



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 904 – Light Duty Assignments

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	June 5, 2019 February 19, 2014
Office(s) with Secondary Responsibilities:	PSC, PNC, TEC, FCD, IDC, SSB	Number of Pages:	4
Forms Referenced in Procedure:	DWC Form-73 SAPD Form #172	Related Procedures:	309, 615, 909, 916

.01 INTRODUCTION

- A. This procedure establishes a process for the assignment to limited duty positions of officers who are unable to perform regular duty functions due to a temporary disability caused by an occupational injury, an occupational disease, or a non-occupational condition.
- B. The process for assigning non-sworn members to light duty assignments will be in accordance with City Administrative Directive 4.37, *Light Duty Program*.
- C. Officer injuries must be documented on SAPD Form #172, *Physician’s Evaluation of Injury/Non-occupational Condition*, or DWC Form-73, *Texas Worker’s Compensation Work Status Report*. Occupational injuries and diseases can be reported on SAPD Form #172 or DWC Form-73. Non-occupational injuries can only be reported on SAPD Form #172.
- D. Officers choosing to deliver documentation via other than hand delivery are responsible to ensure successful delivery of the documents.

.02. POLICY

- A. The San Antonio Police Department is committed to promoting and creating a safe workplace for members. Preventing workplace injuries and assisting officers with recovery from illness or injury are primary goals.
- B. The department will make every reasonable effort to provide suitable return-to-work opportunities for members who are unable to perform their regular job tasks and duties due to an occupational injury, an occupational disease, or a non-occupational condition.
- C. Light duty assignments may include modifying a member’s regular job duties, hours, relief days; and may restrict a member from engaging in certain physical activity. An appropriate light duty assignment combined with reasonable conditions contributes to an officer’s recovery by keeping an officer productive, socially involved, and in some instances offer an opportunity to learn a new skill.

.03 TERMINOLOGY (For specific use within this procedure, see Glossary)

Designated Doctor	Disease	Injury	Limited Duty Assignment
Non-occupational Condition	Occupational Disease	Occupational Injury	Treating Physician
Dress-out			

.04 LIMITED DUTY ASSIGNMENTS

- A. Officers who are temporarily unable to perform their regularly assigned duties due to an occupational injury, an occupational disease or a non-occupational condition are eligible for limited duty assignments as assigned by the Office of the Chief.
- B. All officers temporarily unable to perform their regularly assigned duties due to an occupational injury, an occupational disease or a non-occupational condition must advise their treating physician that there are limited duty positions available within the San Antonio Police Department.



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1. A limited duty assignment is sedentary in nature and can include work activities such as answering phones, greeting customers, data entry, etc.
- C. Officers who are medically cleared for limited duty by a treating physician or a designated doctor shall immediately call the Office of the Chief for instructions for placement on limited duty assignments. In the event the officer is medically cleared for limited duty after normal business hours, 0745 – 1630 hours (Monday – Friday), the officer shall immediately call the Office of the Chief, the next business day.
1. If a physician indicates that an officer be placed on limited duty after normal business hours or during an extended City holiday period (Winter Break), the officer shall report to his regular duty assignment as scheduled, and shall be assigned to temporary, sedentary activities by an immediate supervisor until such time the Office of the Chief can assign the officer to a light duty assignment.
- D. If an officer makes a supervisor aware that he has sustained or suffers from an occupational injury, occupational disease, or a non-occupational condition, the supervisor may require the officer to seek medical attention; a no cost option is available to the officer. If the supervisor feels that the officer's condition may interfere with his/her ability to perform assigned duties, the officer will be ordered to seek medical attention and submit SAPD Form #172 or DWC Form-73. The supervisor will document all cases where the officer is required to seek medical attention.
1. A finding that impairment exists due to an occupational injury, an occupational disease or a non-occupational condition must be made based upon objective clinical or laboratory findings and upon objective medical evidence that may be independently confirmable by a licensed medical or psychological practitioner, without reliance on the subjective symptoms perceived or being reported by an officer.
- E. Limited duty assignments are made as available based upon date time of application, subject to the preferences set out in subsection .04, below. The Office of the Chief determines limited duty assignments.
- F. Limited duty assignments are made as available, subject to the following requirements:
1. SAPD Form #172 or DWC Form-73 is required. It is the responsibility of the officer to inform a physician that the completion of this form is necessary, and that the form be submitted within the required time frame. If the officer's personal physician is unwilling to complete SAPD Form #172 or DWC Form-73, a supervisor may order the officer to be evaluated by the City's Occupational Health office or other qualified healthcare practitioner to determine the officer's duty status. The form must indicate that the disabled officer is unable to perform his regularly assigned duties, but is able to perform in a limited duty assignment.
 2. The officer's physical or mental condition is such as to allow for a satisfactory performance in a limited duty position.
 3. While on limited duty status, officers must follow and adhere to any conditions set forth or prescribed by their treating physician or a designated doctor which are documented in medical records or on SAPD Form #172/DWC Form-73.
 4. While on limited duty status, officers shall not participate in any physical exertion or activities, whether on or off duty, which may have the potential to aggravate or prolong the original injury or cause a new injury.
 - a. Officers assigned to limited duty status because of occupational injury, an occupational disease, or a non-occupational condition, may not engage in any physical exercise or activity commonly known as "working out" which includes, but is not limited to: running, jogging, walking, lifting weights, using gym equipment, yoga, cross-fit, etc., at or away from a City facility while on duty; or any physical activity that would require an officer to "dress-out". The exception is therapy that is ordered by an officer's health care



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provider and when this therapy is conducted at a facility specially equipped and licensed in directing and/or supervising prescribed therapy.

