



City of Racine Police Department
Policy and Procedure

Number: 124

Subject: Light Duty Assignments		
Date Issued: 11-20-98	Effective Date: 01-27-12	Revision Number: 3

POLICY

PERSONAL ILLNESS, INJURY, OR CONDITION (Off-Duty) – By labor agreement, the Chief of Police has sole discretion to award light duty to an employee suffering from a personal illness, injury, or condition (including pregnancy) (Article XV). This procedure provides a method for employees to apply to the Chief of Police for light duty and to outline the factors considered by the Chief of Police to award light duty assignments.

ON DUTY INJURY – It is the policy of the City of Racine to bring injured members back into the work place as soon as practical, within medical restrictions, following a work place injury. Return to work is governed by medical restrictions, expected length of recovery, continued medical improvement while on light duty, and the availability of light duty tasks.

PERSONAL ILLNESS, INJURY, OR CONDITION (Off-Duty)

MEMBER:

1. Complete a Light Duty Request Form (PP32).
2. Submit the Light Duty Request Form with supporting medical documentation, including medical restrictions, signed by a medical doctor stating the nature of the illness, injury or condition to your immediate supervisor.

SUPERVISOR:

1. Review the Light Duty Request Form for completeness and accuracy.
2. Complete Section B (entirely) and forward to Shift/Unit Commander.
3. Note the amount of 098 time used in a family leave situation separate from general 098-time use.

**SHIFT/UNIT
COMMANDER:**

1. Review the Light Duty Request Form and complete section C.
2. On-shift light duty assignments may be authorized in those cases where a member is medically released for immediate light duty work.
3. Forward the request to the Support Services Manager.
4. Supervise members assigned to your Shift/Unit who are on light duty.

**SUPPORT
SERVICES
MANAGER:**

Complete Section D and forward the request to the Chief of Police.

CHIEF OF POLICE:

- Use the following criteria for guidance to award light duty:
1. The nature of the personal illness, injury, or condition.
 2. Availability of light duty work.
 3. The risk of aggravating the condition or injury while on light duty.
 4. Supervisory recommendations.
 5. Member's past record of work-place injury.
 6. Member's past use of sick leave.
 7. Member's past discipline.
 8. Family needs.
 9. Any other factor deemed relevant by the Chief of Police.

ON DUTY INJURY

MEMBER:

Members injured in the work place are required to keep the Support Services Manager updated on all medical appointments and changes in their medical condition. During normal business hours, members shall immediately notify the Support Services

Manager of any changes in their medical restrictions, including an authorization to work in a light duty capacity. Members learning of such a change outside of normal business hours shall make such notification at the beginning of the next business day.

**SUPPORT
SERVICES
MANAGER:**

Monitor all light duty assignments (off-duty injuries, illnesses and conditions and on duty injuries) and use the following guidelines:

1. Review medical documentation and restrictions.
2. Determine the availability of light duty work within medical restrictions.
3. Provide written guidelines to members awarded light duty.
4. Monitor light duty performance and timelines on behalf of the Chief.

**RELATED
PROCEDURES:**

[1801 - City Ordinance, Chapters 2-407, & 2-408.](#)
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