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I. Purpose

This directive establishes the requirements for the *notification of extended absence, light duty status and return to full duty status* of any officer after an extended absence. Extended absences may include, *but are not limited to*: sick leave, disability leave, family medical leave, leave without pay, military furlough, light duty, and separation.

II. Light Duty

A. Procedures for Initiating Light Duty Status

1. Employee Initiated: If an employee desires to be placed in a light duty status, they will submit both a memorandum to the Chief, Park Police Division, via their chain-of-command, requesting light duty status and a physician's note and/or a *Certification of Health Care Provider Form submitted to the Division's Human Resource Coordinator*.
 - a. The request must contain sufficient information concerning the illness/situation, the estimated period of restricted status and any restrictions (amount of weight that may be lifted, standing, driving, use of a limb, etc.).
 - b. The *Certification of Health Care Provider Form* must be completed and signed by the physician.
 - c. The employee may be required to obtain a concurring opinion from M-NCPPC medical services provider.
 - d. The employee may not commence light duty until approved by the Chief, Park Police Division or a designee.
2. Division Initiated Light Duty Status: When an employee is injured on the job or attributes their injury to the performance of their duties, the Division may require the employee to work in a light duty status.
 - a. When the employee is advised by either the treating physician (either Commission or private) that they may perform duties on a restricted basis the employee will immediately notify their supervisor and provide written notice of the limitations via the *Certification of Health Care Provider Form* and memorandum as outlined in *above section Procedures for Initiating Light Duty Status*.
 - b. The *supervisor* will notify the Chief, Park Police Division or designee, via the chain-of-command, who will then assess the need/availability of positions. If suitable positions are available, the employee will be required to perform the duties as assigned.
 - c. The employee may be required to obtain a concurring opinion from M-NCPPC medical facilities.

- d. The employee may not commence light duty until directed to do so by the Chief, Park Police Division or a designee.

B. Limitations on Light Duty

1. Any police personnel *granted* light duty status will without exception have their police powers administratively restricted when:
 - a. It is determined that the condition impairs their ability to safely carry a firearm; or
 - b. For administrative reasons that prevent the officer from completing mandatory training; or
 - c. When it is determined by the Chief, Park Police Division that it is in the best interest of the Division.
2. When officers are administratively restricted:
 - a. *They will surrender their firearm(s) and badge(s) to the Division's Property Specialist.*
 - b. *The employee will surrender their Park Police identification card (not M-NCPPC card) and Maryland Police Training and Standards Commission (MPTSC) card.*
 - c. They are reminded they **do not** have police authority and therefore are not authorized to take police actions.
3. Employees in a light duty status are covered by applicable Federal and State laws concerning the wear and carry of handguns and may therefore not wear/carry or transport a firearm except as provided by applicable law.
4. Division vehicles will not be reassigned to accommodate light duty appointment. The Division will assign unmarked vehicles to officers on a light duty status based on availability.
 - a. Employees not normally assigned a vehicle during full duty status will not be assigned one by virtue of their light duty status.
 - b. Officers who cannot drive may be relayed between work and home, meetings, court etc. as determined necessary.
 - c. While on light duty, officers will refrain from taking all but the most necessary police actions.
5. *All security related secondary employment for sworn personnel on light duty will be reviewed for appropriateness by the Chief, Park Police Division or designee.*

III. Maternity Cases

- A. *Pregnancy Notification: As soon as the employee advises they are pregnant, the employee will submit a memorandum to the Chief, Park Police Division, via their chain-of-command, indicating her pregnancy, her recommended duty status, and the expected date of delivery.*

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- B. *The Division's Human Resource coordinator will provide the employee with a Certification of Health Care Provider Form and a Family and Medical Leave Act - Use of Paid Leave (FMLA) Application.*
- C. *The Certification of Health Care Provider Form must be completed and signed by the physician.*
- D. *Duty Status - When an employee requests a change in duty status, the employee will submit a memorandum to the Chief, Park Police Division, via their chain-of-command. A doctor's note and/or Certification of Health Care Provider Form signed by the doctor will be submitted the Division's Human Resource Coordinator. The employee may be referred to the M-NCPPC medical service provider for a corroborating opinion.*
- E. *When an employee requests to return to full duty, the employee will follow the Return to Work Examinations procedures listed in this directive.*
- F. *Leave Status:*
1. *The employee must provide the Division with at least 30 Days advance notice and complete an application for FMLA before leave may be used under the FMLA Act. See MNCPPC Merit Rules and Administrative Procedures for detailed FMLA information.*
 2. *For other periods of the pregnancy, an employee who is not able to report to work because of pregnancy or childbirth complications may also use FMLA leave in addition to other leave types available.*

IV. Notification

- A. *In instances of expected prolonged officer absences, which will prevent an officer from functioning in a full-duty status, an internal email distribution list has been created to ensure all personnel with a need to know will receive timely notice.*
- B. *The following staff will be notified of prolonged employee absences:*
1. *Chief, Park Police Division*
 2. *Branch Chiefs*
 3. *Employees immediate supervisor*
 4. *Division's Human Resource Coordinator*
 5. *Property Specialist*
 6. *Fleet and Technology Manager*
 7. *Training Coordinator*
 8. *Internal Affairs.*
- C. *The purpose of the notice to the listed personnel will be to simultaneously coordinate all administrative needs that pertain to matters such as computer system access, building entry, equipment turn-in, adjustments in police powers, and Human Resource Office needs like payroll.*
- D. *The Division Training Coordinator will make notification to the MPTSC when mandated by State law.*

- E. *Sensitive or personnel medical information will not be shared in the group notification process to protect the integrity of any internal administrative process and/or out of respect for State/Federal restrictions such as Health Insurance Portability and Accountability Act (HIPPA).*
- F. *The notification memorandum from the employee that has been sent through his/her chain of command may be attached to the distribution if there is no sensitive information referenced above that may violate State/Federal restrictions. At minimum, the distribution should contain the officer's name, ID number, status, and circumstances (respecting privacy).*
- V. Lapse in Training Requirements
- A. Return after absence with current MPTC certification.
- Must successfully complete any Division mandated training, including firearms, not completed during the absence.
- B. Return after absence without current MPTC certification
1. Must successfully complete any Division mandated training, including firearms, not completed during the absence.
 2. Must successfully meet any additional requirements that may be imposed by MPTC for reinstatement of certification.
- VI. Return to Work Examinations
- A. *Whenever an officer has been absent from work for fifteen consecutive calendar days because of illness or injury a commission medical examination may be required prior to returning to full duty and may be required prior to returning to light duty.*
- B. Officers wishing to return to duty (full duty or light duty) from such illness or injury will notify their supervisor in writing. The officer's supervisor will notify *Internal Affairs*.
- C. *Internal Affairs* may schedule a return to duty examination through the Employee and Labor Relations/Risk Management office.
- D. Officers scheduled for a return to duty examination will bring with them any x-rays, test results or doctors reports for review by the M-NCPPC medical services provider.
- E. *If required*, the M-NCPPC medical services provider will issue a written statement of the officer's ability or limitations to return to duty.

By Authority of
Chief Darryl W. McSwain
Maryland-National Capital Park Police
Montgomery County Division

Approved Park Police Document
Signed Original on File
End of Directive