	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Adjusted Duty/Return to Work</i>	Issued: <b>04/01/2022</b>	TBP:

**Purpose**

The purpose of this policy is to establish guidelines for employees regarding employee injuries, adjusted duty assignments, and return to work requirements.

**Policy**

All employee injuries shall be properly documented and reported to the City’s Risk Management Office and Police Administration.

Any accommodation(s) to an employee’s required work conditions shall be made without undue hardship on the Department and without adversely affecting Departmental operations. This policy does not in any way create a right, an expectation of right, or a proprietary interest in an adjusted duty assignment.

Employees may be permitted to temporarily perform adjusted duty assignments when available and authorized by the Chief of Police, or his/her designee, and by the employee’s treating physician.

This policy in no way affects the rights or privileges of employees under the Family and Medical Leave Act, the Fair Labor Standards Act, the Pregnancy Discrimination Act, the Americans with Disabilities Act, the City of Abilene Employee Policy Manual, or any other state or federal law.

**Procedures**

The City of Abilene Employee Policy Manual governs all Departmental employees. In addition, Chapter 143 of the Texas Local Government Code and the City of Abilene Police Meet and Confer Agreement governs Civil Service Employees. Employees are responsible for familiarizing themselves with the aforementioned information.


**Adjusted Duty Assignment Attire**

An employee’s attire is flexible while on adjusted duty status, as long as it is professional in appearance. It may vary depending on the adjusted duty assignment, and as approved by a supervisor.

**Assignments**

Adjusted duty assignments, when available, are for eligible employees and personnel within the Department who, because of injury, illness, or disability, are temporarily unable to perform their regular assignments, but are capable of performing alternative duty assignments.

While performing alternative duty assignments, an employee may remain restricted to the Police Department and not be required to physically interact with citizens. Additionally, an employee

	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Adjusted Duty/Return to Work</i>	Issued: 04/01/2022	TBP:

may be required to remain in the secure portions of the Police Department to ensure he or she remains safe from physical altercations.

An employee may be assigned to the Desk Officer station, in which the employee will take reports over the phone and type the report using a computer keyboard. The employee may remain seated while taking such reports. If assigned to the Desk Officer station, the employee shall be shielded from the public by ballistic glass, thereby further assuring no physical altercation could occur.

An employee may be assigned to perform case follow-up or to assist specialized divisions. All such contacts are able to be conducted in the Police Department. The majority of these contacts would require taking affidavits from victims/witnesses and filing appropriate paperwork. Writing and typing are the only prerequisites.

The supervisor of the unit in which the employee on adjusted duty status is assigned shall be responsible for the direct supervision of that employee.

Other adjusted duty assignments may be assigned at the discretion of the Chief of Police or his/her designee.

**Duty Day**

While on adjusted duty status, employees will typically work an 8-hour workday, Monday through Friday, if assigned as a Desk Officer. This means those employees who work a non-traditional schedule may be temporarily reassigned to an 8-hour workday, Monday through Friday, for the duration of their adjusted duty status. An exception to the 8-hour workday may be granted if a physician’s statement is provided, indicating the employee can only work a certain number of hours a day and/or a certain number of days per week, or if approved by the Chief of Police.


**Secondary Employment while on Adjusted Duty Status**

Officers on adjusted duty status are prohibited from engaging in secondary or off-duty employment in which they may reasonably be expected to perform law enforcement functions for which they have been determined to be physically or mentally unable to perform on behalf of the Department. All other personnel should refrain from engaging in activities or assignments that would contradict recommendations from a physician.

**Extended Leave of Absence**

**Non-Sworn Employee**

Pursuant to the City of Abilene Employee Policy Manual, an employee who is unable to work and fully perform the essential functions of his/her position for more than six (6) months in a one-year period for any reason(s) shall be terminated from City employment. However, he/she may be eligible for rehire later if he/she was in good standing at the time of termination.

	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Adjusted Duty/Return to Work</i>	Issued: 04/01/2022	TBP:

**Sworn Employee: Off-Duty Injury or Illness**

Civil service employees shall refer to Local Government Code section 143.073 for procedures regarding an injury or illness not related to the person’s line of duty.

**Sworn Employee: Line of Duty Injury or Illness**

Pursuant to Local Government Code section 143.073, a sworn employee who has suffered an injury or illness related to the person’s line of duty shall be provided leave with full pay for a period commensurate with the nature of the line of duty of illness. Leave shall be provided for at least one (1) year. At the end of the one-year period, the City’s governing body may extend leave for a line of duty injury or illness at full or reduced pay.

**Return to Work**

**Employee Requirements**

Employees shall communicate with their physician that adjusted duty assignments are available at the Department. Employees shall also communicate with their supervisor any change(s) in their work status.

Before being placed on adjusted duty status or released back to full duty, for both on and off the job injuries or illnesses, an employee shall submit a signed physician statement verifying the employee’s ability to return to work.

Human Resources and/or Risk Management may contact an employee at least every sixty (60) days to verify the employee’s status, needs, and determine any actions to be taken.

**Supervisor Requirements**

Direct supervisors of an injured employee shall make contact with the injured employee to verify any needs they can assist with and to ensure the Adjusted Duty Status Form is maintained and up to date.

Supervisors shall note each contact with the employee through a daily observation in the Department’s tracking system. While the Form is maintained by Police Administration, all supervisors can access the Form in “read only” status. If an employee is placed on the Adjusted Duty Status Form, their supervisor shall email Police Administration to inform them of the initial status and any subsequent changes.