

ALBUQUERQUE POLICE DEPARTMENT  
\* ADMINISTRATIVE ORDERS \*

Effective: 10/05/2007; Replaces: 12/02/02  
07-AOR02

### **3-14 RESTRICTED DUTY TEMPORARY ASSIGNMENTS**

#### **POLICY:**

Department policy is to define temporary assignments for eligible sworn employees in accordance with established City guidelines and requirements, to define restricted duty, and to establish rules for determining the employment status of employees placed on restricted duty.

#### **DEFINITIONS:**

##### 3-14-1 RESTRICTIONS/FUNCTIONS [N/A]

###### A. Employee with a Restriction:

1. Any employee who is injured on or off-duty to the extent he/she is restricted from performing all the essential functions of the job.
2. Any employee who has a physical or mental health condition diagnosed by an authorized, licensed physician, which restricts him/her from performing all the essential functions of the job.
3. Any pregnant employee who is restricted from performing all the essential functions of the job.
4. **The Department reserves the right to deny a restricted duty assignment for non-duty related injuries or physical or mental health conditions diagnosed by an authorized, licensed physician, which restricts him/her from performing all the essential functions of the job.**

###### B. Essential Functions:

The essential functions of the job for every sworn employee includes the ability to participate in a forceful arrest.

##### 3-14-2 RESTRICTED DUTY ASSIGNMENT

A productive assignment during the period of time employees are classified as being on restricted duty, which does not exceed restrictions placed on the person by an authorized licensed physician. **The assignment will be determined by the affected employee's deputy chief.**

##### 3-14-3 TEMPORARY RESTRICTIONS/RESTRICTED DUTY STATUS

The work classification designating those who are on a restricted duty assignment due to a physical and/or mental health condition and/or limitation.

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07-AOR02

3-14-4      **DATE OF MAXIMUM MEDICAL IMPROVEMENT**

The date after which further recovery from or lasting improvement to an injury can no longer be reasonably anticipated based upon reasonable medical probability. (Workmen's Compensation Act - Chapter 52, Article 1 NMSA 1978).

**RULES:**

3-14-5      **RESTRICTED EMPLOYEE RESPONSIBILITIES**  
[7]

- A.      Any employee who is put on any restriction for an on-duty or off-duty injury by an authorized licensed physician or psychologist must immediately report the restriction to his/her chain of command up to and including the duty chief and the APD Human Resources Manager and will adhere to the following:
1.      If the restriction is placed on the employee during his/her regular shift, the notification to the chain of command and APD Human Resources Manager must occur by the end of the shift.
  2.      If the restriction is placed on the employee outside the employee's normal working hours, the notification must be made to the chain of command up to and including the duty chief prior to the beginning of the next scheduled shift.
  3.      Employees will submit the physician's documentation of restrictions to their supervisor by the end of that day, if it is a regular business day, or by the end of the next regular business day to ensure accuracy.
  4.      The supervisor's Injury Investigation Report Form, P-30's for time lost and no time lost, and any related documents that are attached to P-30's, will be immediately forwarded through the chain of command up to the respective deputy chief to the APD Human Resources Manager.
  5.      Employees placed on Restricted Duty Status that requires the employee to miss or reschedule either a Firearms Qualification, or Physical Wellness Assessment or Maintenance of Effort (MOE) Training will forward a copy of the medical documentation to the Director of Training.
- B.      To ensure that every employee is treated fairly and consistently with regard to confidentiality and the individual circumstances of each case, every restriction must be reported to the **APD Human Resources Manager**.
- The supervisor is responsible for reporting the restriction to the **Human Resources Manager** by the end of that day, if it is a regular business day, or by the end of the next regular business day.

ALBUQUERQUE POLICE DEPARTMENT  
\* ADMINISTRATIVE ORDERS \*

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07-AOR02

3-14-5  
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- C. The supervisor will direct the employee to report to the **APD Human Resources Manager**, who will assign the employee a job for the duration of the restricted duty. The employee will bring all pertinent paperwork with them.
- Under no circumstances will an employee with restrictions be allowed to report to work for any assignment, unless such an assignment has been made or approved by the **affected employee's deputy chief** prior to the work being performed.
- D. Based on the restrictions, **the affected deputy chief** will ensure that the particular facts and circumstances of each individual employee is evaluated to determine the appropriate assignment and the duration of such an assignment.
- \* **The employee's work hours and assignment will be determined by the affected employee's deputy chief and may be consistent with the work hours and days off of the unit to which the employee is assigned.**
- E. **After 90 calendar days of restricted duty the APD Human Resources Manager and DCOP will review the medical status of the employee. The assignment can be extended with proper documentation from the employees' medical provider. Each case will be reviewed and evaluated on a case by case need. The Department reserves the right to request when MMI will be attained.**

3-14-6  
[N/A]

RETURN TO FULL DUTY STATUS FROM RESTRICTED DUTY STATUS

- A. Employees returning to full duty status from restricted duty status will follow the procedures for returning to work found in Section 3-72-3 of this manual.
- [7] B. Employees who are fully approved by the Employee Health Center and City Risk Management for all duties of their normal position will return to their assignment.

3-14-7  
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RESTRICTED DUTY LIMITATIONS

While on restricted duty, employees:

- A. May be restricted from working any outside employment, as determined by the Chief of Police, for the good of the Department.
- B. Shall not be permitted to sign up for or work Chief's Time.

ALBUQUERQUE POLICE DEPARTMENT  
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07-AOR02

3-14-7  
cont'd

- C. Shall not wear their uniform, but shall dress in appropriate attire based on their assigned unit Standard Operating Procedures.
- D. Shall not be allowed to participate in the Department physical assessment program or any other sanctioned activity which conflicts with the medical reason for which the employee is on restricted duty.
- E. Shall comply with Section 3-80 of the Administrative Orders manual on range qualification and training, and the carrying of firearms.
- F. Shall not be assigned to hazardous duty positions.
- G. Whose assignment qualifies for hazardous duty pay will receive hazardous duty pay for no more than 45 days after being placed in a restricted duty assignment.
- H. Will receive shift differential pay for no more than 45 days when the restricted duty assignment necessitates a change from a swing/graveyard shift to dayshift.
- I. Shall not display or present badge or gun on or off duty unless it is a deadly force situation which requires immediate action.
  - 1. **Shall only carry their firearm or badge in a concealed fashion in accordance with the Department's plainclothes policy.**
  - 2. **The authorization for employees to carry a firearm while in a restricted duty status rests with the affected employee's deputy chief.**
- J. Shall **immediately** make arrangements with the APD Fleet manager to turn in their marked vehicle. **Assignment of an unmarked vehicle will be determined by the affected employee's deputy chief and dependent upon availability.**
- K. Shall sign a "Restricted Duty Status" form.

3-14-8  
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OFF DUTY INJURY

Employees who are injured off duty will comply with section 3-72-2 of this manual.

- A. **In addition, personnel who are placed on a restricted duty status for an off-duty injury will be required to provide documentation from their medical provider indicating they are capable of returning to full-duty and will be required to obtain clearance for full-duty through employee health prior to returning to work.**

ALBUQUERQUE POLICE DEPARTMENT  
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**3-14-8  
cont'd**

- B. Employees injured off-duty will be required to utilize accrued sick leave for any time in which they are unable to report to duty.**

3-14-9  
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**PRECEDENCE FOR DUTY ASSIGNMENTS**

Restricted duty assignments for employees injured on duty will take precedence over employees injured off duty.

3-14-10

**FIELD SERVICES BID PROCEDURES FOR PERSONNEL ON LIMITED- DUTY STATUS**

- A. In order to participate in the Field Services patrol assignment bid, personnel who are on limited-duty status must be able to return to full-duty status on or before 30 calendar days after the bid takes effect.
- B. Concerned personnel must provide the Operations Review Section with full-duty release documentation specifying the actual date that they are eligible to return to full-duty status. This documentation must be submitted on or before the pre-determined date and time specified in the Department Special Order announcing the upcoming bid.

\* **If personnel were permitted to bid, but then were unable to return to full-duty status within the 45 calendar days after the bid takes effect, the employee will lose their right to the bidded position and be subject to assignment by their deputy chief upon return to full duty.**

- C. **The Field Services Deputy Chief of Police shall have the discretion to place an officer who cannot or does not comply with subsections A and/or B above once he/she returns to full-duty status.**