5. Once assigned to a limited duty position, duty hours and relief days are assigned by the unit director or detail supervisor. Night and weekend duty may be required. There is no guarantee that an officer will assume his regularly assigned shift or hours while on limited duty status.
6. An officer who is assigned to a limited duty assignment is responsible for keeping scheduled medical appointments and submitting the necessary forms to the Office of the Chief.
7. An officer on limited duty status is prohibited from engaging in any off-duty or outside employment, if such outside employment is an extension of providing a police service. If the outside employment is for non-extension of police services, the officer may not engage in off-duty employment if such employment activities have the potential to aggravate or prolong the original injury or caused the original injury.
 - a. The officer placed on limited duty will forward a copy of an officer's SAPD Form #172 or DWC Form-73 to the Off Duty Employment Office so that this office temporarily suspends the applicable off-duty employment permits while an officer is on a limited duty assignment. Upon being released for full duty, the officer must ensure the permits are re-activated, unless they have expired.
8. Officers on limited duty status must report for duty in approved civilian attire and are prohibited from wearing any regulation police uniform; or from operating or riding as a passenger in a marked police vehicle. Officers may not make the scene of a police incident while on limited duty status. Officers on limited duty status must remain in compliance with GM Procedure 309, *Weapons*.
9. Officers on a limited duty assignment are subject to attendance requirements of the detail, unit, or section they are assigned to during their light duty assignment. There is no guarantee that previously scheduled leave will be honored, but will be considered by the detail, unit, or section commander.
10. Officers on limited duty status are responsible for ensuring that they remain in compliance with necessary training and licensure requirements.

.05 PREFERENCES FOR LIMITED DUTY ASSIGNMENTS

- A. Officers with occupational injuries or diseases are given preference in assignment to limited duty positions over officers with non-occupational conditions.
- B. When all limited duty positions are filled by officers with occupational injuries or diseases and additional officers with occupational injuries or disease request limited duty assignments, such officers are placed on a stand-by list until limited duty positions become available.
- C. If a limited duty position is open and not needed for an officer who has an occupational injury or disease, the position may be filled by an officer with a non-occupational condition.
- D. Should a limited duty position be filled by an officer who has a non-occupational condition, such officer will be displaced by an officer who has an occupational injury or disease and who qualifies for limited duty assignment.
 1. The officer who is displaced is the officer with the non-occupational condition who has been most recently assigned to a limited duty position.
 2. The displaced officer is assigned the next available limited duty position, but again may be subject to displacement by an officer with an occupational injury or disease.



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.06 PREGNANCY

Officers who are pregnant shall be treated in the same manner as all other officers who have non-occupational conditions in accordance with Subsection .03 of this procedure.

.07 EXTENDED LIMITED DUTY ASSIGNMENTS

- A. A limited duty assignment is for a maximum of twelve (12) months from the date of the occupational injury, occupational disease, non-occupational condition, or the date the first distinct manifestation of the injury or disease occurred. The Chief of Police may extend this period if recovery appears imminent.
- B. Any officer with a non-occupational injury/condition, upon being absent from their permanent assignment as a result of such injury/condition for a total of 18 work weeks which need not be consecutive, may be required by the Chief of Police to submit to a medical examination by a physician as designated by the City for confirmation of the reported injury/condition and to determine if the officer is permanently disabled to the point where the officer is unable to perform a bona fide occupational requirement. When it is determined that an officer is permanently disabled, the Chief shall be entitled to seek termination or initiate a medical retirement of the officer, whichever is applicable, in accordance with the Current Collective Bargaining Agreement (CBA), Article 22, Section 12, Subsection H.)

.08 RETURN TO REGULAR DUTY

- A. An officer on limited duty assignment who has recovered from his occupational injury, occupational disease, or non-occupational condition and is released for full duty by a physician shall present SAPD Form #172 or DWC Form-73 to the Office of the Chief immediately during normal business hours, 0745 – 1630 hours (Monday – Friday), or if after normal business hours, shall do so immediately the next following business day. The form must be completed by a treating physician or designated doctor stating the officer may return to regular duty. The officer must submit the form to the Office of the Chief, electronically (SAPDInjuryNotification@sanantonio.gov), by fax, or by hand delivery. Officers shall not bin mail originals of completed SAPD Form #172 or DWC Form-73.
 - 1. When a physician releases an officer to return to regular duty after normal business hours or during an extended City holiday period, the officer shall report to his regular duty assignment as scheduled, present a completed SAPD Form #172 or DWC Form-73 to a supervisor indicating he/she has been released to full duty. The officer shall be assigned to regular duties by any supervisor until such time the Office of the Chief can formally receive and process SAPD Form #172 or DWC Form-73.
 - a. The officer is responsible for immediately submitting SAPD Form #172 or DWC Form-73 to the Office of the Chief.
- B. The Office of the Chief shall process the form and have the officer returned to his regularly assigned duties without loss of relief days or seniority.