	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Light or Modified Duty</b>	Order Number
		22.7
		Date
		08-21-15

## 22.7 Light or Modified Duty

### 22.7.1 General Light Duty Limitations

A. Light/modified duty assignments *may* be available on a temporary basis and then only when there is necessary work to be performed that is within the *employee's* capabilities. These positions *will* be available to *employees* who have suffered industrial (work-related) injuries first. Those who have suffered an injury that is not work-related *may* receive any available positions after work-related assignment(s).

B. *Employees* who are unable to fully perform their duties due to non-work related illness or injury *may* use sick leave, compensatory time, vacation leave or leave without pay (within the limits of *Town* policy) or Family Medical Leave (FMLA) (if applicable) until able to resume their duties.


If an employee's illness or injury is covered by the Americans with Disabilities Act, the employee should contact Town HR to begin the reasonable accommodation process. If reasonable accommodation is possible and there is an available light duty position, the employee may be offered that position as a reasonable accommodation.

C. *Employees* on light duty *may* not carry firearms or any intermediate weapons or drive marked police vehicles without prior authorization from a member of the Command Staff.

D. Uniform/dress attire is addressed in the uniform policy and manual.

### 22.7.2 Light Duty for Industrial Injuries

An *employee* who has suffered an industrial injury and is cleared by a licensed *physician* to return to light duty work *shall* contact the *employee's* supervisor and provide a copy of the *physician's* release and limitations form. The *supervisor* *shall* forward the documentation to the appropriate division *commander*. The division *commander* *shall* determine, in conjunction with the *Chief*, whether a light duty assignment is available and appropriate. At the *Chief's* discretion, *employees* *may* be sent to a *Town*-selected *physician* when additional medical information/clarification is needed to determine the *employee's* fitness for work.

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### 22.7.3 Light Duty Assignments

If the division *commander* determines that a light duty position is available, the *employee* will be assigned to that position. No *employee* on industrial leave may refuse to work an assignment within the limits of their capabilities as defined by their *physician's* statements, unless the employee is on Family Medical Leave (FMLA). Employees on FMLA may refuse such assignments without the loss of their rights under the FMLA. Any *employee* who refuses to work an assignment shall be removed from the light duty position and placed on appropriate leave.

### 22.7.4 Time Limits

Light duty positions are not intended to be and shall not become permanent positions. If the *employee* is unable within one year to return to full-duty, the *employee* shall be referred to the Human Resources Department to discuss other options that may be available, including reasonable accommodation, *reclassification*, medical retirement, long-term disability, and termination.

### 22.7.5 Off Duty Employment While on Light Duty

*Employees* who are on light duty will normally not be permitted to work off duty in a police capacity.