

PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS		
General Order: 5.05	Effective: 07/05/2017	Number of Pages: 5
TIME AND ATTENDANCE: LIGHT DUTY ASSIGNMENTS		

Temporary light duty assignments, when available, are for any full-time members who are injured, ill, or disabled, and temporarily unable to carry out their regular assignment, but can perform alternative duty. To that end, temporary light duty can provide these members with an opportunity to remain productive while recuperating. It can also provide a work option for members who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of this Department that eligible personnel be given a reasonable opportunity to work in available temporary light duty assignments as provided under these guidelines. The final decision of a member's temporary light duty status and assignment will be made by the Chief of Police.

A. General Guidelines

1. Full Duty means the member is able to completely perform the duties listed in his/her job classification and the duties required in his/her current assignment as discussed in these General Orders and any applicable Department memorandum and/or correspondence.

Light Duty means the member is unable to completely perform his/her Full Duties.

Light Duty is discretionary and is based on the needs of the Department. The Department reserves the right to review the temporary light duty assignment at any time, and depending on the needs of the Department, it may be denied / disapproved. Members must follow all applicable restrictions while on temporary light duty. As a condition of continued assignment to temporary light duty, members may be required to submit to monthly physical assessments of their condition.

2. Temporary light duty positions are limited in number and variety. As such, personnel who are injured or are otherwise disabled in the line of duty shall be given preference in initial assignment to light duty. Members who undergo administrative action or are involved in a non-duty related injury, illness, or disability will be afforded light duty positions according to availability. Light duty assignments shall not be imposed as a disciplinary action and assignments may be changed at any time, considering the assessment / recommendation of the treating physician, if deemed in the best interest of the Department.
3. Conditions that will not be affected by an assignment to temporary light duty include, but are not limited to, a member's: pay classification, seniority, career development status, holiday pay, overtime pay, and retirement benefits.
4. No specific position within this Department shall be designated for use exclusively as a temporary light duty assignment.

5. Temporary light duty assignments are intended to be limited in duration and will be reviewed after six (6) months.
 - a. After the initial six month period, personnel on temporary light duty who are not capable of returning to their full duty original assignment shall present a request for extension of temporary light duty, with a proposed time frame for such extension, along with supporting documentation, to the Wellness & Resiliency Unit supervisor, as the Chief's designee.
 - b. The Wellness and Resiliency Supervisor will review the request with the Personnel Bureau Manager, and:
 1. Take appropriate action based on the needs of the Department; or,
 2. Pursue other options as provided by the employment provisions of Prince William County or under federal or state law.
 - c. The member will be notified of the final decision in a memorandum from the Chief of Police. The Wellness and Resiliency Supervisor will ensure this memorandum is drafted and provided to the Chief for signature and distribution to the member.
6. Sworn members on temporary light duty are prohibited from engaging in outside employment (including off-duty details) in which they may reasonably be expected to perform regular law enforcement functions. Previously approved outside employment may be reviewed to determine if continued approval is in the best interest of the Department.
7. Sworn members, regardless of their primary duty assignment and while on duty or off duty, may be required to respond to situations which may arise (see General Orders, to include but not limited to, [2.01 General Guidelines](#) (C) (22), [26.04 Specific Arrest Situations](#) (G), [28.01 General Guidelines](#) (B), and [28.15 Take Home Vehicles](#)). As such, except when necessary as determined by the Chief of Police or designee, a member on temporary light duty shall not be permitted to:
 - a. wear the Department uniform,
 - b. openly carry a Department approved weapon,
 - c. operate any Departmental vehicle while on duty or off duty,
 - d. and/or employ police powers, except in exigent circumstances.
8. Members may not refuse temporary light duty assignments that are deemed in the best interest of the Department and are supported by, and consistent with, the recommendations of an attending physician or certified healthcare provider. Members may contest such assignments by appealing the decision in writing to the Chief of Police.

