

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

**SECTION: 10 OPERATION PROCEDURES**

**SUBJECT: 1007 RETURN TO WORK: TEMPORARY LIGHT DUTY**

**EFFECTIVE: 01/01/2015**

### **1. Purpose**

The purpose of this order is to establish the authority for temporary light duty assignments and provide uniform procedures for granting light duty assignments to officers who are temporarily unable to perform their regular work due to injury, illness or disability, but who are capable of performing alternative light duty assignments. The use of temporary light duty assignments is intended to benefit the department and eligible officers through:

- A. The reduction of lost work time and lost compensation;
- B. The augmentation of understaffed functions;
- C. Continued officer productivity during recovery.

Light duty is a temporary assignment, within the employee's current job classification, while recovering from an illness, injury or medical condition. Officers must have written authorization to return to work by a licensed physician, noting any restrictions on work capabilities. The temporary light duty position must be one in which the officer is trained for or can be quickly trained to fulfill.

### **2. General Provisions**

Temporary light duty assignments, if and when available, will last a maximum of ninety (90) days and may be re-evaluated at the end of ninety (90) days. However, the actual duration of each assignment will be at the discretion of the Chief of Police or his designee, based on individual facts and circumstances involved. (i.e. nature of injury, the progress toward full recovery, the Department's need for the work performed, etc.)

- A. Light duty assignments may be changed by the Chief of Police or his designee at any time it is deemed to be in the best interest of the department or officer.
- B. The continued use of "take home" police units and other issued equipment during a light duty assignment will be evaluated on an individual basis by the Chief of Police or his designee.
- C. The Chief of Police or his designee may, at any time require a re-evaluation of the officer's condition by a City appointed physician at the City's expense.

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### **3. Procedure**

All employees must comply with the Departmental policy regarding sick leave. If an employee suffers an illness or injury that justifies his placement on sick leave, said employee may be placed on temporary light duty, in lieu of full sick leave, at the discretion of the Chief of Police, if the employee's treating physician, or physician appointed by the City, authorizes said individual to perform light duty assignments.

An individual on temporary light duty shall remain on light duty until: (1) released by a physician to return to full duty; (2) otherwise ordered by the Chief in his discretion; or (3) the expiration of the temporary light duty.

Upon release from a physician's care, the officer must obtain a Physician's Certificate Packet and/or letter of release describing the type of duty he is released to perform (i.e. light duty with restrictions or full duty with no restrictions). The officer shall submit to an examination, upon request, by a City appointed physician.

### **4. Classifications and Limitations**

Any individual on temporary light duty shall be classified as being on sick leave until the individual is released to full duty by his treating physician. To the extent applicable, as determined by the Chief of Police, all individuals on temporary light duty shall comply with all civil service rules and Departmental procedures governing the use of sick leave.

An individual who may come back to full duty shall not be placed on light duty as an alternative to full duty. Temporary light duty shall only be used as an alternative to placing an employee on full sick leave when that individual's condition (as determined by the employee's treating physician) allows the individual to perform light duty assignments.

**By order of**

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Darrell Basco, Chief of Police