

WEST PALM BEACH POLICE DEPARTMENT

IV-24 LIGHT DUTY / ADMINISTRATIVE ASSIGNMENT

EFFECTIVE: 12/04/2005

CALEA Standards: N/A

CFA Standards: N/A

I. POLICY: If an employee is temporarily incapacitated and a position is available, the employee may be granted reassignment to a light duty position which allows the employee to work with certain restrictions. These temporary light duty positions will be made available on a first come first serve basis, except as provided below. Light duty assignments are not guaranteed and will be given when positions are available.

II. PROCEDURE:

A. An employee may be placed on a light duty status only upon written request from an attending physician documenting a particular temporary disability.

1. Employees with service related disabilities will be given preference over employees with non-service connected disabilities for available assignments.

2. A disabled employee may be placed on light duty up to 90 days. If a physician has not projected a date of return to full duty by the end of 90 days, the employee must seek a reevaluation to provide both the regular full duty supervisor and the temporarily assigned supervisor with a proposed date of return to full duty.

a. If a date of return to full duty is not foreseeable, the employee may be returned to sick leave or, if eligible, placed on workman's compensation or on disability, whichever is appropriate to the situation.

B. All light duty and administrative duty personnel assignments will be the responsibility of the Staff Services Division. Once an officer is placed on light or administrative duty the officers' division commander will make notification to the Staff Services Commander in writing or electronic mail as to the officers' status. The division commander will provide copies of any medical or administrative paperwork related to the officers' status. Staff Services will then track the officers' status until a determination is made for the officers' return to full duty. Officers will report to the staff services division for an evaluation of duties that the officer can perform.

1. Requests for officer assignment during the officers' light or administrative duty will be submitted through the Staff Services Division Commander detailing the specific duties and work schedule.

a. The officer is required to provide a weekly synopsis of duties performed to the division commander whom he/she is working under during light/administrative duty.

b. The synopsis will include dates and times of any injury related doctor visits and status updates. Officers will not include in the synopsis any information that is considered confidential patient information.

c. The Division Commander will sign off on the synopsis verifying the information is correct and the officer will forward the synopsis to staff services no later than the end of the work week.

d. Time sheet submission and pay issues is the responsibility of the division which the light/administrative duty officer is working.

2. The Staff Services Commander will evaluate the productivity of the light/administrative duty officers during a two week time period. A determination will be made as to the status of the assignment or possible re-assignment based on department needs.

C. There are no designated light duty assignments within the Police Department. Temporarily disabled employees may only be assigned to an available position that his or her disability allows them to perform.

Personnel who are on light duty may be assigned to D.P.R., the Evidence Section, or any division based on operational needs.

1. An employee working on light duty status due to a non-service related temporary disability may be displaced by an employee with a service connected temporary disability. The non-service related temporary disability with the least Department seniority would be the first position displaced by a service related temporary disability.

a. A service related temporary disability employee may be displaced by a more senior employee with a service related temporary disability condition.

2. Scheduling will be the responsibility of the Staff Services Division Commander. The Staff Services Division Commander will determine fitness for the assignment and schedule days off and work hours. Assignments will be at the sole discretion of the Staff Services Division Commander and be based on departmental need at that time.

D. The following restrictions are imposed upon employees occupying a light duty assignment.

1. Employees will not wear a uniform, display a firearm, or badge while on light duty assignment,.

2. Participation in field duties, including law enforcement action, is prohibited.

3. Employees are not to operate a marked patrol unit, including take home vehicles, or other marked departmental vehicles.

4. Employees are prohibited from direct contact with suspects or prisoners in the building.

5. Extra duty employment related to the West Palm Beach Police Department is prohibited.

6. The use of City vehicles to transport members to and from doctors' appointments and physical therapy is not authorized. Members are responsible for their own transportation to and from physical therapy. When member who is on light duty and is currently receiving worker's compensation requires transportation for medical appointments, he or she must contact the insurance adjuster (Appendix A) in advance of the scheduled appointment to make the necessary arrangements.

E. When the officer who is on light duty is medically cleared by his or her private physician to return to work, he or she must contact the Risk Management and Employee Benefits Division of the city prior to returning to active duty.

1. The Risk Management and Employee Benefits Division requires that the officer provide them with a copy of the physician's release.

III. REFERENCE:

- Civil Services Rules and Regulations.

Delsa R. Bush, Chief of Police

Original issue: 12/15/1999
Revised: 12/04/2005
I.D. # 1491

History: SOP # changed to IV-24 on 01/01/2005, 12/04/2005
Old SOP # 17.13
Revision Dates: 03/01/1999, 06/01/1999, 12/15/1999, 01/01/2005,12/04/2005

Job Title Task Files: Division Commander

APPENDIX A

1. To arrange transportation to and from medical appointments while on light duty and on workman's compensation, contact the claims adjuster at Johns Eastern Company. 1-800-749-3044.