


POLICY 405.0	TEMPORARY AND LIGHT DUTY ASSIGNMENTS	
	REVISED: 11/99, 1/04, 11/05, 02/09, 07/12, 01/14, 10/15	RELATED POLICIES: 117.1, 132.0, 404.0
	CFA STANDARDS: 27.03	REVIEWED: 11/05, 02/09, 07/12, 12/13, 10/15

A. PURPOSE

The purpose of this policy is to provide guidelines for the temporary transfer and light duty reassignment of employees, sworn and civilian.

B. POLICY

It is the policy of the Fort Lauderdale Police Department that temporary or light duty assignment will only be considered after proper notification in accordance with City and Department policies and procedures regarding the circumstances of the employee being unable to perform their assigned, job related duties.

C. DEFINITIONS

1. Temporary/Light Duty Assignment Coordinator:
 - a. The Major of each bureau shall be the Light Duty Coordinator (LDC) for their respective bureau.
 - b. The bureau LDC's will bear the primary responsibility of coordinating and managing light duty assignments within their respective bureau.
 - c. Cases involving complex issues and/or long term changes in status shall be coordinated by the Support Services Bureau Major or designee.

2. Temporary Duty Assignment (TDY): To be considered for a temporary duty assignment, an employee must meet at least one of the following criteria:
 - a. Departmental directed administrative assignment
 - b. Departmental needs based on work load and temporary reassignment will benefit the Department
 - c. Hardship Request
 - d. Any other instance, which has been approved by the employee's chain of command.

3. Light Duty Assignment Personnel (LD): All Light Duty Assignments are to be considered temporary, based on the circumstances of the employee or the Department. Whenever possible, a 'return to full duty' date should be provided.

To be considered for a Light Duty Assignment, an employee must meet at least one of the following criteria:

- a. The employee, whether sworn or civilian must be unable to fully perform his or her duties in their regular assignment for a temporary period of time due to an injury, either on or off duty, illness or any other type of medical condition.
- b. Any other instance, which has been approved by the Chief of Police or designee.

D. PROCEDURES

1. Any employee requesting a temporary or light duty assignment must submit the temporary/light duty assignment request form to their bureau LDC via the employee's Captain or Lieutenant. The employee's Captain or Lieutenant will also notify their chain of command of the request via email. The employee's Captain or Lieutenant may temporarily authorize a temporary/light duty assignment for up to ten (10) working days pending placement by the LDC. The employee's Captain or Lieutenant will notify the LDC of such placement via email.
 - a. The LDC will review medical documentation submitted by the employee relating to the limitation of the employee's ability to perform essential job functions. If the employee is unable to perform the tasks required for an available light duty position, the employee will not be afforded an assignment and may be required to use leave time. The LDC will consult with Risk Management on Worker's Compensation cases.
 - b. After review and approval via the employee's chain of command, The LDC will advise the employee in writing of his or her assignment and any restrictions that may apply by utilizing the "Reassignment To Temporary/Light Duty/ Administrative Position" memorandum.
 - c. Upon making a light duty assignment, the LDC will assign the employee to a shift supervisor for daily supervision. The LDC will provide the employee's temporary supervisor with any scheduled and approved absences for medical appointments along with information on duty restrictions, as determined by medical documentation. The LDC will ensure that the employee appears on the daily Telestaff roster. The temporary supervisor will immediately notify the LDC of any unauthorized absences.
2. Temporary/Light Duty Request Forms (Z-619) may be obtained from [Usershare](#). An employee shall complete the Temporary/Light Duty Request Form and forward the request through their chain of command to the LDC by the end of their first day returning to work.

3. The employee must submit a written request from an attending physician documenting the employee's job related limitations and an anticipated return to duty date.
4. The LDC will prepare a Transfer Order if the projected date for the return of the employee is going to exceed ten (10) working days. This will ensure any adjustments are made regarding possible monetary issues, i.e.: shift differential, clothing allowances, etc. This Transfer Order will be routed through the employee's chain of command.
5. No employee in a light duty capacity shall operate a marked vehicle. If the condition or injury does not prohibit the safe operation of a vehicle, then an unmarked vehicle may be provided, if available.
6. Risk Management shall be notified as soon as possible for ALL on the job incidents resulting in injury.
7. Medical Appointments:
 - a. Service incurred injury or illness related medical appointments, physical therapy, etc. are permitted, provided that such appointments must be cleared in advance through the LDC. Standing appointment schedules must be submitted in writing to the LDC in a timely fashion unless emergency circumstances apply.
 - b. Employees with a non-service incurred injury or illness shall schedule medical exams, physical therapy, or related treatment on their off duty time or use approved leave time.
8. Temporary Assignments due to Hardship Requests:
 - a. The employee will complete a memo to the Bureau Assistant Chief requesting a "hardship temporary assignment". The memo should state the reason for the hardship request, the timeframe the request is being made for and provide copies of any documentation that may pertain to the request.
 - b. The hardship request memo will be sent to the respective Assistant Chief's Office for approval via the chain-of-command.
 - c. All hardship requests will be kept and maintained as directed by the Assistant Chief of the employee's bureau. All hardship temporary duty assignments shall be reviewed periodically as directed by the Bureau Assistant Chief.
9. Employees on Temporary/Light Duty assignment must dress according to the policy and procedures set by the department.

