

**GENERAL ORDER 22.3.3**

**Modified Duty Assignment**

**GENERAL ORDER CROSS-REFERENCE: None**

**SUMMARY**

Describes Police Department's modified duty assignment policy.

**DISCUSSION**

The return to work of an injured employee at the earliest possible and medically permissible time is important to the employee and the organization. The resources of the organization and the health of the employee benefit from an early return to duty. For these reasons, the Department offers productive modified duty assignments when possible.

**POLICY**

**I**

Availability of productive modified duty assignments are at the sole discretion of the Department. Preference for modified duty assignments shall be given to employees injured on duty. Modified duty assignments for members sustaining off duty injuries resulting in the inability to perform regular work assignments will only be made available when meaningful modified duty work is available.

**II**

It is the City of Springfield's desire to return injured workers to regular employment as soon as they are medically able. The Springfield Police Department will attempt to provide injured workers who are temporarily unable to perform the regular duties of their job with productive light/modified employment during their recovery period.

### III

The City's Risk Management Division will coordinate employee participation in the "light/modified employment" program with the supervisor and physician in instances where the employee's injury is an Oregon workers' compensation claim. The procedures associated with a workers' compensation injury include:

1. Upon notification of a work related injury the supervisor shall review the "Employee Responsibilities" worksheet with the employee. The 801, the report of injury/illness form, and any necessary attachments, shall be forwarded to the Office Supervisor immediately.
2. All parties involved will be reminded of the City's light/modified duty program and the need for an updated work release after every physician visit. The work release will be forwarded to the Office Supervisor and then to Risk Management.
3. Light/modified duty is considered to be any work within the employee's capacity, as outlined by his physician's most recent work release. Availability is subject to the business needs of the Department.
4. The Office Supervisor and Risk Management, if needed, will complete a job analysis of the light/modified duty job. When completed, the analysis will be submitted to the attending physician for review.
5. Upon receipt of the physician's signed and dated approval of the job analysis, the appropriate Division Commander, will provide a written job offer of the position to the employee that is consistent with City Policy.
6. Before the employee starts any light/modified job, the supervisor will meet with the employee and carefully review the job, outlining all job duties and the employee's limitations, as set by the treating physician. The supervisor must emphasize the need for the employee to perform the job duties within the limitations prescribed by the physician.
7. Refusal of an offer of a light/modified job will normally result in the employee being ineligible for further time loss payments.
8. The employee's light/modified duty job will end when the employee is either released to regular employment, the workers' compensation claim is denied, the worker is determined to be permanently disabled in his/her own occupation, the employee has returned to other work which is not considered part of the City's light/modified duty program, or at such time as the City determines that business needs are not being served by the light/modified duty work assignment.

9. The supervisor is responsible for monitoring the employee's participation in the light/modified duty job and keeping track of the hours worked. This information will be submitted to Risk Management with other time records. Any problems noticed with the employee's participation in the light/modified duty job should be reported immediately to the Division Commander and City's Risk Management Division, who will then discuss the issue with the employee and physician and make any needed modifications.
10. The employee must provide the supervisor with written notice of the physician's recommendations of new restrictions and/or changes to the previously approved light/modified duty job immediately after receiving such changes. The supervisor will provide recommendations of the necessary modifications to the City's Risk Management Division and Division Commander.
11. Any changes to the originally approved and accepted light/modified duty job must be approved by the bureau commander.IV

Whenever the employee's worker's compensation claim is denied or the injury is clearly non-related to City employment, the management of modified duty assignment is the responsibility of the employee's supervisor and bureau commander.

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Richard L. Lewis Chief of Police