



<b>Peoria Police Department Policy and Procedure Manual</b>	
<b>Policy 3.15</b>	<b>Limited Duty Assignment</b>



## I. POLICY

It is the policy of the Peoria Police Department, in conjunction with the Human Resources Department (HRD), to, whenever possible; provide short-term limited duty assignments due to temporary injuries or other medical conditions requiring work restrictions that have occurred on or off-duty. The Peoria Police Department will meet medically prescribed temporary work accommodations when practical to do so. Priority for limited duty assignments shall be given to those employees whose injuries occurred while in an on-duty status. The Staff Services Bureau Manager shall serve as the Liaison Officer for all Peoria Police Department employees.

## II. DEFINITIONS

- A. Industrial Leave: Leave necessitated by an injury or illness sustained through employment with the City of Peoria and one which requires treatment and/or recuperation as determined by a licensed physician. Industrial leave is not accrued, but is available through the State Industrial Commission in conjunction with State law and City of Peoria Policy.
- B. Limited Duty Assignment: Temporary duty assignments for employees with a medical restriction, which prevents that employee from performing one or more of the essential job functions of their job description. Limited duty assignments shall be provided within the scope of the employee's ability and in accordance with doctor prescribed limitations/restrictions.
- C. No Work Status: Employees who are not physically or mentally able to perform any work-related functions.
- D. Liaison Officer: Staff Services Bureau Manager who is responsible for monitoring and providing weekly written reports to the Chief of Police on all industrial related injuries, Family Medical Leave Act (FMLA) time off, and extended sick time usage.
- E. Extended Sick Time Usage: Employees who use more than eighty (80) consecutive hours of sick time.

## III. PROCEDURE

- A. Industrial Accident Reporting
  - 1. The following procedure shall be followed for on-the-job injury and incident reporting.
    - a. Employees must immediately report an injury to their supervisor. The supervisor will report, via the chain of command, any on-the-job injury to HRD within 24 hours, regardless of whether the employee receives medical attention.
    - b. If medical attention, other than first aid, is not initially received, but subsequently obtained by the employee, notification must immediately be made to their supervisor. Within 24 hours, the supervisor will notify HRD, through the chain of command, so that the appropriate forms can be completed and the State Compensation Fund notified.
  - 2. Choice of Medical Provider: The City has the right to request that an employee injured on the job initially seek medical assistance from a doctor of the City of Peoria's choice.
  - 3. Industrial Paperwork: Within 24 hours, a copy of all industrial paperwork shall be routed to the Liaison Officer by the supervisor who initiated the original report.
    - a. The original paperwork shall be sent to the appropriate Deputy Chief of Police, who will insure that the originals are immediately given to the Police Chief's Executive Assistant.

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2. No Work Status:
  - a. If an employee is required to be in a no work status, they shall report weekly to the Liaison Officer in person or via the telephone with a progress report. If the employee does not contact the Liaison Officer, the Liaison Officer shall initiate contact.
  - b. Shift personnel are required to schedule a contact time with the Liaison Officer as soon as they are placed on a no work status.
  - c. A no work status employee, immediately upon completion of a physician visit (other than physical therapy), shall provide written documentation of the visit from the physician to the Liaison Officer.
    - (1) The Liaison Officer shall retain a copy and forward the original documentation to the Executive Assistant.
    - (2) The Executive Assistant will forward a copy to Human Resources.
    - (3) If the no work status employee is unable to provide the documentation immediately, it shall be furnished to the Liaison Officer within 24 hours of the visit to the physician.
3. Released from No Work Status: When a no work status employee is released by a physician for limited duty, the employee shall present a written release form from the physician to the Liaison Officer prior to performing any duties.
  - a. Any and all work restrictions must be listed prior to assignment to a limited duty status.
  - b. Limited duty assignments must be approved by a Deputy Chief, or designee. If no limited duty work is available within the Division or the Peoria Police Department, the employee will be referred immediately to HRD for assignment within the City.
  - c. Sworn Employees will not be charged sick time or comp time for physical therapy or other necessary medical treatment related to an on duty injury while in a limited duty status.
    - (1) Sworn Employees are, however, required to fill out a Request of Absence form charging the time missed.
    - (2) Employees will select the industrial listing on the form and write "industrial injury follow up" in the notes section.
4. Release to Full Duty
  - a. Limited Duty Status. When a physician releases an employee who was on limited duty status to full duty, they shall provide a written release to their immediate supervisor who shall immediately forward this release via the Chain of Command. A copy of the release must be immediately routed to the liaison officer by the supervisor who received the release.
  - b. No-work status. When a physician releases an employee who was on a no-work status to full duty, they shall provide a written release to the liaison officer who shall immediately forward this information to the Executive Assistant.
    - (1) The Executive Assistant will forward a copy of all releases to full duty to Human Resources.
    - (2) Prior to any employee's return to full duty, to include the working of any extra-duty/off-duty employment, the Peoria Police Department must be in receipt of the written release to full duty by an attending physician.
5. Extra Duty/Off-Duty Work Assignments. While an employee is in a Limited Duty or No Work Status, they shall not be permitted to work in either an extra duty or off-duty work assignment. These types of assignments may only be completed by employees who are in a full-duty status.
6. Training (Other than Mandatory In-Service Training). While an employee is in a Limited Duty or No Work Status, they are not permitted to attend non-mandatory training. Employees in a Limited Duty Status shall attend mandatory in-service training as an observer only as opposed to seeking proficiency in a skill, i.e., defensive tactics.

