

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number HMR-006
	Subject Return to Full-Duty From Illness or Injury	
	Special Instructions Replaces HMR-006 dated January 15, 2015	Effective Date April 24, 2024

I. PURPOSE

Establish guidelines for requesting return to full or limited duty after illness or injury.

II. POLICY

Employees who have been off work due to an illness or injury (as defined below) shall submit a return to duty request for permission to return to full-duty as outlined in this procedure.

III. PROCEDURE

A. Employees shall request to return to work/full-duty after having been off work or in a limited duty status because of:

1. An illness or injury that is considered to be serious or a medical procedure considered to be major, regardless of the amount of time off work; or
2. An illness or injury, regardless of the severity, lasting more than 21 consecutive calendar days.

B. Employees shall submit a [Return to Duty Request](#) to their chain of command, who upon review and recommendation, shall forward the request to the AC/S of Human Resources and Administration, who shall then forward the request, with recommendations, to the Superintendent for consideration.

C. The immediate commander's recommendation shall include an evaluation of the employee's fitness for return to duty.

D. A signed statement from the attending physician, "[Employee's Physician Report](#)" releasing the employee to return to full duties, shall accompany the request to return to duty.

E. The employee shall complete the "Authorization for Release of Medical Records" on the reverse side of the "[Employee's Physician Report](#)."

F. The Superintendent may require the employee:

1. To submit to a physical and/or mental examination by a physician, psychologist, or psychiatrist selected by the Department for the purpose of evaluating the employee's fitness for duty classification (full or limited);
2. Perform applicable psychomotor ([Defensive Tactics](#), [EVO](#), [Firearms](#)) skills proficiency testing.

G. If a request to return to duty is denied, the employee may appeal to the Superintendent and present any additional information for the Superintendent's reconsideration.

H. This procedure is to be used in conjunction with all relevant department regulations, rules, policies, and procedures.