



KENOSHA POLICE DEPARTMENT

POLICY AND PROCEDURE

22.9 Temporary Light Duty

Effective Date:

11/2/2016

Revision Date:

11/3/2016

Action:

Number of pages:

I. PURPOSE

The purpose of this policy is to establish the procedure for temporary light-duty assignments for eligible officers and civilian personnel within the Kenosha Police Department.

II. POLICY

As the Kenosha Police Department Administration recognizes the potential benefits of continued or reintegrated duty to the employee and the department, it is the policy of the Department that:

- A. Temporary light-duty assignments, when available, are for officers and civilian personnel who, because of injury, illness, disability, or pregnancy are temporarily unable to perform their regularly assigned duties.
- B. Light-duty is a short term, temporary work assignment that will be reviewed and evaluated by the Chief of Police or his designee every 30 days. Generally, a light-duty assignment will not exceed 180 days.
- C. Light-duty does not extend the (6) and (12) continuous months provisions detailed in Article V, Section 3 of the current labor agreement with the Kenosha Profession Police Association.

III. DEFINITIONS

- A. Eligibility: To be eligible for a light-duty assignment, there must be a reasonable prognosis from the employee's physician that the employee will recover and return to full-duty with no restrictions in no more than 365 days from the first date of injury, illness, disability, or pregnancy.
- B. Work related injury/illness: Any injury or illness that occurs in the course of and arises out of employment.
- C. Non-work related injury/illness: Any injury or illness that does not occur in the course of or arise out of employment.
- D. Extended injury/illness: Any absence in excess of three consecutive working days.

IV. APPLICATION

This Policy shall apply to all sworn and civilian personnel of the Kenosha Police Department.

V. PROCEDURE

A. General provisions

1. All employees of the Kenosha Police Department who will be off of work for and extended injury/illness shall complete all required paperwork/documentation and provide it to his/her supervisor as soon as possible.
2. The shift commander is responsible for ensuring that the Chief of Police or his/her designee is made aware of any employee who will be absent for an extended injury or illness.
3. Light-duty assignments may be mandatory for personnel with a work related injury/illness, but will be voluntary for personnel with a non-work related injury/illness.
4. Employees may not refuse temporary light-duty assignments that are consistent with the limitations and recommendations of an attending physician or certified health care provider. Employees who are on a work related duty/illness may forfeit their workers compensation benefits by refusing a temporary light-duty assignment.
5. Depending on the nature and extent of injury/illness, an officer assigned a temporary light-duty assignment may be prohibited or restricted from wearing the department uniform, carrying his/her service weapon, or otherwise limited in employing police powers as determined by the Chief of Police.
6. No specific position within the Kenosha Police Department shall be established for use as a temporary light-duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary light-duty.
7. For staffing and leave approval, personnel assigned to light-duty will not count towards a shift minimum. Personnel on light-duty will be permitted to use accrued leave time.

B. Temporary Light-Duty Assignments

1. Assignment to light duty will be at the discretion of Department Administration. Coordination and oversight of light-duty assignments is the duty of the Deputy Chief.
2. The assignment to temporary light-duty will be based upon the availability of an appropriate assignment and with consideration of multiple factors, including but not limited to, the employees' knowledge, skills, and abilities; and the physical limitations imposed on the employee and to the extent possible, the employees' assigned shift.
3. Officers assigned to temporary light-duty will be assigned a shift and day off assignment which is determined to best utilize their abilities, giving consideration to the operational needs of the Kenosha Police Department.
4. Temporary light-duty assignments may be drawn from a range of technical and administrative areas that include, but are not limited to:
 - a. Administrative functions
 - b. Clerical functions
 - c. Desk assignments
 - d. Report taking
 - e. Communications
5. At no time will an employee be asked to exceed the medical restrictions of his/her physician.