#### D. Off-duty Accident Reporting

1. Off-Duty Injury or Illness/Supervisor Notification: Peoria Police Department employees who are unable to report for duty due to an injury or illness sustained while off-duty will notify their supervisor immediately upon learning of such. In the event that the employee's immediate supervisor is not available, the next level of supervision in the chain of command will be immediately contacted.
2. Employees requesting a limited duty assignment due to an injury or condition which is not duty related must make a request for such in writing, through the chain of command.
  - a. A copy of the memorandum shall be provided to the Liaison Officer by the supervisor who receives the memorandum from the employee.
  - b. Priority for limited duty assignments shall be given to those employees injured while in the line of duty.
  - c. A limited duty assignment request must be accompanied by a doctor's statement with the functions the employee is able to perform, and a list of medical restrictions.

#### E. Procedure for Obtaining a Limited Duty Assignment

1. Immediately complete all necessary and required paperwork as outlined in Policy 3.15. The injured employee's immediate supervisor must also be in possession of the physician's release to limited duty, which shall also list the employee's restrictions.
  2. The Chief of Police, or designee, has the sole discretion to require or permit limited duty assignments in the event an employee is not medically capable of performing his or her duties.
  3. Employees who experience a medical condition which occurs on or off duty that necessitates a change from their regular duty shall immediately notify their supervisor. If the medical condition is of a limited duration (up to one complete pay period), the employee's first line supervisor will be responsible for:
    - a. Notifying the chain of command of the situation.
    - b. Assigning work duties on the employee's regular shift if there is limited duty work available and needing to be performed during the employee's normally scheduled shift.
    - c. Monitoring the employee's need for additional time off from their regular duties.
  4. During this recuperation period, if it appears that the employee will need additional time off (more than one complete pay period) or if there is no available limited duty work available that needs to be performed during the employee's normally scheduled shift, the first line supervisor shall notify the Staff Services Bureau Manager who shall determine the employee's assignment and work hours. This shall be done based on input from the employee's supervisor and manager. The Staff Services Bureau Manager will schedule the employee based on the needs of the Peoria Police Department and the needs of the employee.
  5. The Staff Services Bureau Manager, or designee, will be responsible for completing a Personnel Order indicating the assignment. The Executive Assistant will be responsible for completing a Personnel Action Form, if appropriate.
- F. Extended Sick Time Usage or FMLA: Any supervisor who has an employee under their span of control who is on FMLA and/or has used more than eighty hours of consecutive sick time shall provide the specifics of the use to the Liaison Officer. It shall be the responsibility of the Liaison Officer to monitor these employees until such time that they return to full duty.

**Peoria Police Department**  
**Policy 3.15 Limited Duty Assignment**  
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**APPROVED:**   
**Larry J. Ratcliff**  
**Acting Chief of Police**