B. Temporary Light Duty Assignments

1. Temporary light duty assignments may be drawn from a range of technical and administrative areas that include, but are not limited to, the following: desk assignments (Telephone Reporting Unit, Chief's Office, etc.), administrative functions (report review, special

projects, etc.), clerical functions (filing, bookkeeping, etc.), and assignment to the Public Safety Communications Center. The Police Personnel Bureau shall maintain an inventory of available job assignments that may be used for temporary light duty. District Commanders will ensure that light duty job descriptions are provided to the Police Personnel Bureau in a timely fashion.

2. In addition to considerations included in this policy, decisions on temporary light duty assignments will be made based upon the availability of an appropriate assignment given the member's knowledge, skills, and abilities. The availability of light duty assignments and the physical/emotional limitations imposed on the member will also be considered.
3. Every effort will be made to assign members to positions consistent with their rank and pay classification. However, where appropriate, members may be assigned to positions designated for personnel of lower rank or pay classification. Members thus assigned shall retain the privileges of their rank, but shall answer to the supervisory personnel of the unit to which they are assigned with regard to work responsibilities and performance. Personnel will also keep the pay classification of the position held prior to their assignment to temporary light duty.

C. Requests for Assignment to Temporary Light Duty

1. Requests for temporary light duty assignments will be submitted through the member's chain of command to the appropriate Captain-level, who will then forward all documentation to the Wellness and Resiliency Unit Supervisor.
 - a. Requests will be accompanied by a medical assessment recommending and supporting a requested reassignment and must be signed by either the treating physician or other licensed healthcare provider.
 - b. The medical assessment must be on the Department's Request for Light Duty Assignment form and include:
 1. An assessment of the medical condition or disability;
 2. Probable duration and prognosis for recovery;
 3. Impact on ability to perform the essential functions and full duties of the regular assignment;
 4. Nature of recommended work restrictions, and;
 5. Acknowledgment, by the healthcare provider, of familiarity with the temporary light duty assignment and the assessment that the member can physically/emotionally assume the duties involved.
2. All documentation, will then be reviewed by the Wellness and Resiliency Unit Supervisor and the manager of the Police Personnel Bureau, who will make the appropriate light duty assignment recommendation to the Chief of Police. The final decision on an individual's light duty status will be made by the Chief of Police.

The Department may require the member to submit to an independent medical examination by a health provider of the Department's choosing at the Department's expense. In the event the opinion of this second health provider differs from the member's attending healthcare provider, the member may obtain a third opinion at the member's expense. If a satisfactory resolution cannot be made, the member may appeal the decision in written form to the Chief of Police.

3. A member who has not asked for temporary light duty may be recommended for such assignment by submission of a request from the member's immediate supervisor or higher authority. Such a request must be accompanied by an evaluation of the member, conducted by a competent medical authority, expressing the recommendation for temporary light duty or by a request for a medical or psychological fitness-for-duty examination. Notice shall be provided to the member of the proposed temporary light duty assignment together with justification for the recommendation. The member may challenge the proposed reassignment using their chain of command to the Chief of Police. Pending results of an appeal procedure, a member may be reassigned if, in the opinion of the Chief of Police or designee, it is in the best interest of the Department and failure to reassign may jeopardize the safety of the member, other personnel, or the public. The final decision on an individual's temporary light duty status will be made by the Chief of Police.

D. Return To Work Request

1. The Return to Work Request Form (PD267) shall be completed when a member returns to work after being on light-duty for an injury/illness sustained while on or off-duty. The member will have the treating physician or physical therapist review the form to determine if the member can perform the physical and mental requirements as outlined in the job classification. The physician or physical therapist will also outline how the member has demonstrated the ability to perform the essential job duties through physical therapy, strength and mobility exercises, or other acceptable physical intervention. The physician or physical therapist will then sign the form and notate whether the member is clear to return to work and can physically and mentally perform the essential job duties.
2. The member will submit the Return to Work Request to the Wellness & Resiliency Unit supervisor who will forward it to the Personnel Bureau. The form will be placed in the member's medical file at Police Personnel, and will be provided to Employee Health when there is cause for concern regarding the members' ability to perform the essential job functions.

E. Pregnant Members

1. Medical conditions as a result of pregnancy shall be treated in the same manner as any other non-work related temporary disability or medical condition.

2. This policy does not affect the privileges of members established under the provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other applicable federal or state law.