



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



255.09 MODIFIED DUTY 05-01-02

PURPOSE

To establish procedures for assigning employees to modified/light duty.

POLICY

To assign employees returning to duty from an illness, injury, or pregnancy, to assignments, when available, which are within the scope of their medical restrictions, until they are fit to return to regular duty.

PROCEDURE

A. DEFINITION

MODIFIED DUTY - An assignment not requiring performance of the full range of duties associated with the regular job classification.

B. MODIFIED DUTY ASSIGNMENT

1. Employees who are pregnant, returning to duty from an illness, injury, or who have failed the annual physical performance test, may return to work on modified duty if they have received clearance from the appropriate physician, and the Department chooses to accommodate a modified duty position as recommended by the physician.
2. Unless approved by the Chief of Police (COP) or a designee, the Department shall not have permanent or long-term (over one (1) year) modified duty assignments. Temporary modified duty assignments may be available to employees who are returning to duty from an illness, injury, or who are pregnant, and are unable to perform their regularly assigned duties.
3. Modified duty assignments shall not:
 - a. be created solely to put employees back to work.
 - b. last longer than the recovery period.
4. Employees may return to work on modified duty, even with crutches or other forms of walking aids, if the treating physician agrees and the employee signs a Modified Duty Waiver (SPD 402).
5. Prior to beginning a modified duty assignment employees shall:
 - a. contact the Personnel Services Division (PSD), Office of Technical Services (OTS), as soon as possible and not later than the first duty day (Monday through Friday, 0800-1700) following clearance from their physician.
 - b. present a Duty Status Report (SPD 165), signed by the employee's treating physician, specifying the nature of the limitation(s) for the employee, and the physical restrictions.
6. Office Chiefs shall keep the Captain, Personnel Services Division, informed of the need for employees on modified duty. Division commanders and section administrators shall inform their office chief of tasks or projects suitable for employees on modified duty status.
7. Officers assigned to the Office of Operations (OOO) who are eligible for a modified duty assignment shall be assigned to a Call Expeditor position, unless otherwise notified by the Deputy Chief of Police, OOO.
8. Modified duty assignments for other than OOO officers shall be made by the Captain, Personnel Services Division.
9. The Captain, Personnel Services Division, shall:
 - a. consider the needs of the Department.
 - b. determine if the employee assigned to modified duty is permitted to drive a City vehicle or if other restrictions apply, i.e., attending training.
 - c. place the employee in an appropriate modified duty assignment, if available.
 - d. notify the employee, the employee's office chief, and the section of permanent assignment where the employee is temporarily assigned.

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- e. maintain and provide to captains/division managers and above:
 - (1) the names, classifications, and assignments of employees on modified duty and/or injured on duty status.
 - (2) the physical restrictions placed on the employee by the attending physician.
 - (3) the expected duration of modified duty.
- f. monitor the medical progress of employees on modified duty status.

C. ACCOUNTABILITY

- 1. A Duty Status Report shall be required at least every 30 days while the employee is on modified duty. Employees who visit the physician more often shall submit a Duty Status Report after each visit.
- 2. Duty hours shall be at the discretion of the Division Commander where the employee is temporarily assigned.
- 3. Employees shall obtain their paychecks from their permanent assignment.
- 4. The supervisor of the modified duty assignment shall:
 - a. have modified duty employees obtain their time sheets from their permanent assignment and submit the time sheets to the supervisor of their modified duty assignment.
 - b. submit the employee's time sheet during the modified duty period utilizing job number REGTP 2424X (X corresponds to the last digit of the current fiscal year, i.e. July 1, 2001 to June 30, 2002 = 24242).
 - c. record the work hours of the employee on their roll call sheet as modified duty status, as applicable.
 - e. immediately report any absence of the employee of more than two (2) days to the PSD.
- 5. All probationary employees, including those with a pregnancy-related condition, assigned to a modified duty assignment, shall be subject to an extension of their probationary period per the Civil Service Board Rules.
- 6. Employees on Modified Duty shall not wear uniforms. Refer to RM 430.01 Uniform and Grooming Standards for civilian attire requirements.
- 7. Refer to G.O. 240.01 for court appearance procedures.
- 8. A copy of the Duty Status Report shall be filed in the employee's payroll file.

D. RETURNING TO FULL DUTY

- 1. Prior to returning to full duty, employees shall contact PSD. PSD shall contact City Human Resources (Workers' Compensation or Risk Management as appropriate) to obtain approval for the employee to return to full duty status. [NOTE: This approval must be obtained prior to the employee returning to full duty status.] PSD shall notify the employee's unit/supervisor that he/she has been approved by City personnel to return to full duty.
- 2. Human Resources may request a medical examination by the City Physician prior to the employee's return to work and release to full duty. No overtime shall be paid as a result of any medical treatment or examination.
- 3. Supervisors of both permanent and temporary assignments shall coordinate efforts to ensure proper time accountability of employees. Supervisors of both assignments may agree to alter the procedures to accommodate special circumstances, such as assignments of less than one (1) week.
- 4. Returning employees shall be evaluated by their Command Officer for necessary refresher training (EVOG, ACB, firearms) and the physical performance test requirement prior to a return to full duty.