


<b>POLICY 405.0</b>	<b>TEMPORARY AND LIGHT DUTY ASSIGNMENTS</b>	
	REVISED: 11/99, 1/04, 11/05, 02/09, 07/12, 01/14, 10/15, <b>07/24</b>	RELATED POLICIES: <b>117.1, 132.0, 404.0</b>
	CFA STANDARDS: <b>27.03</b>	REVIEWED: AS NEEDED  <b>THIS VERSION EFFECTIVE DATE: JULY 17, 2024</b>

**A. PURPOSE**

The purpose of this policy is to provide guidelines for the temporary transfer and light duty reassignment of employees, sworn and civilian.

**B. POLICY**

It is the policy of the Fort Lauderdale Police Department that temporary or light duty assignment will only be considered after proper notification in accordance with City and Department policies and procedures regarding the circumstances of the employee being unable to perform their assigned, job-related duties.

**C. DEFINITIONS**

1. Department Temporary/Light Duty Assignment Coordinator (LDAC): The Station Report Sergeant will serve as the LDAC. They will maintain overall administrative responsibilities for coordinating transitions to light duty and maintain organization of timelines of 30/60/90 days for each employee (and beyond, if applicable).
2. Temporary/ Light Duty Bureau Coordinator (LDBC): A major or their designee for each bureau will serve as the LDBC. They will ensure their employee is appropriately assigned to tasks that are suitable, based on their limitations, and assist the LDAC with timeline requirements. They will be responsible to make sure the employee complies with the requirements of this policy and notify the LDAC of any change in assignment or status of the employee under their supervision.
  - a. The LDBC will bear the primary responsibility of coordinating and managing light duty assignments within their respective bureau.
  - b. Cases involving complex issues and/or long-term changes in status shall be coordinated by the respective bureau’s major and assistant chief.
  - c. A group notification email to [PDLIGHTDUTY](#) will be sent. Email recipients must take note that contents of any email which contain medical information may be considered confidential under existing law. The email

group will include the LDAC, LDBC's, PDPayroll, and any other individuals as designated by the LDAC/LDBC's.

3. Temporary Duty Assignment (TDY): To be considered for a temporary duty assignment, an employee must meet at least one of the following criteria:
  - a. Departmental directed administrative assignment.
  - b. Departmental needs based on workload and temporary reassignment will benefit the Department.
  - c. Hardship Request.
  - d. Any other instance, which has been approved by the employee's chain of command.
  
4. Light Duty Assignment Personnel (LD): All Light Duty Assignments are to be considered temporary, based on the circumstances of the employee or the Department. Whenever possible, a 'return to full duty' date should be provided. To be considered for a Light Duty Assignment, an employee must meet at least one of the following criteria:
  - a. The employee, whether sworn or civilian must be unable to fully perform his or her duties in their regular assignment for a temporary period of time due to an injury (either on or off duty), illness or any other type of medical condition.
  - b. Any other instance, which has been approved by the Chief of Police or designee.

#### **D. PROCEDURES**

1. Risk Management shall be notified as soon as possible of ALL on the job incidents resulting in injury.
  
2. Any employee requesting a temporary or light duty assignment must submit the temporary/light duty assignment request form (Z-619 available on Usershare) to their chain of command, along with supporting medical or other documentation based on the request type. The employee shall include a projected return to full duty date. The chain of command will notify the LDAC via email of the employee coming to LD. If the light duty request is a result of an on-duty injury, the paperwork, along with an incident report and injury form, will be completed and scanned to Risk Management.
  
3. Any request for temporary or light duty assignment must be made in a timely fashion. The employee will complete the request prior to the end of their first shift, upon returning to work. In more complex cases, the employee's supervisor may assist in completing the Light Duty Request at the employee's request, in anticipation of the employee's return.

