

RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a specific standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Jason Soto/s/		
Approving Deputy Chief: Tom Robinson /s/		
General Order No: E-340-17	Issued: October 21, 2004	Reissued: April 18, 2017
General Order Title: MODIFIED DUTY ASSIGNMENTS		

I. **POLICY**

This policy requires all employees to report on the job injuries and all off-duty injuries that may restrict the employee's duties in a timely manner. This reporting assists in meeting the reporting requirements for the Worker's Compensation system. This program is management-directed to ensure fair and equitable application for all.

II. **PROCEDURES**

Employees injured on duty or off duty shall report the injury to their immediate supervisor within seven days of the injury/accident or prior to requesting a modified duty assignment. This requirement may be waived in cases where the employee is incapable of making the notification due to the injury.

Employees injured off duty must be approved for modified duty by the Modified Duty Coordinator and medically cleared for a modified duty assignment prior to returning to work. The injured employee must complete a Modified Duty Offer Form, which is available on the department's intranet. This form must be completed and approved before an employee returns to work in a modified duty status.

Supervisors must monitor modified duty assigned personnel to ensure the assignment meets the employee's abilities/limitations.

On duty injury reporting

Employees injured while on the job will notify their supervisor. Both the employee and supervisor will follow the procedures for reporting the injury as outlined in the Worker's Compensation General Order. Once informed, the supervisor will notify the chain of command via the Department e-mail system for minor injuries or immediately notify the on-call Deputy Chief in person or by telephone for serious injuries.

Off-Duty Injury Modified Duty Assignment

1. Modified duty assignments for non-work related injuries are at the discretion of the Chief of Police or his designee.
2. Employees must submit a physician's written notice to their immediate supervisor indicating that they are under a physician's care and detailing any work restrictions that apply to them if they are requesting a modified duty assignment before returning to work.
3. Employees must submit the Notice of Modified Duty Assignment Offer to the Chief of Police or their designee, through the assigned Modified Duty Coordinator, requesting an assignment to a modified duty assignment.
4. Sworn personnel shall not perform modified duty assignments in a marked police unit or in a police uniform.
5. Employees on modified duty status must submit a status report to the assigned Modified Duty Coordinator every 30 days while the employee is on modified duty. The modified duty status will be re-evaluated every 30 days.
6. Sworn employees in a modified duty status must be medically cleared by their treating physician to carry a firearm. If cleared, firearms will be carried in a concealed manner.

On-Duty Injury Modified Duty Assignment

1. Modified duty assignments are available to employees injured on the job upon appropriate release and identified medical restrictions by the treating physician.
2. All Deputy Chiefs will make available modified duty assignments to injured employees in their respective Divisions. Modified duty assignments will follow the injured employee's assignment. Alternations of shift/assignment will not be mandated, but may be considered based on the needs of the organization and the employee.
3. Modified duty assignments are temporary in nature and must be approved by the treating physician and the Chief of Police or their designee.
4. The employees wage will be in accordance with the respective employee's bargaining contract.
5. Once released to full duty by a physician, the employee will return to their regular assignment.
6. Sworn employees in a modified duty status must be medically cleared by their treating physician to carry a firearm. If cleared, firearms will be carried in a concealed manner.

7. Employees on modified duty status must submit a status report to the assigned Modified Duty Lieutenant every 30 days while the employee is on modified duty. The modified duty status will be re-evaluated every 30 days.

Termination of Modified Duty Status

1. Modified duty status will be terminated when the treating physician provides a release to full duty, or when a determination is made that the employee's condition will not improve.
2. Modified duty status may be terminated if it is found that the employee has not followed the treating physician's Restricted Activity instructions.
3. Modified duty status will be terminated when the Chief of Police, or his designee, is unable to provide an assignment consistent with the organization's needs and consistent with the employee's physical limitations as delineated by the employee's treating physician.

Return to Full Duty

1. An employee returning to full duty status shall provide a written release to full duty from the treating physician.
2. Any sworn employee who has been on modified duty for a period exceeding the designated time in Nevada Administrative Code 289.230.7 is required, once released to full duty, to complete all Nevada P.O.S.T. annual basic certification training. These requirements are set forth per Nevada Administrative Code 289.230.7 and proficiency demonstrated before resuming regular duties as a police officer.
3. The employee will be assigned to the Training Section until those requirements can be met. Once the employee has completed the required training, the Training Division Supervisor will notify the employee's Division Deputy Chief that the employee is certified to return to duty. The employee will then report to the Division Deputy Chief, or their designee, for a duty assignment as outlined in this order.

Fitness for Duty Evaluations

The Department reserves the right to request a fitness-for-duty evaluation for employees on modified duty assignments to assist in determining the employee's ability to perform essential job functions.