

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 10 OPERATION PROCEDURES

SUBJECT: 1007 RETURN 2024

EFFECTIVE: 01/18/2024

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.

Any temporary duty assigned under this policy will be in conformity with the officer's ability to perform the light duty(ies) assigned, noting any restrictions on work capabilities, as determined by a licensed physician. The temporary light duty position must be one in which the officer is trained for or can be quickly trained to fulfill.

The goal of this policy is to utilize light duty, instead of placing an employee on sick leave, in all instances where light duty work is available and said work is deemed appropriate by a licensed physician. The employee shall only utilize sick leave: (1) where the duration of the illness or injury of such a short duration; (2) a licensed physician determines that the employee is unable to perform any light duty work available; (3) the employee is contagious; (4) there is no light duty work available; or (5) as otherwise determined by the Chief of Police.

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.

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 10 OPERATION PROCEDURES

SUBJECT: 1007 RETURN 2024

EFFECTIVE: 01/18/2024

3. Procedure

All employees on light duty must comply with the Departmental policy applicable to sick leave, except that the employee's Supervisor shall not be obligated to check in with said employee. 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. If the employee ceases to be on light duty, but has not yet been released to return to full duty, the employee shall be placed on sick leave and the Department's sick leave policy shall be applicable in all respects for the duration of said sick leave.

By order of

Darrell Basco, Chief of Police