4. The LDBC will review medical documentation submitted by the employee relating to the limitation of the employee's ability to perform essential job functions. If the employee is unable to perform the tasks required for an available light duty position, the employee will not be afforded an assignment and may be required to use leave time. The LDBC will consult with Risk Management on Worker's Compensation cases. The LDBC shall coordinate their employee's status and advise the LDAC, so they can appropriately document the timeline of the employee's progress to returning to full duty.
  - a. After review and approval via the employee's chain of command, the LDBC will advise the employee in writing of his or her assignment and any restrictions that may apply by utilizing the "Reassignment To Temporary/Light Duty/Administrative Position" memorandum.
  - b. Upon making a light duty assignment, the LDBC will assign the employee to a temporary light-duty supervisor for daily supervision, for the Operations Bureau it will be the Station Report Sergeant. The LDBC will provide the employee's temporary shift supervisor with any scheduled and approved absences for medical appointments along with information on duty restrictions, as determined by medical documentation. The temporary shift supervisor will ensure that the employee appears on the daily Telestaff roster. The temporary shift supervisor will immediately notify the LDBC and LDAC of any unauthorized absences.
  - c. The temporary light duty supervisor will complete a transfer order indicating any changes to the employee's status (e.g., shift differential or other monetary changes) as well as the temporary assignment. Once the employee is cleared to return to full duty, the receiving chain of command will complete a return to duty transfer order.
  - d. The Station Report Sergeant will maintain a "light duty" spreadsheet in Usershare and will update accordingly.
5. Medical Appointments:
  - a. Service incurred injury or illness related medical appointments, physical therapy, etc. are permitted, provided that such appointments must be cleared in advance through the temporary light-duty supervisor. Standing appointment schedules must be submitted in writing to the temporary light-duty supervisor in a timely fashion unless emergency circumstances apply.
  - b. Employees with a non-service incurred injury or illness shall schedule medical exams, physical therapy, or related treatment on their off-duty time or use approved leave time.
6. Temporary Assignments due to Hardship Requests:

- a. The employee shall complete a memo to the Bureau Assistant Chief requesting a “hardship temporary assignment”. The memo should state the reason for the hardship request, the timeframe the request is being made for and provide copies of any documentation that may pertain to the request.
  - b. Absent of a medical light duty request, any employee requesting a “hardship” temporary light duty assignment will follow the aforementioned request procedures. Their hardship request memo shall be sent to the respective bureau Assistant Chief for approval, via the chain of command.
  - c. After approval by their respective bureau Assistant Chief, all hardship requests shall be sent to the PDLIGHTYDUTY email group. Any hardship request will expire after 90 days unless otherwise specified. Hardship requests will be evaluated every 30 days. The timeline of the employee’s reassignment will be maintained by the LDAC and supervision of the employee will be ensured by the LDBC of the employee.
7. Employees on Temporary/Light Duty assignment must dress according to the policy and procedures set by the department.

**E. Assignments/Monitoring**

1. The LDBC will oversee all assignments of a temporary nature in his/her bureau.
  - a. Employees should first be assigned within their own bureau.
  - b. Employees may be assigned outside of their bureau based on department need and with concurrence from the employee’s assistant chief.
  - c. For available assignments, employees with service incurred temporary condition or injury will be given preference over employees with non-service incurred temporary condition or injury.
  - d. Employees assigned to light duty status will be expected to have limited contact with the public.
2. Employees placed on Temporary/Light duty, regardless of the reason, shall be advised in writing by the respective LDBC of their assignment and any restrictions that may apply. e.g.: working details, changing shifts, overtime work, etc. This shall be accomplished by utilizing the attached memorandum. A copy of the memorandum shall be placed in the employee’s personnel file.
3. A temporary or light duty reassignment position will not be created specifically to accommodate an employee. However, when these temporary light duty positions are available, employees unable to perform their regular duties may be assigned to these positions on a first-come, first-serve basis. No permanent light duty positions exist or will be created within the police department.

4. Anytime an employee is projected to remain in a temporary/light duty assignment for over 90 days, the LDBC shall notify the LDAC. All temporary/light duty assignments in excess of 90 days shall be approved by the Chief of Police or designee.
5. The LDBCs will submit an updated weekly status on each employee on temporary/light duty assignment to the LDAC and Support Services secretary via email.
6. The Support Services secretary shall retain the Z-619 forms and doctor's notes and will update them upon receipt. The LDAC will issue a monthly status report to the bureau Assistant Chiefs identifying employees on light duty, their assignments, and any pertinent information regarding those on light duty.

**F. LIGHT DUTY UNIFORM – SWORN PERSONNEL:**

Daily work uniforms for sworn personnel who are on light or administrative duty assignments are listed in Policy 117.1 UNIFORMS, ATTIRE AND GROOMING. Personnel on light duty shall not wear a police uniform, operate a marked vehicle, openly display a badge, or be visibly armed. Personnel on light duty shall only wear properly concealed firearms if the nature of their light duty does not affect the safe handling of said firearm.

**G. PERSONALLY ASSIGNED VEHICLE (PAVe) – IF APPLICABLE**

The employee transferring to light duty will not operate a marked police vehicle. The employee will turn their PAVe vehicle into fleet. If operating a motor vehicle is not restricted by the treating physician, and a surplus unmarked vehicle is available, it will be assigned to the employee. On duty injuries will be given preference when obtaining an unmarked PAVe. The employee will be limited in their police actions in accordance with the restrictions set forth for their light duty request. The PAVe vehicle assignment will be made by the needs of the police department.

