



<b>University of Pennsylvania Police Department</b> 4040 Chestnut Street, Philadelphia, Pa 19104		 
<b>Directive:</b> 68	<b>Subject:</b> Injuries on Duty (IOD), Limited and Light Duty Assignments	<b>Effective Date:</b> 09/25/1999
<b>Order of:</b> Gary Williams, Chief of Police		<b>Amended Date:</b> 08/01/2023

### I. Purpose

The purpose of this directive is to establish procedures to be followed in the event a University of Pennsylvania Police Department (UPPD) Police Officer is injured while in the performance of his/her duty and to state the guidelines and requirements for limited and light duty assignments within the University of Pennsylvania Police Department (UPPD).

### II. Policy

The UPPD recognizes its personnel as its primary resource. It is the policy of the UPPD that any officer who is injured while in the performance of duty shall comply with the provisions of University of Pennsylvania Office of Risk Management and Insurance “Occupational Injury or illness” Policy (2608).

In the interest of reducing the hardship to the Department and officers, which may result from an injury or illness, it shall be the policy of the UPPD to endeavor to return officers to work on a limited or light duty basis during their recovery when this is practical. The assignment of limited or light duty is made solely at the discretion of the Chief of Police and is based first on Department need, and secondly on the needs of the officer.

### III. Scope

This directive shall affect all sworn police officers.

### IV. Definitions

- A. Limited Duty: For the purposes of this directive, limited duty shall be defined as a temporary assignment to be performed by officers who have been injured in the line of duty who cannot perform their normal work assignment.
- B. Light Duty: For the purposes of this directive, light duty shall be defined as a temporary assignment to be performed by officers who have suffered a non-work related injury or illness which prevents them from performing their normal work assignment.

## V. Procedures

### A. Injury on Duty (IOD)

1. Personnel who incur any injury/illness as a direct result of their job performance while on duty shall immediately notify an on-duty UPPD Supervisor.
  - a. This notification must be made as soon as possible and no later than the end of their tour of duty. Failure to adhere to this policy may cause delay or denial of benefits.
2. Upon notification of an on-duty injury, the on-duty Supervisor shall complete an Incident Report (UPPD-10) and an Inter-office Memorandum (UPPD-28) detailing the circumstances surrounding the injury/illness and then submit both to the Captain of Patrol Operations prior to the conclusion of the shift. The Captain of Patrol operations shall be immediately notified of all incidents involving IOD of UPPD personnel.
3. Employees experiencing work related injuries/ illnesses shall normally be examined and treated by Hospital of the University of Pennsylvania's (HUP) emergency services. (In serious emergencies, the injured employee will be taken to the nearest hospital or trauma center when applicable )Follow-up appointments will be handled by Penn Occupational Medicine.
  - a. Employees whose injuries/ illnesses constitute an "emergency hospital case" shall be handled in accordance with UPPD **Directive 31, "Hospital Cases"**.
  - b. Employees exposed to blood-borne pathogens shall be handled in accordance with UPPD **Directive 31, "Hospital Cases"**.
  - c. When a need arises for a UPPD police officer to store his/her department-owned firearm while seeking medical treatment at HUP or other local medical facility, a UPPD Supervisor, or designee shall take temporary possession of the firearm and place it in the UPPD armory. The firearm must be made safe, tagged and logged into the armory. This shall be noted on the Summary Sheet.

- B. The rules and regulations for work related injuries can be found on the University of Pennsylvania Office of Risk Management and Insurance webpage at the following link:  
<https://www.finance.upenn.edu/insurance-managing-risk/>

### C. Non-Work Related Injuries/Request for Light Duty

1. Personnel who sustain a non-work related injury or illness which prevents them from performing their normal work assignment, may be eligible for a light duty assignment.
2. Personnel may request consideration for a light duty assignment by submitting an Inter-Office Memorandum (UPPD-28) to the Chief of Police via the chain of command. The memorandum must include an anticipated return date.

