



HEADQUARTERS MEMORANDUM 93-03

File With: FC 380

Distribution: All

Date: 02-19-93

Subject: Creation of Restricted Duty/Disability Unit

In order to provide the department with a true picture of the number of full-duty personnel actually assigned to each unit, the Restricted Duty/Disability Unit is being created within the Personnel Section, Management Services Bureau. This policy will provide the ability to capture accurate information on operational staffing levels within the department. All members of this department (both sworn and non-sworn) who are in a disability or restricted duty status (either from a service connected or non-service connected injury or illness) for a period of 60 days or greater will be assigned to the Restricted Duty/Disability Unit. The employee and his/her actual position number will be transferred from their unit of assignment to the Personnel Section. Once a person is assigned to the Personnel Section pursuant to this policy, the Disability Review Committee will review each person's situation on a case-by-case basis and assign/reassign that person to a unit within the department that can accommodate the particular nature of the employee's injuries and provide an opportunity for the employee to assist that unit in its function.

The Director of the Personnel Section will oversee the function and responsibilities of the Restricted Duty/Disability Unit. Each employee's situation will be reviewed monthly by the Director of the Personnel Section to ensure the employee's work status is monitored for possible reassignment back to full duty or adjustment of work assignment. Regular doctor's notes (every six weeks or as needed on a case-by-case basis) will be required indicating medical prognosis and progress of rehabilitation. The Director of the Personnel Section will make recommendations to the Disability Review Committee as to the status of those personnel assigned to the Restricted Duty/Disability Unit.

Each of the bureau chiefs will identify those activities/units within their respective bureau that can be performed by employees in a less than full duty status and forward that information to the Director of the Personnel Section. Employees assigned to the Personnel Section in the Restricted Duty/Disability Unit can be detailed to other units because of changing work conditions or unit needs, but the position for that employee will remain in the Personnel Section. The employee will remain assigned to the Personnel Section until he/she returns to full duty; requests and is able to be accommodated as a permanently disabled person somewhere in county government; applies for or is submitted for disability retirement; or retires via normal retirement.

The salary and wage costs will be charged to the Personnel Section pseudo code on the employee's timesheet. The restricted duty employee will complete his/her timesheet at his/her actual work site but use the Restricted Duty/Disability Unit pseudo code.

If officers' injuries are such that they are on restricted duty for less than sixty days, they will remain assigned to their units. In those cases when, from the outset, the prognosis by the employee's physician indicates the employee will be on restricted duty or disability for longer than 60 days, the employee will be transferred to the Restricted Duty/Disability Unit immediately.

All matters pertaining to transfer, publishing of work schedules, etc., will be done in compliance with applicable collective bargaining agreements. This policy will be reviewed within the ensuing months and revised, if necessary, to incorporate any recommendations for revision to the Disability Policy, FC 380. If there are any questions pertaining to this issue, you may call Marie LaRocca, Director of the Personnel Section, at 217-4230.

A handwritten signature in cursive script, reading "Clarence Edwards", written in black ink. The signature is fluid and somewhat stylized, with a horizontal line drawn underneath it.

Colonel Clarence Edwards
Chief of Police

CE/trf