**H. RETURN TO FULL DUTY**

1. An employee with a temporary condition or injury may be placed on light duty for up to 90 days if a light duty position is available. If at the end of 90 days period the employee is unable to return to full duty, the employee will be directed to their physician, who will be contacted for an evaluation of the employee's condition, projected date of maximum medical improvement, and a proposed date of return to full duty. Risk Management and the Chief of Police shall be notified for further consideration given to an employee's light duty status. If a date of return to full duty is not foreseeable, the employee may be placed on "I" time, sick time, workman's compensation, or be eligible to apply for disability benefits through the Police and Fire Retirement System Board, or the General Employee Retirement System. Depending on the employee's individual circumstances, (e.g., on or off duty injury), Employees with a service incurred temporary condition or injury will

be given preference over employees with a non-service incurred temporary condition or injury for available assignments.

2. If an employee has returned to work and later needs to use more time as a result of the same injury/illness, he/she must obtain written authorization prior to missing work from the authorized physician. An employee cannot call in before a scheduled shift and be recorded as "I" Injury Time. The absence shall be carried as "Sick" leave until verification is received from authorized physician.
3. In all cases, a physician's letter must be submitted to the LDAC prior to an employee returning to full duty.
4. All cases that involve an employee who cannot return to full duty will be reviewed by the Chief of Police.
5. Once the employee has been cleared for full duty, regardless of the circumstances, the receiving bureau will fill out the Transfer Order to show the employee reassigned to their regular assigned duties.

# TEMPORARY AND Light Duty ASSIGNMENT Request Form

NAME: Rank/Job Title: Call Sign:	CCN:                      CEN:	REGULAR ASSIGNMENT: District/Unit: Shift:
--	--------------------------------	---

Regular Work Hours	Regular Days Off	Because of a recent injury or other reason listed below, the above employee requests a light duty/administrative assignment.
--------------------	------------------	--

Reason for Light Duty Request:

On-duty Injury                       Off-duty Injury                       Pregnancy  
 Dept. Directed Adm. Assignment                       Other: \_\_\_\_\_

## Medical Evaluation Section

**INITIAL CARE PROVIDER:** If Light Duty request is related to injury or illness a certificate/letter of work limitations is required from the Doctor or Medical Facility making the initial evaluation and recommendation for work restrictions. **REQUIRED DOCUMENTATION:** [ATTACH A COPY OF THE INITIAL CARE PROVIDERS WORK RESTRICTIONS CERTIFICATE OR INITIAL CARE PROVIDER'S NAME: [Doctor or Medical Facility]

**FOLLOW-UP CARE PROVIDER:** The follow-up care provider may or may not be the same as the Initial Care Provider listed above. If different, provide the following information:

Follow-up Care Provider's Name: [Doctor or Medical Facility]:	Phone #:
--	----------

Date of Next Medical Visit:	Projected Return to Full Duty Date:
-----------------------------	-------------------------------------

Signature	CCN	Date	Status
Supervisor:			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Lieutenant:			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Captain:			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Bureau Major:			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

**AFTER 90 DAYS BELOW APPROVAL REQUIRED:**

Bureau Chief:			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Chief of Police:			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

## Assignment and Monitoring (To be completed by LDBC)

Assignment:  Station Report    Investigations    Operations    Support    Specific Unit: \_\_\_\_\_

Start Date:	Assigned By:	Update #1:
Update #2:	Update #3:	Update #4:
Return to Full Duty Date:	Notes:	

---

---

**FORT LAUDERDALE POLICE DEPARTMENT**

---

---

**MEMORANDUM #**

DATE:

TO:

FROM: \_\_\_\_\_, Bureau Light Duty Coordinator

SUBJECT: **REASSIGNMENT TO TEMPORARY / LIGHT DUTY/ADMINISTRATIVE POSITION**

---

You are hereby notified that your request for a Temporary / Light Duty/Administrative assignment has been approved effective Date: \_\_\_\_\_ Time: \_\_\_\_\_. Your status will remain limited until further notice. While on Light Duty Status, the following shall apply:

- |                                   |                                       |                                 |
|-----------------------------------|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | Take any Official Police Action |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | Work any Off-duty Employment    |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | Wear a Police Uniform           |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | Be Armed                        |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | Special Circumstances:          |
- 
- 
- 

You will report to the Supervisor \_\_\_\_\_ or his/her designee for assignments, supervision and administrative matters. Additionally you will surrender your PAVE Vehicle to the Fleet Coordinator by Date: \_\_\_\_\_ Time: \_\_\_\_\_

---

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
CCN

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_