

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

MODIFIED DUTY PROGRAM
SUBJECT

DATE: March 1, 2005

NO: A-11

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: **MODIFIED DUTY PROGRAM**
LIGHT DUTY ASSIGNMENTS

I. POLICY

It is the policy of the Stockton Police Department to provide modified or light work for employees who are injured on the job.

II. PURPOSE

The purpose of this policy is to allow employees to maintain physical and mental contact with the department during rehabilitation.

III. INITIAL INJURY PROCEDURES

- A. During business hours, the Work Status Report (PD Form 1600) will be given to the injured employee's immediate supervisor before the end of the duty day. The Work Status Report will be forwarded to the Section/Division Commander, and a modified duty assignment will be coordinated.
- B. If the injury occurs after normal business hours, the injured employee will be placed in a modified duty assignment by his/her immediate supervisor for the remainder of the shift and any successive shifts. On the first business day, the injured employee will be directed to contact his/her Section/Division Commander for a modified duty assignment.
- C. If the injury does not allow the injured employee to obtain the Work Status Report prior to being treated, the employee's supervisor will make arrangements to see that a form is delivered to the attending physician.
- D. In those cases where the employee's injuries prevent him/her from returning the form (i.e., hospitalization required), the employee's supervisor will make arrangements to have the form completed and returned to the Police Department as soon as practical.
- E. Personnel released by a physician for modified duty shall have a Work Status Report (PD Form 1600) fully completed by the attending physician. A supply of these forms is maintained in the Sergeant's Office and the Watch Commander's Office. It must contain:
 - 1. Date of injury.
 - 2. Nature of injury.
 - 3. Date of visit.
 - 4. Date of next doctor's appointment.

- 5. Complete list of all restrictions/limitations.
- F. Once a modified duty assignment is determined, the employee's Section/Division Commander will ensure a Modified Duty Assignment Form (PD Form 1601) is completed and forwarded through the Chain of Command to the Chief's Office.
- G. Work Status Reports for employees not released for modified duty will also be forwarded through the Chain of Command to the Chief's Office.

IV. MODIFIED DUTY ASSIGNMENTS

- A. The Modified Duty Form will advise the injured employee of his/her modified duty assignment and will designate a supervisor for the injured employee for the duration of the modified duty assignment. The designated supervisor will be responsible for the injured employee's payroll sheet. Modified Duty Assignments will generally be Monday – Friday 0800 – 1700 Hours.
- B. Responsibility for completing all Modified Duty Forms remains with the injured employees regularly assigned Section/Division regardless of the employee's modified duty assignment. The employee is required to contact their assigned Section/Division with any status changes.
- C. Uniform requirements (uniform, plain clothes, etc.): Unless there are extenuating circumstances due to the employee's injury/illness, those employees required to wear a uniform as part of their regular duty assignment, will wear their uniform while on modified duty. Modified duty personnel shall wear a cover jacket or shirt whenever they are outside in public view.
- D. Modified duty personnel will not conduct police business outside the building assigned except for lunch breaks and doctors' appointments. Exceptions can be made by the Division Commander of the injured employee's modified duty assignment. Modified duty personnel leaving the building, but not on police business, will refrain from taking any police actions.
- E. Normally, injured employees will not use or be a passenger in a department issued vehicle. Any exceptions must be cleared by the injured employee's modified duty Division Commander.

V. EMPLOYEES ON DISABILITY LEAVE

- A. Employees who are on disability leave shall not drive any City owned vehicle or participate in any City sponsored training or activities without the permission of the Chief's Office.

VI. DOCTOR AND THERAPY APPOINTMENTS

- A. A completed Work Status Report is required each time an injured employee has a doctor's appointment as a result of the injury. Injured personnel who miss normal work time due to the existing injury, even while on modified duty, must see a doctor and be cleared by a doctor, on a Work Status Report, prior to returning to modified duty. In all cases, employees must have a Work Status Report filed by their physician which releases the employee back to their normal (pre-injury) duties.
- B. Injured employees requiring physical therapy must obtain an appointment schedule from the Therapist listing the appointment dates and times. This schedule shall be provided to the Division Commander and the modified duty supervisor. Physical Therapy or follow-up doctor's appointments should be scheduled at the beginning or end of the employee's work day. A Work Status Report is not required for each physical therapy visit.

VII. DISTRIBUTION OF FORMS

- A. The Work Status Report (PD Form 1600) will be distributed as follows:

1. Golden Rod Copy: To the employee.
 2. Canary Copy: Retained by the supervisor for the Division /Section files.
 3. Pink & White Copies: To the Office of the Chief of Police.
 - a. The pink Copy will be placed in the employee's personnel file.
 - b. The white copy will be forwarded to the City of Stockton Human Resources Department, Employee Benefits Section.
- B. PD Form 1601 will be distributed as follows:
1. Goldenrod copy: To the employee.
 2. Yellow copy: To the assigned supervisor.
 3. Pink & White Copy: To be retained by the Office of the Chief of Police.
 - a. The pink copy will be placed in the employee's personnel file.
 - b. The white copy will be forwarded to the City of Stockton Human Resources Department, Employee Benefits Section.
- C. Any additional medical documents resulting from the initial examination, and from any follow-up visits, will be forwarded to the Office of the Chief of Police via the appropriate chain of command.