



SUBJECT RETURN TO WORK POLICY

POLICY The policy of the Nevada County Sheriff's Office, when circumstances allow and with the treating physician's guidelines, is to assist employees in a return to modified duty.

PURPOSE This policy is not intended to create a permanent modified duty assignment for any employee who is unable to perform the essential functions of their usual classification/assignment.

CODE REFERENCE

CASE LAW

DEFINITIONS

PROCEDURE

- A. Modified Duty Program
 - 1. Eligibility
 - a. All permanent and probationary employees of the Nevada County Sheriff's Office are eligible to participate.
 - b. Employees participating in the Modified Duty Program during his or her probationary period shall have that probationary period extended for the duration of such participation in order to complete all internal required training. This policy does not guarantee modified duty placement for injuries/illnesses which are not deemed job incurred; however, mutual placement will be at the discretion and needs of the Sheriff's Office.
 - 2. Administration
 - a. The Personnel/Training Unit of the Nevada County Sheriff's office shall receive and review all medical release forms of employees for the possibility of returning the employee to a modified duty position if not given a full clearance to return to work.
 - b. The employee's division commander shall be notified of the employee's limited restrictions, and whether or not there is a

position within that division where the employee may be placed for modified duty.

- (1) If there is no modified duty within the employee's regular work unit, the other division commanders shall be contacted to seek modified duty for the employee.
 - (2) At the appointing authority's direction, the risk manager of the county may be contacted for assignment to another county agency.
 - (3) Salary and benefits shall be paid by the employee's regularly assigned budget code.
- c. The duration of a modified duty placement shall not exceed ninety (90) days. Eligibility ceases upon a medical finding that the incapacity is permanent and stationary, that the employee is substantially limited in a major life activity, or that the employee may return to unrestricted duty (see attached form).
- d. Forms relating to each assigned duty shall be furnished to the employees through the Personnel/Training Unit, or his/her supervisor.
- e. The employee will then review the modified duty assignment in a "Return to Work Agreement" form and sign such form. The "Return To Work Agreement" will give clear outlines of the expected duty written with the guidelines furnished from the treating physician. The employee will receive a copy of the agreement with the original being placed in his/her medical file. If the employee has ongoing medical appointments during the 90 day modified duty placement, all updated medical reports from his/her treating physician shall be forward immediately to the Personnel/Training Unit.

3. Salary

Salary and benefits will be paid by employees' regularly assigned division at the regular rate of pay during modified duty assignments. If employees should be assigned to another county department, the Nevada County Sheriff's Office is to pay all salaries and benefits of the employees.

4. Employees' Responsibility

- a. All Nevada County Sheriff's Office employees are responsible to contact the Personnel/Training Unit of this department and submit updated information regarding their status. This status includes past doctor visits, all future appointments, and any change in physicians. There is to be **at least one contact per week** with this unit via telephone or in person to discuss with the department any change in plans.

- b. All paperwork from the treating physician is to be forwarded to the Personnel/Training Unit within two (2) working days of the doctor's visit.

5. Department Liaison

The Sheriff's Office's Personnel/Training Unit will handle all medical records for each employee. The Personnel/training Unit shall make contact with each division commander in order to assess the needs for modified duty. If such duty cannot be found within the Nevada County Sheriff's Office, the Sheriff can then direct the Nevada County Risk Manager to locate a modified duty within other county departments.

6. Medical Clearance

- a. Contracts with employees needing modified duty shall be completed within the Personnel/Training Unit, and will be maintained in the employee's medical file with a copy for the employee. The contract is reviewed after each visit to the employee's doctor for updates or changes in work capability.
- b. Once an employee's treating physician declares him/her ready to return to full duty, the doctor then must complete the "Physical Capabilities to Perform Duties of (job title)." (See attachment.)
- c. Upon completion of modified duty and a 100 percent clearance by the treating physician, the employee will be returned to full duty to his/her permanently assigned position.

Medical Status Report – Return to Work

Employee Name _____ Title: _____

Attending Physician: Please complete the following form to assist the department in placing the above name employee in a modified duty assignment that is not to last more than a 90 day period.

PLEASE COMPLETE THE FOLLOWING:

	<u>None</u>	<u>1-2hr</u>	<u>3-5hr</u>	<u>6-8hr</u>	<u>8-10hr</u>	<u>10-12hr</u>
1. sit	_____	_____	_____	_____	_____	_____
2. stand	_____	_____	_____	_____	_____	_____
3. walk	_____	_____	_____	_____	_____	_____
4. bend/stoop	_____	_____	_____	_____	_____	_____
5. push/pull	_____	_____	_____	_____	_____	_____
6. climb/squat	_____	_____	_____	_____	_____	_____
7. reach above	_____	_____	_____	_____	_____	_____
8. grasping	_____	_____	_____	_____	_____	_____
9. inmate contact	_____	_____	_____	_____	_____	_____
10. operate auto	_____	_____	_____	_____	_____	_____

	<u>none</u>	<u>up to 10lbs</u>	<u>11-24lbs</u>	<u>25-34 lbs</u>	<u>35-50lbs</u>	<u>51-74lbs</u>	<u>75-100lbs</u>	<u>100-175lbs</u>
11. lift/carry	_____	_____	_____	_____	_____	_____	_____	_____

List any other restrictions or accommodations that need to be met in order to bring this employee back to a modified duty position:

Doctor's Signature

Date

Print Doctor Name

Phone Number

**NEVADA COUNTY SHERIFF'S OFFICE
PHYSICAL CAPABILITIES TO PERFORM DUTIES OF DEPUTY SHERIFF**

EMPLOYEE NAME: _____

Attending Physician: Please complete the following form, listing percentages of duties the Officer is capable of performing for each Job Dimension. (Full duty would be 100%)

1. Be mentally alert and capable of performing full duties of a Deputy Sheriff:

2. The ability to restrain, handcuff arrestees during altercations and perform weaponless self-defense maneuvers.

3. The ability to show proficiency in the use of weapons: Pistols, shotguns, rifles, side handle baton, straight baton

4. The ability to kneel for extended period of time to perform CPR/First Aid, or to restrain violent persons.

5. The ability to climb fences, rocks, trees, hillsides and/or scale barriers.

6. The ability to run either in a sprint for a moderately long distance and drag or lift a (approximately) 165 lb person to safety.

