

Temporary Light-Duty Assignments

Effective Date:	11/07/2023
Revised Date:	
Issuing Authority: Chief Dustin Liston	

1028.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary light-duty assignments to eligible members and civilian employees within the department. This policy does not affect the rights or benefits of employees under federal or state law, City policies or current collective bargaining agreements.

1028.2 POLICY

Subject to operational considerations, the Iowa City Police Department may identify temporary light-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1028.3 GENERAL CONSIDERATIONS

Priority consideration for temporary light-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature.

No position in the Iowa City Police Department shall be created or maintained as a temporary light-duty assignment.

Temporary light-duty assignments are a management prerogative and not an employee right. The availability of temporary light-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary light-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a light-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

1028.4 PROCEDURE

Employees may request a temporary light-duty assignment for short-term injuries or illnesses.

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Employees seeking a temporary light-duty assignment should submit a written request to their Division Commanders or the authorized designees. The request should include a certification from the treating medical professional containing:

- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary light-duty assignment.

The Division Commander will make a recommendation through the chain of command to the Chief of Police regarding temporary light-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Human Resources or the City Attorney as appropriate.

1028.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary light-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Division Commander.

1028.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary light duty shall include, but are not limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary light duty.

1028.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary light duty.

The responsibilities of supervisors shall include, but are not limited to:

- (a) Periodically apprising the Division Commander of the status and performance of employees assigned to temporary light duty.
- (b) Notifying the Division Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.

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- (c) Ensuring that employees returning to full duty have completed any required training and certification.

1028.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1028.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1028.8 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary light duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary light duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.