



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE
Restricted Duty
(Temporary Transitional Assignments)



Eff. Date 01/14/2019

Purpose

The purpose of this Standard Operating Procedure (SOP) is to clarify expectations related to temporary transitional assignments, also referred to as “restricted/light-duty status.” This SOP applies to both commissioned and civilian personnel. The City and the Madison Police Department (MPD) recognize that this process affords mutual benefit to both the organization and affected employees. However, it is expected that the MPD properly manage this process. Therefore, the MPD has established the following restricted/“light-duty” procedure.

Restricted duty is intended to provide a temporary assignment to an employee who is unable to perform their essential job tasks due to a temporary injury, illness or other condition. Frequent reoccurrence of the same medical condition is not considered “temporary.”

Providing a temporary restricted duty assignment to an employee is contingent upon the ability of the employee to perform meaningful work for the Department within their medical restrictions. Nothing in this SOP imposes a duty on the Department to provide a temporary restricted duty assignment for any employee.

The City of Madison also offers relief for ill or injured employees beyond the restricted duty process (APM 2-7). In addition to protections under Federal and State law related to the Family Medical Leave Act (FMLA), the City also offers support through temporary (APM 2-31) and extended medical leave provisions (APM 2-45), employee donated leave (APM 2-30) and wage insurance (Hartford Insurance Company).

Procedure

NOTIFICATION/DOCUMENTATION

All commissioned and civilian personnel, regardless of rank or position, are subject to this process. If restricted/light-duty status is either anticipated or requested it must be approved by the Lieutenant of Personnel before the employee returns to the workplace in a restricted duty capacity.

Duty Related Injury

All personnel are required to notify a supervisor, commander, civilian manager or MPD’s Officer in Charge immediately, if injured while on duty. The Lieutenant of Personnel shall be notified as soon as practical. The employee and their supervisor must complete a Worker’s Compensation Accident Report form and forward it to [PD Medical](#) immediately. Worker’s Compensation Accident Report forms are available at:

- www.cityofmadison.com/finance/documents/WC-1page1.pdf
- www.cityofmadison.com/finance/documents/WC-1page2.pdf

Proper documentation must be submitted to [PD Medical](#) which will include all of the following:

- Worker’s Compensation Accident Report form
- Medical Status Report form (<http://www.cityofmadison.com/finance/documents/WC-MedStat.pdf>) completed by the employee’s medical provider, to include:
 - The nature of any physical/medical restrictions (e.g., can’t bend, lift, push/pull, stand, or work full shifts, etc).
 - The approximate length of time that the employee may require restricted/light-duty status.
 - When appropriate, a date on which an employee may return to their regular, unrestricted duties.

A Medical Status Report form must be completed by a medical provider for every medical appointment that results from a duty injury.

Non-Duty Injury, Illness or Medical Restriction

All commissioned employees must be in physical and mental condition to deploy for emergency field deployments, and be able to complete any and all assigned duties. When an employee has an issue that precludes full participation in any assigned duties or operational readiness, the employee should notify the Lieutenant of Personnel before returning to work. The employee is not required to identify the nature of a non-duty-related medical condition or illness.

Documentation must be submitted to [PD Medical](#), which will include a medical note from your provider that indicates any physical/medical restrictions or limitations (e.g., can't bend, lift, push/pull, stand, or work full shifts, etc).

Medical documentation is required for any change in the employee's work restrictions or status. To remain on restricted duty status, the employee's medical documentation must have dates that reflect the specific timeframes requested for restricted duty. Failure to have proper documentation may result in the employee's restricted duty status request being denied or revoked. Employees should provide the Department with as much advance notice as possible when they are undergoing a planned medical procedure. The Personnel Lieutenant will direct the restricted duty assignment and placement. Consistent with City APM 2-7, the Personnel Lieutenant shall exercise judgment and diligence in determining whether it is cost-effective and feasible to establish temporary transitional assignments for workers who are temporarily unable to perform their usual and customary assignments due to non-work-related medical restrictions. In making this determination, they shall consider such factors as availability of work at (or approximating) the level of the employee's current classification, the duration of the assignment, and the overall impact on the organization.

