

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 04/04/2017	Supersedes Policy Dated: 03/31/2013	Rescinds:	SOG Number: 204.6
Accreditation Index:			
Part Title: Personnel	Chapter Title: Compensation, Benefits, and Working Conditions		
Chief of Police:			

Limited Duty Assignments

I Policy

It is the policy of the Springfield Police Department to give employees a reasonable opportunity to work in a temporary limited duty assignment consistent with the needs of the department, when they cannot perform their regular duty assignment because of injury, illness, disability, or pregnancy, but are still capable of performing an alternative duty assignment. Limited duty assignments provide a work option for such employees to remain productive when they are unable to perform their regular duties or when remaining in their regular duty assignment would potentially pose an increased health or safety risk to themselves or others due to their temporary medical condition. ¹

II Definitions ²

Family and Medical Leave Act (FMLA)- Federal law providing for up to 12 weeks of annual leave for employees, in addition to leave provided by the City, due to illness, injury, or certain other family conditions/situations.

III Procedure ³

1 ELIGIBLE PERSONNEL ⁴

1.1 To be eligible for a limited duty assignment, an employee must be a full-time, sworn or non-sworn member of this department with a medically certified

1 Policy Statement rewritten, pregnancy added, per Policy Change Order 17-026.

2 Definitions revised, *eligible personnel* definition/explanation moved to Section 1, per PCO 17-026.

3 Section III heading revised, per Policy Change Order 17-026.

4 Section 1 added (subsequent sections renumbered accordingly), per Policy Change Order 17-026.

SOG 204.6

Limited Duty Assignments

Effective Date: 04/04/2017

illness, injury, disability, or pregnancy requiring the treatment of a licensed healthcare provider and because of the medical condition cannot perform their regular duty assignment, but is still capable of performing alternate assignments.

2 GENERAL PROVISIONS

- 2.1 Temporary limited duty positions are limited in number and variety. Therefore, employees injured or otherwise disabled in the line of duty shall be given preference in the assignment to limited duty.
 - 2.1.1 Assignments may be changed at any time, if deemed in the best interest of the employee or Department.
- 2.2 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.
- 2.3 Assignment to temporary limited duty shall not affect an employee's pay classification or promotion. ⁵
 - 2.3.1 Continuation of special assignment pay while on limited duty will be determined on a case by case basis.
- 2.4 No specific position in this department shall be established for use as a temporary limited duty assignment, nor shall any existing position be designated or utilized exclusively for employees on temporary limited duty.
- 2.5 Depending upon the nature and extent of the medical condition, an officer on temporary limited duty may be prohibited or restricted from wearing a Department uniform, carrying a service weapon, or otherwise limited in employing police powers as determined by the Chief of Police. ⁶

3 TEMPORARY LIMITED DUTY ASSIGNMENTS ⁷

- 3.1 Temporary limited duty assignments may be drawn from a variety of technical and administrative areas that include:
 - 3.1.1 Administrative functions;
 - 3.1.2 Clerical functions;
 - 3.1.3 Desk assignments;
 - 3.1.4 Telcom.
- 3.2 Decisions on temporary limited duty shall be based upon the availability of an appropriate assignment given the applicant's knowledge, skills, and abilities and the physical limitations imposed on the employee.
- 3.3 Every effort shall be made to assign officers to positions consistent with their

⁵ Section 2.3 (previously 1.3) reorganized, per Policy Change Order 17-026.

⁶ Section 2.5 (previously 1.5) revised, terminology change, per Policy Change Order 17-026.

⁷ Section 3 (previously 2) revised, examples removed and minor wording changes, per PCO 17-026.

SOG 204.6

Limited Duty Assignments

Effective Date: 04/04/2017

rank and pay classifications. However, where deemed appropriate, officers may be assigned to positions designated for personnel of lower rank or pay classification. Officers working these assignments shall:

- 3.3.1 Answer to the supervisor of the unit to which they are assigned with regard to work responsibilities and performance;
- 3.3.2 Retain the pay classification and related benefits of the position held prior to temporary limited duty.

4 REQUESTS FOR LIMITED DUTY ASSIGNMENTS ⁸

4.1 Duty-Related Injury or Illness

- 4.1.1 An employee who becomes temporarily disabled due to an on-the-job injury may be eligible to perform a temporary or modified assignment.
- 4.1.2 The Occupational Health Coordinator, the employee's physician, and the employee's commander will assist with placement in a limited duty position.
- 4.1.3 The Department may require the employee to be examined by a City physician at City expense to determine if the employee is able to perform a limited duty assignment.

4.2 Non-Duty-Related Medical Conditions

- 4.2.1 An employee who has a temporary medical condition that is not duty related may submit a request in writing to their Bureau Commander to be placed in a temporary, modified work assignment.
- 4.2.2 The request must be accompanied by a physician's statement to support a requested reassignment, which must be signed either by the treating physician or other licensed healthcare provider. The statement must include an assessment of the nature and probable duration of the medical condition, prognosis for recovery, and nature of work restrictions.
- 4.2.3 The information will be evaluated to determine if the employee would be able to perform a temporary limited duty assignment.
- 4.2.4 If the Chief of Police determines the Department cannot accommodate the employee's temporary medical restriction, the employee will be required to utilize leave in a paid status or request a leave of absence without pay. Paid status shall consist of sick leave, vacation, or other accumulated leave.

⁸ Section 4 (previously 3) revised, terminology changes and minor rewording, per PCO 17-026.

SOG 204.6

Limited Duty Assignments

Effective Date: 04/04/2017

5 ASSIGNMENT TO TEMPORARY LIMITED DUTY ⁹

- 5.1 Upon approval of limited duty status by the Chief of Police, the employee's commander shall coordinate the employee's placement into a limited duty position.
- 5.2 A reasonable effort will be made to keep the employee in the same bureau; however, the employee may be assigned to a different bureau provided a temporary limited duty position exists in the second bureau, and upon approval of the second bureau's commander.
- 5.3 While assigned to temporary limited duty, the employee shall keep their commander updated on their condition by submitting periodic statements from their physician as required by the Department.
- 5.4 Temporary limited duty assignments may be authorized for up to 30 days by the respective Bureau Commander. Limited duty assignments for more than 30 days and up to six months may be authorized by the Chief of Police. Beyond six months, the status of the employee will be determined through applicable ordinances, Workman's Compensation Rules, Merit Rules, and the ability of the employee to perform the essential functions of the job.
- 5.5 When the conditions of this Standard Operating Guideline are met and the employee refuses to work limited duty, the employee may be ordered to perform the limited duty assignment. The continued refusal of an employee to work in a limited duty capacity will be grounds to remove the employee from pay status and initiate appropriate disciplinary action.

6 RETURN TO FULL DUTY ¹⁰

- 6.1 In order to return to full duty, the employee must present a written physician's statement to their commander indicating the employee is able to return to full duty based upon the essential functions as listed in their job description.
- 6.2 The employee's commander shall then coordinate the return of the employee. The City may request a supplemental examination by the City's physician prior to the employee returning to full duty.
- 6.3 The returning employee will be assigned to a job assignment based upon Department need and the availability of appropriate positions; however, a reasonable effort will be made to return the employee to their assignment held prior to the limited duty assignment or medical leave.

IV Attachments

⁹ Section 5 (previously 4) revised, capitalization and minor wording changes, per Policy Change Order 17-026.

¹⁰ Section 6 (previously 5) revised, capitalization, punctuation, and terminology changes, per PCO 17-026.