

FLORENCE POLICE DEPARTMENT GENERAL ORDER

Subject: <p style="text-align: center;">Light Duty</p>	Procedure: General Order 10.3.3	Total Pages: 4
Authorizing Signature: Original with Authorizing Signature on File	Effective: 04/01/2015 <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	

I. POLICY

Temporary light-duty assignments, when available, are for officers and other eligible personnel in the department who, because of injury, condition, or illness, are temporarily unable to perform their regular assignments but are capable of performing alternative duty assignments. Use of temporary light duty can provide employees with an opportunity to remain productive while convalescing as well as provide a work option for an employee who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of the Florence Police Department that eligible personnel are given a reasonable opportunity to work in temporary light-duty assignments when available and consistent with this policy.

II. PURPOSE

The purpose of this order is to establish the authority for granting temporary light-duty assignments and to establish procedures for granting temporary light duty to eligible officers within the department.

III. SCOPE

This written order is applicable to all personnel.

IV. DEFINITIONS

Eligible Personnel: For purposes of this policy, a sworn member, suffering from medically certified illness, injury, or condition, who is temporarily unable to perform their regular assignment but is capable of performing alternative assignments.

Family Medical Leave Act (FMLA): Federal law providing for up to twelve (12) weeks of leave for eligible workers, for their own serious health condition or other situations as outlined in the law and the City's FMLA policy.

V. PROCEDURE

A. GENERAL PROVISIONS

1. Temporary light-duty positions are limited in availability. Therefore:
 - A. All light duty assignments will be offered in the order the request for light duty was received; and
 - B. assignments may be changed at any time, with concurrence of the treating physician, if deemed in the best interest of the employee or the agency.
2. This policy in no way affects the privileges of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law.
3. Assignment to temporary light duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits or other employee benefits.
4. Light-duty assignments are strictly temporary and will not exceed 1066 Hours. (Light duty may be provided for a total of 1066 Hours in a one year period, with a year being defined as beginning on the first light duty day and ending 12 calendar months after the first light-duty day.) After 1066 Hours, personnel on temporary light duty who are not capable of returning to their original duty assignment may:
 - A. Pursue other options as provided by employment provisions under city benefits, or federal or state statute, or
 - B. The Department may require the employee to submit to an independent medical examination by a health provider of the Department's choosing for a fitness-for-duty evaluation.
5. Officers on temporary light duty are strictly prohibited from engaging in outside employment in which that officer may reasonably be expected to perform law enforcement functions which they have been determined physically or mentally unable to perform on behalf of the department.
6. Officers/employees who are medically prohibited from performing their regularly assigned duties may not engage in outside or "off-duty" employment until approved by the Chief of Police. Officers/employees shall provide the Chief of Police documentation from their attending physician stating that the outside / off-duty employment is medically permitted.

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7. Depending upon the nature and extent of the injury or illness, an officer on temporary light duty may be prohibited or restricted from wearing departmental uniform, carrying a weapon or otherwise limited in employing police powers as determined by the Chief of Police so long as such limitations are consistent with this policy.
8. Light-duty assignments shall not be made for disciplinary purposes.

B. TEMPORARY LIGHT-DUTY ASSIGNMENTS

1. Temporary light-duty assignment will be limited to filling in at the Police Desk only in the absence of the assigned Desk Officer. When the Desk Officer is absent the assignment will be offered to the Officers requesting light duty in the order the request for light duty was received. The light duty assignment will only be for the amount of time the Desk Officer is absent.
2. Decisions on temporary light-duty assignments shall be made based upon the availability of an appropriate assignment given the applicant's skills, knowledge and abilities; availability of light duty assignments; and the physical limitations imposed on the officer.
 - A. When available, the work hours of a Light Duty assignment are subject to need and the availability of necessary equipment or work space.

C. REQUESTS FOR AND ASSIGNMENT TO TEMPORARY LIGHT DUTY

1. Requests for temporary light-duty assignments shall be submitted to the officer's immediate supervisor. The supervisor will document the date and time the request was received. Requests shall be accompanied by a statement of medical certification to support a requested reassignment, which must be signed by the treating physician. The certificate must include an assessment of the nature and probable duration of the injury or illness, prognosis for recovery, nature of work restrictions and an acknowledgement by the health-care provider of familiarity with the light-duty assignment and a statement that the employee can physically assume the duties involved.
2. The request for temporary light duty and the physician's statement shall be forwarded to the Office of Chief of Police. The Chief of Police or designee may consult with the City's Personnel Administrator and/or other City Department prior to making a determination regarding the assignment to temporary light-duty.
3. As described in the *City of Florence Manual for Supervisors and Employees*, the Department may require the employee to submit to a medical examination by a health provider of the Department's choosing.

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4. As a condition of assignment to temporary light-duty, officers may be required to submit to monthly physical assessments of their condition.