Transmittal of Medical Documentation

Both work and non-work related medical documentation is to be forwarded to [PD Medical](#) by either e-mail or via a secure fax line at (608) 261-9963. It is preferred that medical documentation is sent electronically. Employees may take a photo of the medical document and e-mail it directly to [PD Medical](#). Medical documentation should never be sent to, or copied by, the employee's supervisor, commander or manager.

An employee will not be allowed to return to work in a restricted/light-duty status or allowed to return to work in a full duty or unrestricted status until appropriate medical documentation is received, reviewed and approved by the Lieutenant of Personnel or the Captain of Personnel and Training.

REVIEW AND APPROVAL PROCESS OF REQUEST FOR RESTRICTED DUTY

Once received, the Lieutenant of Personnel will review the medical/physical restrictions identified in the medical provider documentation, and will determine if the employee will be approved for restricted/light-duty status. The Lieutenant of Personnel will then notify the affected employee by phone or e-mail as to the status of their restricted/light-duty request. The employee's supervisor, commander or manager will also be notified that the employee will be in a restricted duty status.

Responsibility of the Employee

All employees shall adhere to the medical restrictions that are identified by their medical provider. Employees may be allowed to operate an unmarked City vehicle for work-related purposes only, provided their doctor has not restricted the employee's ability to drive. Employees are not allowed to come to work if using prescription narcotics that cause impairment or if using medication that causes impairment. Commissioned employees will not be allowed to carry a firearm on duty while on restricted/light-duty status unless pre-approved by the Lieutenant of Personnel or the Captain of Personnel and Training. Such approvals may be made when there are threats made to the officer or in circumstances where there is a heightened risk of threat to law enforcement. Exceptions cannot be approved when the officer has an injury that inhibits the safe use of a firearm. If approved, the officer cannot be identifiable as law enforcement personnel and firearms are to be concealed at all times.

ASSIGNMENT/SCHEDULE

The Lieutenant of Personnel shall be responsible for determining the employee's initial work assignment, schedule and shift. Priority will first be given to organizational need(s). If no larger organizational need exists, then consideration will be given to assigning the employee to their district or work unit. The Lieutenant of Personnel will determine if it is necessary to re-assign commissioned light-duty employees should a greater organizational need develop.

Commissioned employees re-assigned to restricted/light-duty status may not start earlier than the patrol 6:00 a.m. shift and no later than the patrol 3:00 p.m. shift. Commissioned employees must attend a shift within this timeframe that offers a Patrol or Detective Briefing. This guideline may be modified by a commander based on operational need and/or the employee's normal work assignment. If a commissioned employee's work shift is changed by a commander, it is the responsibility of the commander or employee to make timely notification to [PD Payroll](#) of the change as shift differential pay may be a consideration. Civilian employees will be afforded work assignments consistent with City [APM 2-7](#) and the Employee Benefits Handbook for General Municipal and Non-Represented Employees, subject to their specific medical work restrictions and current practice. All training/special assignments must be reviewed for approval by the Lieutenant of Personnel to assure that employees do not perform work that exceeds their medical/physical restrictions.

Any changes in work hours must be pre-approved by a commander or civilian manager. Commissioned employees, while on restricted duty, may not take police action or otherwise engage in any action that places the employee at undue risk, wear military-style uniforms, display badges, carry firearms, or operate marked police vehicles without authorization by the Lieutenant of Personnel or in his/her absence, the Captain of Personnel and Training.

RETURN TO FULL DUTY ASSIGNMENT

In order to return from restricted duty to a full unrestricted duty status, medical clearance paperwork needs to be reviewed. For work related injuries the employee must submit the *Medical Status Report Form*. For non-work/duty related injuries, the employee must submit a note from a qualified doctor/physician indicating that the employee can return to work and perform all required duties. The Lieutenant of Personnel must review the medical documentation and approve the return to duty before the employee may return to a full duty status.

In the absence of the Lieutenant of Personnel, the Captain of Personnel and Training serves as an alternate contact and resource for restricted/light-duty.

