-duty assignment.

2. Immediately upon initially reporting to a light-duty assignment, employees are required to complete the following:

a. Meet personally with their light-duty supervisor(s);

b. Inform their light-duty supervisor(s) of all upcoming leave, training, or any other attendance issue that was approved prior to, or is anticipated (e.g., doctor's appointments, etc.) during, light duty; and

c. Obtain all the contact information of their light-duty supervisor(s).

3. Attendance, Leave, Overtime Management during Light Duty

In accordance with CCPD SOP: *C2: Attendance, Leave & Overtime*, light-duty employees will notify the appropriate supervisor, if they anticipate being tardy, need planned/unplanned leave, or have any other attendance concerns regarding light-duty workdays/assignments.

a. Light Duty Assignments of Five (5) Days or Less

During light-duty assignments of five (5) days or less, the affected employee will remain on the duty roster of their normal shift/unit assignment, regardless of the specific tasks performed.

- 1) The supervisor from the employee's normal shift/unit assignment shall be responsible for documenting and maintaining all payroll-related records, including attendance, leave, and overtime (e.g., annual/sick leave requests, sick leave applications, duty rosters, etc.).
- 2) The light-duty supervisor must inform the employee's normal shift/unit supervisor of any attendance-related updates, such as tardiness, unplanned absences, etc.
- 3) All requests for pre-planned leave, or overtime must be submitted to a supervisor from the employee's normal shift/unit for approval.

b. Light Duty Assignments of Six (6) Days or More

During light duty assignments of six (6) days or more, employees will be transferred from their normal shift/unit duty roster to the duty roster of their light-duty assignment.

- 1) The affected employee's light-duty supervisor shall be responsible for documenting and maintaining all payroll-related records, including attendance, leave and overtime (e.g., annual/sick leave requests, sick leave applications, duty rosters, etc.).
- 2) The light-duty supervisor shall be responsible for managing, enforcing, and documenting attendance for all light-duty employees under their supervision.
- 3) All requests for annual/sick leave, and overtime, shall be submitted to the affected employee's light-duty supervisor for approval.

4. Training during Light Duty

- a. Employees on light-duty assignments are permitted to attend previously approved training, provided the training does not conflict with the physical or medical restrictions prescribed by their licensed physician.
- b. Employees may apply for new training that satisfies annual POST or departmental training requirements, and register for online or virtual courses that provide in service credit.
- c. All training requests must be approved by the employee's immediate supervisor and must not conflict with the physical or medical restrictions prescribed by the employee's licensed physician.

5. Dress Code and Grooming Standards during Light Duty

- a. Employees on light duty are prohibited from wearing any part of their departmental uniform or clothing, on or off duty, that would identify them as an employee of the Department.
- b. Personnel on light duty shall dress in a business-like manner, excluding jeans, and should keep their appearance neat, clean, wrinkle free and well groomed.

See also CCPD SOP: *D2: Dress Code & Grooming Standards*.

6. Restrictions for Light-Duty Personnel

- a. Employees on light duty are prohibited from working any off-duty and/or secondary employment, as defined by CCPD SOP: *B6: Off-Duty/Secondary Employment*.

- b. Employees on light duty are prohibited from operating any County vehicle, including assigned vehicles. Employees on light duty with an assigned vehicle shall immediately surrender all keys for the County vehicle to a supervisor from their normal shift/unit. The assigned vehicle shall be parked at the employee's normal work location (e.g., headquarters, precinct, etc.).
- c. Employees on light duty, whether on or off duty, are prohibited from being a passenger in a **marked** County vehicle (e.g., police patrol vehicle, Animal Control vehicle, etc.).
- d. Firearms & Credentials carried on Light Duty
 - 1) Sworn personnel on light duty may carry a concealed departmentally-issued or authorized personal handgun on their person under Department authority, whether on or off duty, if they are physically able to handle and operate the firearm despite their light-duty status.

However, they are strictly prohibited from carrying authorized departmentally-issued or a personal shoulder weapons, while on light duty.
 - 2) All personnel on light duty shall wear their departmental identification cards conspicuously on their person while inside all departmental buildings or facilities, whether on or off duty.

