

TITLE: SWORN LIMITED/CONVALESCENT DUTY PROGRAM

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DISTRIBUTION: C

RESCINDS:

I. PURPOSE

This order outlines Department policy and defines procedures for a sworn member to be placed in the sworn limited/convalescent duty program.

II. MINIMUM ELIGIBILITY REQUIREMENTS

A sworn member assigned to limited/convalescent duty will be required to:

- A. safely carry, handle, and use his Department approved, prescribed firearm.
- B. maintain an independent and stable gait without the assistance of external ambulatory supporting devices (e.g., crutches, canes, walkers, wheelchairs, etc.). Subject to evaluation by the Medical Services Section, a sworn Department member wearing a prosthesis or other orthopedic device (e.g., brace, cast, etc.) may be granted a limited duty assignment or placed on convalescent duty, as appropriate.

III. LIMITED/CONVALESCENT DUTY

- A. Subject to the availability of an assignment and consistent with a member's medical limitations, the Medical Services Section may place a sworn Department member into a:
 - 1. **convalescent duty status**, when for a short period of time, the member will not be able to perform full duty tasks but is expected to return to full duty status, or
 - 2. **limited duty status**, when, for an indefinite period of time, the member will not be able to perform full duty tasks.
- B. A sworn Department member currently on the medical roll for either a certified injury on duty or off duty illness/injury may be placed into a limited/convalescent duty status by the Medical Services Section.
- C. A sworn Department member not currently on the medical roll but seeking limited/convalescent duty status due to a reported injury/illness on duty or off duty will contact the Medical Services Section and request a review of his medical condition. The member will submit all medical test results and evaluations.

- D. A Department member on limited/convalescent duty due to an off duty illness/injury is required to submit medical documentation to the Medical Services Section from his attending physician.
- E. The Medical Services Section **may** refer any member on limited/convalescent duty to a physician designated by the Department for a medical examination. The Medical Services Section will determine the member's continued use of the limited/convalescent duty program. All medical expenses incurred as the result of this evaluation will be the responsibility of the Department.

IV. RESPONSIBILITIES

- A. The Medical Services Section will:
 - 1. contact a member's district/unit of assignment immediately upon granting any member limited/convalescent duty status.
 - 2. mail the Convalescent Duty - Limited Duty Assignment/Release form to the Department member's unit of assignment.

NOTE: If the Department member is assigned to district law enforcement a copy of the Convalescent Duty - Limited Duty Assignment/Release form will also be forwarded to Patrol Division Administration (Unit 142).
 - 3. review each Department member's limited/convalescent duty status as indicated on the Convalescent Duty - Limited Duty Assignment/Release form. The Medical Services Section will record in the Department member's medical file the reason for the member's continued limited/convalescent duty status.
- B. The district/unit commanding officer will:
 - 1. review the Convalescent Duty - Limited Duty Assignment/Release form and attempt to accommodate the Department member with a limited /convalescent duty assignment.
 - 2. contact the appropriate division chief or bureau deputy superintendent if the assigned unit cannot accommodate the Department member.
- C. The division chief or deputy superintendent will:
 - 1. attempt to accommodate a Department member within his division/bureau with a limited/convalescent duty assignment when requested by a district/unit commanding officer.
 - 2. contact the Office of the First Deputy Superintendent, if the division/bureau cannot accommodate the Department member.

- D. The Office of the First Deputy Superintendent will identify a limited/convalescent duty assignment (as available) within the Department to accommodate the member when requested by a division chief or deputy superintendent.

NOTE: A Department member on limited/convalescent duty due to a certified injury on duty will be accommodated.

Terry G. Hillard
Acting Superintendent of Police

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