P.O. 232 Return to Work/Light Duty			
Effective From:	07/22/2019	Effective To:	Current

P.O. 232 – Return to Work/Light Duty

1. ELIGIBILITY
   - i) Commissioned officers of this Department will be eligible for temporary light duty when an officer is unable to perform their regular duties due to illness, injury, or disability, and there is a prognosis for full recovery within six (6) months.
2. GENERAL PROVISIONS
   - i) Light duty assignments are temporary. The actual duration of each assignment will be at the discretion of the Superintendent based on the individual facts and circumstances involved, i.e., the nature of the injury, the progress made toward full recovery, the Department's need for the work performed, etc.
   - ii) A necessary assignment or Department need must exist for which the officer is either already capable of fulfilling or can be quickly trained to fulfill.
   - iii) While the opportunity to participate in a light duty assignment is voluntary, the request may be initiated by the employee or their Troop/Section Commander.
   - iv) Personnel injured or otherwise disabled in the line of duty shall be given preference in initial assignment to light duty.
   - v) Light duty assignments may be changed at any time it is deemed to be in the best interest of the Department or the officer.
   - vi) This policy in no way affects the privileges of employees under the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state laws.
   - vii) Assignment to temporary light duty in and of itself shall not adversely affect an officer's pay classification or entitlement to raises, promotions, or other benefits.
   - viii) Officers on temporary light duty may be prohibited from engaging in secondary employment. They shall be prohibited from engaging in secondary employment which requires them to perform law enforcement functions for which they have been determined physically or mentally unable to perform for this Department.
   - ix) Limitations on personal attire or the use of a marked Department vehicle or other equipment may be imposed on an officer assigned to temporary light duty based on the nature and extent of the disability.
   - x) Temporary light duty assignments shall not be made for disciplinary reasons.
   - xi) The officer eligible for and desiring temporary light duty shall contact their Troop/Section Commander to ascertain the existence of an assignment for which he is qualified and physically capable of performing.
3. OFFICER'S RESPONSIBILITIES
   - i) Obtain a statement from the attending physician or other health care provider certifying the approximate date that the officer is expected to return to full duty and assessing whether the officer can meet the requirements of the temporary light duty assignment for which he is applying.
   - ii) Submit a Request for Alteration or Termination of Temporary Light Duty Form (DPSSP 3777) to the Troop/Section Commander.
   - iii) Perform, to the best of their capabilities, all temporary light duty assignments.
   - iv) Submit monthly certificates from the attending physician or other health care provider justifying the need for, and ability of, the officer to continue temporary light duty.
   - v) Cooperate completely with all treatments and therapy.
   - vi) Notify the Troop/Section Commander of any change in their medical condition, any further injury or disability occurring during the term of the light duty assignment, or any other

relevant information.

vii) Note on any submitted Application for Leave Form (DPSMF 1544 or SF-6) if the leave requested is related to the officer's temporary light duty assignment, i.e., sick leave taken for physical therapy, or otherwise covered by Workers' Compensation.

viii) Submit the Commissioned Officer Release to Return to Work form (DPSSP 4430), which shall be completed and signed by the attending physician or other health care provider of the officer's fitness to return to full duty status.

ix) In the event an officer refuses an accommodation or reassignment to duties which are within the officer's restrictions and ability to perform, the Office of State Police is not obligated to provide alternatives. The officer must submit their refusal of proposed accommodations or reassignment of duties in writing. Refusal of the new work assignment may result in removal from employment and/or loss of future Workers' Compensation.

4. COMMANDER'S RESPONSIBILITIES

i) Commanders are encouraged to maintain contact with injured, ill, or disabled employees to facilitate an early return to work whenever practical. Upon receipt of a request for temporary light duty assignment, the Commander shall determine the availability of an appropriate assignment within the officer's domicile and its duration; the Commander may:

a) Adjust work schedules as needed.

b) Locate work assignments outside of their direct command when acceptable to that Commander under whose supervision the officer would then fall.

c) Determine whether the officer is qualified for, or can be quickly qualified for, and is capable of performing the tasks comprising the temporary light duty assignment.

d) Ensure that written notification of the implementation, alteration, or termination of an officer's light duty status is forwarded through the chain-of-command to the Superintendent and to the Human Resources Manager.

e) Determine any limitations on attire, use of a marked police vehicle, contact with the public in enforcement situations, etc., as may be necessary.

f) Maintain a complete record of all applicable documents and records concerning the officer's temporary light duty.

g) Confer with the officer and appropriate supervisors to ensure each understands the elements of the officer's duties and any limitations imposed by the attending physician.

h) Permit the officer to take leave for medical treatment, physical therapy or other treatment prescribed by the attending physician or other health care provider.

i) Periodically evaluate the officer to ensure that acceptable performance of assigned tasks is being achieved, recognizing that failure or inability to adequately perform assigned tasks will result in alteration or termination of light duty.

j) Review the case at the close of the recuperative period to determine if a legitimate need exists to terminate, alter, or amend the temporary light duty assignment; if, at any time, it is determined that significant progress is not being made toward full recuperation, the Commander shall refer the matter to the Superintendent for disposition.

k) Return the officer to full duty upon authorization of the attending physician and forward the Commissioned Officer Release to Return to Work form (DPSSP 4430) through the chain-of-command to the Human Resources Management Section with a copy kept on file at the Troop / Section.

l) Ensure that the original Request for Alteration or Termination of Temporary Light Duty Form (DPSSP 3777) is forwarded through the chain-of-command to the Human Resources Management Section with a copy kept on file at the Troop / Section.

m) Ensure that any alterations or termination of temporary light duty status is documented using the Request for Alteration or Termination of Temporary Light

Duty Form (DPSSP 3777) and submitted through the chain-of-command to the Human Resources Management Section.

5. SUPERINTENDENT'S AUTHORITY AND RESPONSIBILITY

i) The Superintendent or their designee:

a) May require the employee to submit to an Independent Medical Evaluation (IME).

b) Shall make the final determination to terminate or take other appropriate action regarding an officer who is on temporary light duty and is unable to return to full duty status.