Sworn personnel on light duty shall conceal their departmental credentials (e.g., police badge, departmental identification card, etc.) while outside departmental buildings or facilities, whether on or off duty.

D. Meeting with the Chief

- 1. Light duty is a temporary accommodation that allows an employee with a short-term illness or injury to recover before returning to full duty. Light duty assignments are generally limited to ninety (90) days. From time to time, an employee may need a few more days of light duty to return to full duty.
- 2. If an employee and their attending physician reasonably believe recovery will occur shortly after the initial ninety (90) day light duty assignment, the employee must contact the Office Manager for the Chief of Police (or designee) to request a meeting with the Chief to explain the extension request and expected date of return to full duty.
- 3. The employee is responsible for providing the Chief of Police or designee (hereinafter referred to as the Chief of Police), with a physician's statement of need for additional time, which must include the expected date of return to full duty.
- 4. At the meeting, the employee will present the facts they wish the Chief of Police to consider, which must include: (1) The expected date of return to full duty. (2) The type of accommodation requested. and (3) The expected duration of the need.
- 5. The Chief of Police may request an evaluation by a medical practitioner selected by the Director of the County's Department of Human Resources to determine the employee's fitness for duty.
- 6. If an extension of light duty is approved by the Chief of Police following the meeting, the employee will be given an assignment by the employee's Assistant Chief or Deputy Chief.
- 7. If after the expiration of the extension agreed to by the Chief of Police, the employee is still unable to return to full duty, they will repeat the steps above and apply for a second extension.

E. Pregnancy Accommodation

- 1. The Department recognizes that pregnancy is a short-term interruption in the employee's ability to perform the essential functions of their job.

2. The Department is also sensitive that a police officer's gun belt, with all the equipment required to function safely, may create additional needs for the employee, which may be accommodated with a light-duty assignment.
3. When possible, the Department will provide a light-duty assignment to a pregnant officer consistent with the needs established by the officer's physician. However, the employee's physician must review and approve of the employee working the light-duty assignment with its specific physical requirements.

F. Mandated Notification of GPOSTC by the Department for Sworn Personnel

The Department will comply with the Georgia Peace Officer Standards & Training Council (GPOSTC) Rules regarding notification of Long-term Medical disabilities:

464-3-.09 Notification of Long-Term Medical Disability.

(a) Employing agencies receiving notice of a change in the medical condition, for other than a short-term condition, of any applicant, candidate for certification, or person certified that prohibits the applicant, candidate, or officer from performing required duties, shall inform the Council in writing within ten (10) days of such action. As used in this section, the term short-term condition means a medical condition which, in the judgment of a licensed physician, surgeon or doctor of optometry, expressed in writing, will not persist for more than 180 days, or such other period as may be specified by the Council, in its' judgment.

(b) Any applicant, candidate, or person certified, pursuant to O.C.G.A. Title 35, Chapter 8, who has a change in medical condition, on or after the effective date of this rule, for other than a short-term condition, and is terminated, voluntarily resigns, resigns in lieu of dismissal, demoted, suspended, or retires as the result of a change in medical condition which prohibits the applicant, candidate, or officer from performing required duties shall notify the Council in writing within fifteen (15) days of such action.

(c) A change in medical condition shall cause a review of the applicant, candidate, or officer's certification status by the Council as provided in O.C.G.A. § 35-8-7.1(a)(10). If, as a result of this review, the Council determines that the applicant, candidate or officer is believed to be unable to perform the duties of an officer with reasonable skill and safety to citizens due to this change in medical status, the Council may take action as provided in O.C.G.A. § 35-8-7.1(b)(1).

(d) The affected applicant, candidate, or officer shall be notified via certified mail of the Council's action and of the affected party's right to request a hearing as provided in Section 464-8 as amended of P.O.S.T. Council Rules.

(e) The employing agency of the affected applicant, candidate, or officer shall also be notified of Council's action by forwarding a copy of the notice to the employing agency via U.S. Mail.

(f) If the affected applicant, candidate, or officer fails to request a hearing as provided in P.O.S.T. Rules, the decision of the Council shall become final.

IV. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *C4: Light-Duty Assignments*, dated September 8, 2021.