If a commissioned employee while on light duty missed a firearms qualification or any mandatory training, the employee is required to contact the Training Team sergeant for post-academy training in order review training needs, and schedule a training officer to address the deficiencies in training. All training requirements are to be fulfilled before a return to full duty. Exceptions can be considered by the Captain of Training or his/her designee.

ADDITIONAL REQUIREMENTS

Employees who will likely request restricted/light duty status for more than two weeks, for non-duty related illnesses or injuries, may be required to submit FMLA paperwork. In addition, employees that are or will be approved for non-duty related restricted/light duty status for two months or more, will be required to have their medical provider update the status of their physical/medical restrictions when their restrictions change. A new Medical Status Report (with specific physical restrictions) is to be submitted to the Lieutenant of Personnel. In all circumstances, an updated Medical Status Report must be submitted periodically (generally every two months) that the employee remains in a temporary restricted duty assignment. Medical progress reports are not initially required for employees in a temporary restricted duty assignment due to pregnancy. A medical note requesting restricted duty from the pregnant employee's provider is required to process this request. For further details, please refer to the Maternity Duty SOP.

- Temporary restricted duty assignments are limited to eight (8) months (35 weeks total). On a case by case basis the Chief may approve an extension of four (4) months (17 additional weeks), not to exceed twelve (12) total months (52 weeks).
- Temporary restricted duty assignments are only available if it appears the employee will be able to return to his/her original position (with an ability to perform the essential job tasks of the position). If the employee's medical provider determines that the employee is no longer making progress towards unrestricted or full-duty status, the temporary restricted duty assignment will be discontinued and the employee will be placed on appropriate leave status pursuant to City APM's and guidelines.
- If the department does not receive the required updated Medical Status Reports in a reasonable timeframe the temporary restricted duty assignment will be discontinued and the employee will be placed on appropriate leave status.
- The length of an employee's non-duty restricted duty status will be measured by allotment, to include the time period where any extensions to the initial allotment are granted. This means that once an employee is approved for restricted duty status, their allotment will commence, to include re-occurrences of the same illness/injury, or any additional injuries/illnesses that may occur within the same timeframe. This provision will not interfere with or supersede any requirements mandated in APM 2-45. Any leave taken during the period that the employee is in restricted duty status will not extend the employee's restricted duty allotment.

Assignments filled by restricted/light duty personnel are to be temporary, and will not become, permanent positions.

TELESTAFF

There are additional administrative guidelines that need to be followed daily while an employee is on restricted/light-duty status:

- It is important that the affected employee's Telestaff calendar reflects the actual time worked by using either the appropriate "Light Duty: Non-Duty Related" or the "Light Duty: Workers Comp" work code. Never add an Adjust Work Hours work code.
- Employees are required to also use Telestaff to document the work they perform. To accomplish this, employees will have to "edit" their Light Duty Work Codes while on restricted/light duty status. Employees are required to fill-in the Detail Code with their assignment location. In the Note Field, employees are to type in a brief reference to the work they did that day.

AUDIT/COMPLIANCE VERIFICATION

- Once approved for restricted/light duty status, employees may be required to have an initial meeting with the Lieutenant of Personnel. For extended light duty requests, monthly meetings will occur. This is mandatory. The purpose of these meetings is to relay expectations and assure compliance with this SOP and intended purpose of City [APM 2-7](#). It is also an opportunity to discuss the ongoing needs of the employee where FMLA and other City APM's may afford the employee additional benefits and assistance.
- Supervisors/commanders of the work units where employees are physically assigned are responsible for auditing the work that their restricted duty employees are performing to assure that meaningful work is being accomplished, consistent with City [APM 2-7](#). This audit process includes verifying that the employee's daily Telestaff record is accurate.
- When a work unit does not have meaningful work, the Lieutenant of Personnel is to be contacted. The Lieutenant of Personnel will determine whether there is meaningful work in a different unit and will reassign the employee as appropriate.

- Should an employee be approved for an extended period in a restricted/light duty status, the employee may be moved from their current work unit and reassigned. The purpose of this reassignment is to avoid creating a permanent restricted/light duty position.

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