


| | | | | |
|--|---|------------------------|----------------|-------|
|  | KANSAS CITY MISSOURI POLICE DEPARTMENT PERSONNEL POLICY | DATE OF ISSUE | EFFECTIVE DATE | NO. |
| | | 9-09-13 | 9-07-13 | 825-5 |
| SUBJECT | | | AMENDS | |
| Policy Series 800: Member's Health 825 – Limited-Duty | | | | |
| REFERENCE | | RESCINDS | | |
| PPBM: Duty-Related Injuries, Off-Duty Employment, Sick Leave, Holiday Compensation, Missouri Workers' Compensation Law, Family and Medical Leave | | PPBM: 825-4 AB 04-3 | | |

I. INTRODUCTION

A member may be placed on limited duty when a medical condition temporarily restricts the performance of the duties and responsibilities of an assigned job classification.

II. POLICY

- *A. Members that are assigned to limited duty will not wear issued uniforms.
- B. Any sworn member on limited duty will only be assigned administrative duties.
- *C. Sworn members that are assigned to limited duty may not participate in any law enforcement activities that would normally be assigned to a full-duty sworn member. This includes, but is not limited to, surveillance, interrogation of suspects, personal contact with any suspects, or other outside activities.
- *D. The Employee Benefits Unit (EBU) Commander, or designee, will select, authorize, and approve limited duty assignments.
- *E. A department-authorized physician, psychiatrist, or psychologist must certify a member for limited duty regarding an on-duty department related injury or illness. A member must submit a physician or a nurse practitioner's note to the EBU Commander and accept a limited duty assignment. Failure to accept a limited-duty assignment will result in the member being placed on sick leave.
- *F. For an off-duty injury or illness that is not department related, the member must be certified for limited duty by submitting a note from the physician or nurse practitioner who provided the treatment. The member's limited duty status may also be subject to the approval of a department-authorized physician. A member is not required to accept the limited duty assignment. Failure to accept a limited-duty assignment will result in the member being placed on sick leave.

- G. A member will be transferred to the Limited Duty Pool when:
1. The limited duty continues after 28 consecutive calendar days.
 2. The limited duty is anticipated to last more than 28 consecutive calendar days.
 3. Returning from the Injury Leave, Sick Leave, Leave without Pay or Family and Medical Leave Pools and the physician, psychologist, or psychiatrist's certification indicates the member is not able to return to full duty.
- H. A member on limited duty will:
1. Receive base salary of the permanently assigned job classification, clothing allowance (if eligible), but will not receive overtime compensation for medical treatment. For further information, refer to the current written directive entitled, "Family and Medical Leave."
 2. Respond for medical treatment during assigned work hours, if possible, for a department related injury/illness. If a member cannot receive treatment during work hours, the member's supervisor/commander will adjust the member's hours to accommodate treatment (e.g., for eight-hour shift, schedule for six hours on duty and two hours for treatment).
 3. Accrue sick and vacation leave at the regular rate. A department member may request any unused vacation days to be carried over into the next calendar year. For further information, refer to the current written directive entitled, "Duty-Related Injuries."
 4. Receive any authorized pay allowance or skill pay until transferred to the Limited Duty Pool (e.g., FTO, shift differential, etc.).
 5. Be granted official holidays off, and will not receive holiday pay if assigned to the Limited Duty Pool. If a member is required to work, they will be compensated in accordance with the current written directive entitled, "Holiday Compensation."
 6. Refer to the current written directive entitled, "Off-Duty Employment", prior to engaging in any type of off-duty employment.
 - *7. Be required to submit a medical statement outlining the extent and duration of the medical or psychological condition to the EBU no later than the 10th day of each month, unless limited duty is due to pregnancy.

- a. If due to pregnancy the member will submit a note indicating the expected due date.
 - b. The pregnant member is required to notify the EBU if there are unexpected changes to the pregnancy affecting the gestational period (i.e., miscarriage or pre-mature delivery).
- 8. Remain under the direct supervision of the EBU if assigned to the Limited Duty Pool; however, the element of assignment will be responsible for administrative procedures (e.g., timekeeping, vacation requests, etc).
- *9. Members will respond to the EBU prior to returning to regular duty to deliver the return-to-duty note from the physician or nurse practitioner who provided the treatment. The member will not return to full duty until released by the EBU Commander.
- *I. If a member is not in the Limited Duty Pool, a return to work certification may not be required from a department authorized physician, psychiatrist, or psychologist. Instead, a release to full duty note from the treating physician or nurse practitioner will act in its place.
- *J. Any sworn member who did not qualify the previous calendar year will not carry a firearm either on-duty or off-duty and must qualify prior to returning to full duty. In addition, a supervisor/commander or a department-authorized physician may direct the member not to carry a firearm for the duration of the limited duty assignment.
- *K. Members on limited duty for a year or more will be evaluated for retirement or separation in accordance with the current written directives entitled, "Sick Leave" for an off-duty injury/illness or "Duty-Related Injuries" for an on-duty or off-duty department related injury/illness.
- *L. Transfer to the Limited Duty Pool should not be construed as the department perceiving the affected member as disabled.

III. PROCEDURES

- A. To transfer a member to the Limited Duty Pool, a supervisor/commander will prepare an Inter-department Communication, Form 191 P.D., and forward it through their chain of command to the Employee Benefits Section.

- B. A supervisor/commander who identifies a need for limited-duty personnel will forward the request through their chain of command to the Administration Bureau Commander. Requests must specifically identify job functions the member will be required to perform. Approved requests will then be forwarded to the EBU and filled as members with suitable physical abilities become available.

- C. The Employee Benefits Section will:
 - 1. Coordinate a medical/retirement evaluation process for a member when required.
 - 2. Coordinate a fitness-for-duty examination.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____, 2013.

Lisa Pelofsky
Board President

DISTRIBUTION: All Department Personnel
Public View Master Index – Internet
Department Master Index – Intranet
Policy Acknowledge SyStem – PASS