7. The ability to wear, minimally for 10 hour shifts either standing or sitting, a fully equipped duty belt weighing approximately 20-25 lbs.

8. The ability to crawl under fences, buildings or in low confined spaces.

9. The ability to operate a motor vehicle, under normal or stressful conditions, such as, in a defensive manor, during a high speed pursuit or transporting a highly agitated arrestee.

PER NEVADA COUNTY PERSONNEL CODE, SECTION 18.4 1, THIS A DRUG FREE WORK PLACE. ANY PRESCRIPTION DRUGS AUTHORIZED BY TREATING PHYSICIAN MUST ONLY BE USED AS SPECIFIED BY THE PRESCRIPTION, AND THE IMMEDIATE SUPERVISOR SHALL BE INFORMED BY THE EMPLOYEE WHENEVER IMPAIRMENT MIGHT RESULT.

PLEASE LIST ALL MEDICATIONS EMPLOYEE WILL BE TAKING THAT MAY HAVE AN ADVERSE EFFECT ON THE OFFICERS ABILITY TO PERFORM HIS DUTIES:

Physician Signature

Date

Physician Print Name

**NEVADA COUNTY SHERIFF'S OFFICE
PHYSICAL CAPABILITIES TO PERFORM DUTIES OF DISPATCHER**

EMPLOYEE NAME: _____

Attending Physician: Please complete the following form, listing percentages of duties the Dispatcher is capable of performing for each Job Dimension. (Full duty would be 100%)

1. Capable of working shift work and on occasion, under emergency conditions, be held over for an overtime shift.

2. Capable of dealing with stressful persons via phone and radio. Doing multiple tasks (Phone/Radio/Computers/Console Operations) and remain calm in emergency situations. Training of new dispatchers.

3. Use of arms and shoulders to reach and operate radio console and computers, seated for extended periods of time using hand and eye coordination to process calls.

4. Capable of performing computer keyboard entry tasks frequently and simultaneously.

5. Capable of working in a confined windowless and noisy environment.

6. Be mentally alert and capable of performing full duties of a Dispatcher.

PER NEVADA COUNTY PERSONNEL CODE, SECTION 18.4 (B)1, WE ARE A DRUG FREE WORK PLACE. ANY PRESCRIPTION DRUGS AUTHORIZED BY TREATING PHYSICIAN MUST ONLY BE USED AS SPECIFIED BY THE PRESCRIPTION, AND THE IMMEDIATE SUPERVISOR SHALL BE INFORMED BY THE EMPLOYEE WHENEVER IMPAIRMENT MIGHT RESULT.

PLEASE LIST ALL MEDICATIONS EMPLOYEE WILL BE TAKING THAT MAY HAVE AN ADVERSE EFFECT ON CAPABILITY TO PERFORM DUTIES:

Doctor's Signature

Print Doctor Name

Date

**NEVADA COUNTY SHERIFF'S DEPARTMENT - CORRECTIONS DIVISION
PHYSICAL CAPABILITIES TO PERFORM DUTIES OF
CORRECTIONAL OFFICER**

NAME

Attending Physician: Please complete the following form, listing percentages of duties the Officer is capable of performing for each Job Dimension. (Full duty would be 100%)

1. Able to lift and carry with a partner 165 lb. weight on a stretcher for a distance of 75 ft or more.

2. Ability to quickly drag a 165 lb. bag or dummy by the handle or strap for a distance of 20 feet or more over rough surface.

3. The ability to walk briskly 15 feet or more while carrying a 30 lb. air pack on their back.

4. Ability to walk briskly or jog 150 feet through a course which includes climbing up and down a flight of stairs.

5. The ability to sprint a distance of 50 yards.

6. The ability to kneel for extended period of time to perform CPR/First Aid.

7. The use of arms and shoulders to perform repeatedly the pushing and pulling of doors which requires the exertion of 25-35 lbs.

8. The ability to restrain inmates during altercations and perform weaponless self-defense maneuvers.

9. Be mentally alert and capable of performing full duties of a Correctional Officer.

PER NEVADA COUNTY PERSONNEL CODE SECTION 18.4 (B) 1, WE ARE A DRUG FREE WORK PLACE. ANY PRESCRIPTION DRUGS AUTHORIZED BY TREATING PHYSICIAN MUST ONLY BE USED AS SPECIFIED BY THE PRESCRIPTION AND THE IMMEDIATE SUPERVISOR SHALL BE INFORMED BY THE EMPLOYEE WHENEVER IMPAIRMENT MIGHT RESULT.

PLEASE LIST ALL MEDICATIONS EMPLOYEE WILL BE TAKING AND ANY EFFECT SAID MEDICATION WOULD HAVE ON DUTY TO PERFORM:

Physician's Signature

Date

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Physician Print Name