

**POLICY
218**

**EFFECTIVE
DATE
7-15-99**

**Eugene
Police Department**



Assignment of Modified Duty

Modified duty refers to any assignment which is an accommodation for an employee who is incapable of fulfilling the normal duties of his/her assignment. It may be used when it is consistent with the organization's mission and there is a position available. Modified duty may be used in the rehabilitation of worker-related injury or to accommodate a worker for a non-work related illness or injury. Work-related injuries and illnesses will be given priority over non-work related conditions when modified duty assignments are made.

PART I Responsibilities and Procedures for All Personnel

A. **Generally**

PART II Responsibilities and Procedures for Sworn Supervisors and Command Personnel

- A. Immediate supervisor
- B. Patrol Support Sergeant
- C. Modified Duty Supervisor
- D. All supervisors

PART I Responsibilities and Procedures for All Personnel

A. Generally

1. If you are injured or ill and cannot perform all the duties of your assignment and do not want to use sick leave, you may submit a request for modified duty to your division manager via your supervisor. You must submit a statement from your doctor detailing the limitations of your activity.
2. If the temporary disability is work-related, you may be assigned in another division or department in the City.
3. In the event no suitable assignment is available, you will be required to use sick leave or worker's compensation benefits.
4. If you are a sworn officer, you may carry your duty weapon unless your physical limitations and/or your doctor's authorization preclude you from doing so.

PART II Responsibilities and Procedures for Sworn Supervisors and Command Personnel

A. Immediate supervisor

1. Upon learning an employee in your supervision is injured or ill and desires or requires a modified assignment, notify via e-mail the Patrol Support Sergeant. This notification must include as much information as possible about the employee's ability to perform physical tasks and the dates/times of availability for modified assignment.
2. If it is expected the employee's modified duty status will last five days or less, you will continue to monitor his or her condition. If it is expected the modified duty status will last more than five days, the person supervising the function to which the employee is assigned assumes complete supervision for the period of the modified assignment. However, you are encouraged to maintain periodic contact with the employee, and remain aware of his/her progress toward return to full duty.
3. If you are a patrol supervisor, you are also responsible for making the necessary changes in the employee's assignments in the scheduling program for the immediate work period or known length of time off.

B. Patrol Support Sergeant

1. Maintain a file of requests for use of modified duty officers and attempt to place.
2. Working with the employee's lieutenant or division captain, attempt to match the employee to a suitable assignment consistent with the employee's limitations.
3. When a modified duty assignment is made:
 - a. Notify the affected lieutenant, the supervisor of the work unit where the employee is being assigned the modified duty, and the employee's immediate supervisor of the assignment and its anticipated duration; and
 - b. For patrol personnel, make adjustments in the schedule as required for long-term absences (more than one work period) or hire overtime for temporary situations.
4. When the employee is ready to return to full duty:
 - a. Notify the affected lieutenant and division captain; and

b. For patrol officers, recommend an assignment to Patrol Command based on present staffing needs.

5. Normally, an employee returning to full duty will be assigned to his/her original work unit unless staffing changes have occurred as a result of the employee's absence or the absence was for an extended period of time.

C. Modified Duty Supervisor

1. If an employee on modified duty is assigned to you for more than five days, you will monitor the employee's work and advise the Patrol Support Sergeant and the employee's immediate supervisor of any changes in the employee's assignment, duration of assignment, or condition.

2. You are responsible for working with HRRS in worker's compensation cases and return-to-work documentation.

3. When the employee's assignment is completed, you will coordinate with the Patrol Support Sergeant regarding the employee's transfer to the next assignment.

4. When the employee is ready to return to full duty, you will inform the employee's immediate supervisor, Patrol Support Sergeant, and, if appropriate, HRRS.

B. All supervisors

You are responsible for notifying the Patrol Support Sergeant of work suitable for modified duty assignment.

JAMES R. HILL
Chief of Police