E. Assignments/Monitoring

1. The respective bureau LDC will oversee all assignments of a temporary nature in his/her bureau.
 - a. Employees should first be assigned within their own bureau.
 - b. Employees may be assigned outside of their bureau based on department need and with concurrence from the employee's assistant chief.
 - c. For available assignments, employees with service incurred temporary condition or injury will be given preference over employees with non-service incurred temporary condition or injury.
 - d. Employees assigned to light duty status will be expected to have contact with the public.
2. Employees placed on Temporary/Light duty, regardless of the reason, shall be advised in writing by the respective LDC of their assignment and any restrictions that may apply. e.g: working details, changing shifts, overtime work, etc. This shall be accomplished by utilizing the attached memorandum. A copy of the memorandum shall be placed in the employee's personnel file.
3. A temporary or Light Duty reassignment position will not be created specifically to accommodate an employee. However, when these temporary light duty positions are available, employees unable to perform their regular duties may be assigned to these positions first-come, first-serve basis. No permanent light duty positions exist or will be created within the police department.
4. Anytime an employee is projected to remain in a temporary/light duty assignment for over 90 days, the bureau LDC shall notify the Support Services Major. All temporary/light duty assignment in excess of 90 days shall be approved by the Chief of Police or designee.
5. The bureau LDC's will submit an updated monthly status on each employee on temporary/light duty assignment to the Support Services Major and Support Services secretary via email.
6. The Support Services secretary shall retain the Z-619 forms and update them upon receipt of status updates. The Support Services' Major shall be responsible for ensuring the LDC's provide the required updates on all employees on temporary/light duty status. At a minimum, the LDC shall provide an update once every 30 days.

F. LIGHT DUTY UNIFORM – SWORN PERSONNEL:

Daily work uniforms for sworn personnel who are on light or administrative duty assignments are listed in Policy 117.1 UNIFORMS, ATTIRE AND GROOMING. Personnel on light duty shall not wear a police uniform, operate a marked vehicle, openly display a badge or be visibly armed. Personnel on light duty shall only wear properly

concealed firearms if the nature of their light duty does not affect the safe handling of said firearm.

G. RETURN TO FULL DUTY

1. An employee with a temporary condition or injury may be placed on light duty up to 90 days, if a light duty position is available. If at the end of 90 days period the employee is unable to return to full duty, the employee will be directed to their physician, who will be contacted for an evaluation of the employee's condition, projected date of maximum medical improvement and a proposed date of return to full duty. Risk Management and the Chief of Police will be notified for further consideration given to an employee's light duty status. If a date of return to full duty is not foreseeable, the employee may be placed on "I" time, sick time, workman's compensation, or be eligible to apply for disability benefits through the Police and Fire Retirement System Board, or the General Employee Retirement System. Depending on the employee's individual circumstances, (e.g on or off duty injury), Employees with a service incurred temporary condition or injury will be given preference over employees with a non-service incurred temporary condition or injury for available assignments.
2. If an employee has returned to work and later needs to use more time as a result of the same injury/illness, he/she must obtain written authorization prior to missing work from the authorized physician. An employee cannot call in before a scheduled shift and be recorded as "I" Injury Time. The absence shall be carried as "Sick" leave until verification is received from authorized physician.
3. In all cases, a physician's letter must be submitted to the respective LDC prior to an employee returning to full duty.
4. All cases that involve an employee who cannot return to full duty will be reviewed by the Chief of Police.

Once the employee has been cleared for full duty, regardless of the circumstances, the respective Light Duty Coordinator will fill out the Transfer Order to show the employee reassigned to their regular assigned duties.

TEMPORARY AND Light Duty ASSIGNMENT Request Form

Name:	CCN:	CEN:	Regular Assignment:
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Regular Work Hours	Regular Days Off	Because of a recent injury or other reason listed below, the above employee requests a light duty/administrative assignment.
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Reason for Light Duty Request:

On-duty Injury Off-duty Injury Pregnancy
 Dept. Directed Adm. Assignment Other: _____

Medical Evaluation Section

INITIAL CARE PROVIDER: If Light Duty request is related to injury or illness a certificate/letter of work limitations is required from the Doctor or Medical Facility making the initial evaluation and recommendation for work restrictions. **REQUIRED DOCUMENTATION:** [ATTACH A COPY OF THE INITIAL CARE PROVIDERS WORK RESTRICTIONS CERTIFICATE OR INITIAL CARE PROVIDER'S NAME: [Doctor or Medical Facility]

FOLLOW-UP CARE PROVIDER: The follow-up care provider may or may not be the same as the Initial Care Provider listed above. If different, provide the following information:

Follow-up Care Provider's Name [Doctor or Medical Facility]:	Phone #:
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Date of Next Medical Visit:	Projected Return to Full Duty Date:
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Signature	CCN	Date	Status
Supervisor:			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Lieutenant:			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Captain:			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Bureau Major:			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
AFTER 90 DAYS BELOW APPROVAL REQUIRED:			
Bureau Chief:			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Chief of Police:			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

Assignment and Monitoring (To be completed by LDC)

Assignment: Station Report Investigations Operations Support Specific Unit: _____

Start Date:	Assigned By:	Update #1:
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Update #2:	Update #3:	Update #4:
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Return to Full Duty Date:	Notes:
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FORT LAUDERDALE POLICE DEPARTMENT

MEMORANDUM #

DATE:

TO:

FROM: _____, **Bureau Light Duty Coordinator**

SUBJECT: **REASSIGNMENT TO TEMPORARY / LIGHT DUTY/ADMINISTRATIVE POSITION**

You are hereby notified that your request for a Temporary / Light Duty/Administrative assignment has been approved effective Date: _____. Time: _____. Your status will remain limited until further notice. While on Light Duty Status, the following shall apply:

- | | | |
|-----------------------------------|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | Take any Official Police Action |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | Work any Off-duty Employment |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | Wear a Police Uniform |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | Be Armed |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | Special Circumstances: |
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You will report to the Temporary / Light Duty Coordinator or his/her designee for assignments, supervision and administrative matters. Additionally you will surrender your PAVE Vehicle to the Captain of the Administrative Support Division by Date: _____. Time: _____.

FCA: