

- A. **PURPOSE.** To establish procedures for the use and granting of light duty assignments to civilian and sworn personnel.
- B. **POLICY.** Temporary light duty assignments are for civilian and sworn employees who, because of injury or illness are temporarily unable to perform their regular assignments, but are capable of performing alternative assignments. Use of temporary light duty assignments provide employees with an opportunity to remain productive while recovering from a temporary illness or injury.
- C. **GENERAL PROVISIONS.**
1. Temporary light duty assignments may be made after a review of the needs of the department and the abilities of the requesting employee.
  2. This policy in no way affects the privileges of employees under provisions of the Family Medical Leave Act (FMLA), Fair Labor Standards Act, Americans with Disabilities Act (ADA), collective bargaining agreement, or other federal or state law.
  3. Employees assigned to temporary light duty assignments are prohibited from engaging in supplemental employment unless reviewed and approved by the Chief of Police.

D. **SPECIFIC RESPONSIBILITIES**

1. Injured employee:
  - a. After seeking medical treatment for an on or off duty injury that will prevent the performance of normal work duties, employees will obtain written work restrictions for review.
  - b. Restrictions should specifically list what activities the employee is prohibited from performing along with a time frame for the restrictions and/or a re-evaluation date.
  - c. Contact the Support Services Division Commander by email or phone on or by the next business day for potential placement/scheduling after appearing at the contract medical facility for medical clearance to return to light duty.
  - d. Provide periodic updates to the Support Services Division Commander to monitor projected recovery time and return to normal duties.

2. Support Services Division Commander:
  - a. Upon receipt of a request for temporary light duty assignment, shall take into consideration prior to assignment;
    - (1) If the injury was on or off duty
    - (2) Needs of the department along with any special skills possessed by the employee
    - (3) Nature of injury/impairment and restrictions placed on the employee
    - (4) Expected duration of temporary light duty assignment
    - (5) Any other extenuating circumstances that may exist
  - b. If it is determined that there is a “needs of service”, assign the employee to a temporary light duty assignment accommodating the work restrictions with hours and days beneficial to the department in accordance with applicable bargaining contracts.
  - c. Notify the Watch Commander and the employee’s unit commander of the temporary light duty status for scheduling and payroll purposes.
  - d. Make an assessment due to the injury and restrictions on whether a sworn employee may remain “armed” while on temporary light duty.
  - e. Determine assignment restrictions, ie; restricted to HQ, operation of city vehicles, etc.
  - f. Monitor the employee’s progress to return to their normal assignment.