
	<b>Florida State University Police Department</b>	
<b>Light Duty Assignment-Employee Injury or Illness</b>		
Revision Effective Date: 09/01/17	<b>General Order 416</b>	Attachments: None
Rescinds/Amends: 13-53 (5/10/13)	Distribution: Department-Wide	CFA Reference: None
	Pages: 3	

**Policy - Employee Injury or Illness-Light Duty**

**Policy:** To provide light duty assignments to employees who are recovering from an injury, illness or medical condition whenever possible.

**Purpose:** To provide guidelines for employees who have sustained an injury, illness or medical condition and are unable to perform their regularly assigned duties.

**Discussion:** Any member who sustains a work related injury, or illness shall be entitled to benefits provided in accordance with the Florida Statutes –Workers’ Compensation Act.

**A. General Provisions**

1. Nothing in this General Order will create a contractual term or condition that an employee is entitled to light duty assignments.
2. No specific position within the Department will be established for use as a light duty assignment, nor will any existing position be designed or utilized solely for employees on light duty.
3. Decisions on light duty assignments will be made based on the overall availability of assignments, the availability of an appropriate assignment given the employees knowledge, skill, and abilities and the physical restrictions.
4. All light duty assignments will be assigned through the Chief of Police or his designee.
5. Employees must be medically cleared to work light duty assignments and must comply with physician’s orders (i.e. limited working hours, restrictions on activity).

**B. Light Duty Injury/Illness**

1. Light duty assignments will be made on a case by case basis at the discretion of the Chief of Police or his designee who reserve the right to coordinate with the Office of Human Resources if needed.

2. Employees that are requesting light duty status will notify the following;
  - a. Immediate supervisor as soon as practical
  - b. Appropriate Lieutenant for the employees Division/Section
  - c. Appropriate Administrative Executive
  
3. Copies of the medical paperwork indicating the employee is on a light duty status, and work related restrictions will be provided to the member's supervisor or delivered to the appropriate Division/Section Lieutenant. No provision of the HIPPA law will be violated.
  
4. Employees on light duty may be assigned to the following:
  - a. Administrative duties
  - b. Recruitment and selection
  - c. Clerical duties
  - d. Departmental Projects
  - e. Tele-communication (if certified)
  - f. Duty Officer
  - g. Duties for other units and sections
  - h. Investigations (limited)
  
5. Required clothing for a light duty assignment will be contingent on the temporary assignment.
  
6. Employees may continue their primary assignment if the efficiency of the unit would not be adversely affected. For example, an employee assigned to administrative duties could continue that assignment in a light duty status.
  
7. While assigned to light duty, employees will not:
  - a. Wear the Departmental police uniforms
  - b. Display Police badges
  - c. Carry their firearms in a visible location
  - d. Attend Departmental training that may aggravate the injury
  - e. Become involved in law enforcement activities unless it is necessary for self-defense or to prevent immediate serious injuries or death to others
  - f. Collect on-call pay (CMU, On Call Investigator)
  - g. Work extra duty details unless approved by immediate supervisor
  
8. Employees on light duty status may request to operate an unmarked Department vehicle if their medical restrictions do not impact their ability to drive. The appropriate Division/Section Lieutenant will evaluate and make a preliminary determination that the operation of a Department vehicle is in best interest of the Department. **Personnel on light duty status will not operate a marked uniform patrol vehicle.**
  
9. Employees are responsible for court appearances and must notify the State's Attorney's Office if their light duty status affects their ability to attend court.

10. If an employee achieves maximum medical improvement (MMI) and is not expected to return to full duty, the employee will contact the Office of Human Resources to discuss the options for continued employment.

### **Glossary**

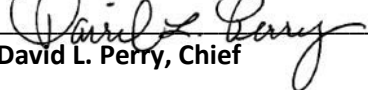
Light Duty- Any sedentary or limited duty status while recuperating from an injury, illness, or other medical condition where employees are temporarily unable to perform their regular assignments.

### **Indexing**

Light Duty Status  
Employee Injury or Illness  
Light Duty Assignments  
On light Duty  
Request for Light Duty  
Light Duty Notice

MTC 08/24/17 Filed: General Order 416

**Title: Light Duty- Employee Injury or Illness**

Approved:   
David L. Perry, Chief

Date: 08/24.17