**Note:** The memorandum should **not** contain information related to the specific ailment.

3. The Chief of Police shall then forward the memorandum to The Office of Affirmative Action and Equal Opportunity Programs for review. The Chief of Police shall collaborate with AA EOP personnel to design a temporary light duty assignment for the requesting personnel, based on experience, special skills and department needs.
4. Personnel requesting to return to full duty must complete an Inter-Office Memorandum (UPPD-28) to the Chief of Police, via chain of command. The memorandum must include the projected return to full duty date. The requesting personnel must have a physician complete a HUP capabilities form which includes a statement indicating a return to full duty is permitted.
5. Personnel may only return to full duty with the expressed authorization of the Chief of Police.

D. Eligibility for Limited or Light Duty Assignment

1. Any officer who is temporarily disabled due to illness or injury, or medical condition may be eligible to perform in a temporary limited or light duty assignment. Such assignment may be:
  - a. the officer's normal work assignment, with modifications necessary to accommodate the employee's condition, or;
  - b. another assignment, for which the officer is qualified;
  - c. patrol duties are not appropriate limited duty assignments.
2. A limited or light duty assignment may be considered on the initiative of the officer or the UPPD.
  - a. Officers desiring a limited duty assignment should make this request in writing to the Chief of Police.
  - b. Officers will obtain a Physical Capabilities Form to be completed by the officer's primary physician. Further, officers shall schedule an examination with Penn Occupational Medicine. The completed Physical Capabilities Form shall be submitted to Penn Occupational Medicine at the time of the officer's examination.
3. **No** limited or light duty assignments will be made when the result would be an inordinate hardship upon other officers or the Department as a whole.
  - a. Officers assigned limited or light duty shall have assigned hours and days off consistent with the needs of the Department. Officers who are assigned to limited or light duty will not exercise seniority concerning duty hours and days off.

4. Limited and light duty positions are intended to be **temporary assignments** to allow for the recovery of the officer from a medical condition. Therefore, such assignments are subject to the following conditions:
  - a. Limited or light duty is available **only** when the officer's condition is such that there is a reasonable prognosis for recovery sufficient to allow the officer to return to the full duties of the position originally held.
  - b. After 90 days of being assigned to a limited or light duty position, officers **must** be re-evaluated, following the same procedures as described in Sec. IV.A.2 of this directive.
  - c. Limited or light duty assignments will be for no more than six (6) calendar months within any twelve (12) month period. Officers who require additional time away from their normal work assignment shall then follow the guidelines of the **Family Medical Leave Act** as described in the **University of Pennsylvania Human Resources Policy Number 616**.
5. Officers assigned to limited, light or no duty shall be prohibited from engaging in outside Employment, unless specifically authorized by the Chief of Police.
6. The return of an officer to full duties after a limited or light duty position requires:
  - a. The officer to submit a physician's statement indicating a return to full duties is permitted;
  - b. Medical clearance from Penn Occupational Medicine; **and**
  - c. The authorization of the Chief of Police.

E. Attire and Appearance

1. All personnel assigned to limited or light duty status will maintain a clean and neat appearance and wear appropriate civilian business attire or appropriate attire consistent with the needs of the assignment.

F. Refusal of Limited Duty

1. Where the conditions specified in Sec. IV.A of this directive are met and the officer refuses to perform limited duty, the officer may be ordered to perform the limited duty assignment.
2. An officer's refusal to perform limited duty assignments may result in disciplinary action.

G. Permanent Disabilities

Limited or light duty is intended only for temporary conditions with a reasonable prognosis for recovery. The UPPD intends to comply with the requirements of applicable law regarding

making reasonable accommodations for officers with permanent disabilities, through the Office of Affirmative Action and Equal Opportunity

#### H. Decontamination of Police Personnel And Vehicles

1. UPPD personnel who become contaminated with lice or sustain bites from fleas shall immediately notify an on-duty UPPD supervisor. Personnel will be treated at the Hospital of the University of Pennsylvania (HUP) Emergency Room.
2. The UPPD Vehicle Maintenance Officer will be responsible for decontamination of police vehicles. Contaminated Vehicles shall be immediately placed out of service, and noted on the Summary Sheet.
3. Decontaminated officers will **not** be considered IOD when contamination is the only issue. A UPPD Incident Report (UPPD-10) and Inter-Office Memorandum (UPPD-28) shall be completed when an officer is contaminated with lice or fleas.

#### I. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

#### J. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

#### K. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.