

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO96-3.12</b>
<i>Subject</i> <b>Temporary Light Duty</b>		
<i>Reference</i> <b>CALEA Standards – 22.1.4, 22.2.1</b>		<i>Revised</i> <del>February 22, 2022</del> <b>January 23, 2024</b>
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## I. Policy

It is the policy of the Dalton Police Department to provide for and approve reasonable requests for temporary light duty assignments.

## II. Definition

*Licensed Health Care Provider* – Any medical doctor, chiropractor, psychologist, or doctor of dentistry licensed by the state of Georgia and practicing full time in their respective field.

## III. Availability of Temporary Light Duty Assignments

- A. Light duty assignments are temporary and shall not be made for longer than six (6) months, **unless otherwise approved by the Chief of Police.**
- B. The Chief of Police or his / her designee may allow an employee to fill a temporary light duty assignment if there is work available.
- C. An employee may request one six (6) month extension for light duty with supporting documentation from a licensed health care provider.
- D. Subject to the Georgia Workers' Compensation Act and Rules, as applicable, the Department may, at any time, require an employee serving on light duty to see a licensed health care provider of the Department's choice. Should the opinion of the second health care provider differ from that of the employee's health care provider, a third opinion may be received from a health care provider mutually agreed upon by the Department and employee. If a third opinion is obtained, the employee's status should be reevaluated to determine whether the employee is able to return to regular duty.
- E. Employees that become injured or suffer illnesses while not on duty may request a temporary light duty assignment. However, priority for temporary light duty assignments shall be given to those employees that suffer injuries or illnesses while performing their job functions.

## IV. Limitations

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

- A. Nothing contained in this directive is intended to deprive any employee from seeking leave and / or requesting reasonable accommodations under the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law.
- B. Assignments to a temporary position shall not affect any employee's pay classification, pay increases, promotional opportunities, retirement benefits, or bonuses.

V. **Employee Responsibilities**

- A. Employees must request temporary light duty assignments in writing to their immediate Supervisor, submitted along with supporting documentation signed by their licensed health care provider.
- B. Employees shall be given a job description for the light duty position and shall be responsible for having their licensed health care provider review it and approve them to complete the tasks contained therein.
- C. Employees requesting an extension for light duty assignment beyond the initial six (6) month period must resubmit their request in writing accompanied by further documentation from their licensed health care provider.

VI. **Types of Assignments**

- A. Employees requesting temporary light duty assignments shall be assigned by the Chief of Police or his / her designee based on the current needs of the Department.
- B. The assignments shall be to perform duties that are necessary to the overall operation of the Department.

VII. **Chain of Command**

- A. Employees assigned to light duty shall follow the chain of command for the division to which they are temporarily assigned.
- B. Supervisors assigned to light duty shall work under the direct supervision applicable to the unit to which they are assigned.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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