

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: September 9, 2016
NUMBER: 5.02 – HUMAN RESOURCES
SUBJECT: LIGHT DUTY
RELATED POLICY: N/A
ORIGINATING DIVISION: HUMAN RESOURCES
NEW PROCEDURE:
PROCEDURAL CHANGE:
SUPERSEDES: DP 5.02 - December 16, 2015

I. PURPOSE

This Department procedure establishes guidelines for providing temporary light duty work for employees who are unable to perform their normal duties due to a work or non-work related illness, injury, or pregnancy.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

Providing temporary light duty work is a method of utilizing the skills and knowledge of employees who are temporarily precluded from the performance of their normal work by reason of an illness, injury or pregnancy. Light duty work can allow an employee to maintain basic skills or learn new skills. It can prevent the loss of self-esteem and associated despondency that frequently results from prolonged absence from work. In most cases, light duty work is therapeutic and can speed the employee's recovery.

The Department will normally provide temporary light duty work in accordance with medical opinion when suitable work exists and is otherwise appropriate, for both work related and non-work related medical reasons.

IV. BASIC REQUIREMENTS

- A. Employees may be assigned light duty work when temporarily unable to perform their normal work due to illness, injury, or pregnancy, when the following requirements are met:
1. The assignment must be medically suitable. The employee must be capable of performing the work without violating a medical restriction;
 2. The assignment must fulfill a necessary job function or functions; and,
 3. The assignment is anticipated to be temporary.

V. PRIORITIZATION OF ASSIGNMENTS

A. Centralized Telephone Report Unit (CTRU)

1. The Department operates a Centralized Telephone Report Unit, which, due to the nature of the work, is ideally suited for staffing by employees capable of light duty work. Employees with report writing skills are eligible for assignment to CTRU. The CTRU is operated at Northwestern Division.
2. Employees in the following job classes will routinely be considered for light duty placement in CTRU: PO-I, PO-II, PO-III and Police Investigative Service Officers (PISO).

NEW

B. Command Retention

1. The employee's command is responsible for providing appropriate light duty work that is compatible with work restrictions. The Medical Assistance Unit will advise commands when necessary. When possible, light duty employees who are unable to perform their primary job for a period lasting no longer than 30 calendar days will be provided light duty work at their assigned command.
2. The Medical Assistance Unit may facilitate the temporary transfer of light duty employees when there are an excessive number of light duty personnel at the command, when there is no meaningful work available, or when the transfer meets the needs of the employee and the Department.

C. Specified Need or Project

CTRU personnel may be assigned to assist a unit with a specified need or project. This temporary assignment may be at a location other than Northwestern

Division. In such a case, the assignment will not last longer than eight months. Requests for assistance lasting longer than eight months will be evaluated by CTRU sergeants. If continued support is needed after eight months, a different light duty employee will be temporarily assigned to the specified need or project, pending availability.

VI. LONG-TERM LIGHT DUTY

A. Thirty-Day Rule

1. Employees who are off work due to illness or injury for thirty calendar days or longer will be temporarily transferred, for payroll purposes only, to the Medical Assistance Unit. The employee continues to be considered a member of their regular command.
2. Employees who are off work due to pregnancy or an illness or injury incurred outside the workplace are also eligible for light duty assignment. These cases will be evaluated by the Medical Assistance Unit, in conjunction with the area command staff, to determine if appropriate work is available.
3. To provide continuity of supervision and facilitate administrative processes, officers who are not meeting performance standards or facing disciplinary action will not be routinely transferred to the Medical Assistance Unit.
4. Requests for light duty officers can be directed to the Medical Assistance Unit.
5. The Medical Assistance Unit will normally transfer employees to their original commands upon their return to full duty.

B. Ninety-Day Review

1. When an employee has been in a light duty status for over ninety days, a review will be conducted to determine the appropriateness of continuing the employee in his/her light duty assignment.
2. This review will be conducted by the Medical Assistance Unit Sergeant, Human Resources Analyst, and the Human Resources Manager.
3. Review Standards

In determining the appropriateness of the employee's assignment, the following factors will be considered:

- a. Needs of the Department;
- b. Anticipated length of time the light duty status is expected to continue;
- c. Job classification of the light duty assignment;
- d. Experience/training of the employee;
- e. Career goals and preference of the employee; and,
- f. Performance of the employee.

C. Transfer of Long-term Light Duty Personnel

The Human Resources Manager may recommend the transfer of long-term light duty personnel if, after review, it appears that a more appropriate light duty assignment exists.

VII. MERIT INCREASES

Employees in a light duty status whose last performance evaluation indicated that the employee met standards shall be entitled to the normal merit increase on schedule.

VIII. COMMAND RESPONSIBILITIES

In addition to the responsibility to provide appropriate assignments (see section V. B. 1.) commands are responsible for the following:

- A. Reporting the name of an ill/injured or pregnant employee to the Medical Assistance Unit as soon as practical after the employee reports to light duty or is anticipated to need a light duty assignment; and,
- B. Cooperating with the Medical Assistance Unit in the review of light duty assignments and transfer of light duty personnel.

IX. ROLE OF MEDICAL ASSISTANCE UNIT

Generally, the Medical Assistance Unit is responsible for coordinating, facilitating, and overseeing the Department's response to employees who are ill, injured, or pregnant.

- A. Employee Tracking

The Medical Assistance Unit is responsible for tracking the status and assignments of light duty employees and preparing management reports.

B. Staffing

The Medical Assistance Unit is responsible for finding appropriate light duty work for long-term light duty employees and employees not retained by their original command.

C. Resource to Commands

The Medical Assistance Unit is responsible for evaluating the appropriateness of light duty assignments, providing information to commands, and obtaining clarification of medical status/restriction.

D. Liaison with Other Departments

1. The Medical Assistance Unit serves as liaison to other City departments (Risk Management and Personnel) dealing with medical restriction issues.
2. The Medical Assistance Unit will provide required information regarding light duty personnel to the Risk Management Department.

E. Employee Contact

The Medical Assistance Unit shall contact employees who have been on a leave of absence in excess of thirty days due to illness, injury, or pregnancy to explain benefit programs available to the employee.