

Purpose

It is the purpose of the Cecil County Sheriff's Office to establish procedures for regulating light duty assignments which are transitional in nature. These procedures include required medical documentation, supervisory responsibilities, and conditions of light duty assignments.

Policy

It is the policy of the Cecil County Sheriff's Office to provide and manage a temporary light duty status to applicable personnel, both sworn and civilian, who by virtue of their medical condition are temporarily unable to perform all of the essential functions of their job.

Procedure**A. Request for Light Duty Status**

1. If an employee is on sick leave due to an injury or illness and desires to be placed in a light duty status, they will submit a detailed written request on CCSO Form SO-134 (Memorandum) through their supervisor, who will review and forward the request through the chain of command to the Director of Law Enforcement.
2. The request will include a Medical Practitioner's certification to indicate such duty is medically appropriate and shall contain the following:
 - a) A list of physical limitations created by the disability.
 - b) Medical prognosis offering the physician's opinion of the possible duration.
 - c) Assessment of the employee's ability to perform his/her current duties and any proposed limited duties.
3. The Director of Law Enforcement will make a recommendation to the Sheriff or his designee. Light duty assignments will not commence until final approval from the Sheriff or his designee. An appropriate Personnel Order will be prepared with a copy given to the employee.

B. General Conditions

1. Placement in a light duty assignment is based on the needs of the Sheriff's Office and is not a guaranteed right of the employee. The assignment may be anywhere within the Sheriff's Office. The Sheriff may terminate previously approved light duty or deny an

- employee's request for light duty, notwithstanding the employee's ability to function in such a capacity.
2. Sworn employees approved light duty status are prohibited from operation of any County owned vehicle.
 3. A Sheriff's Office vehicle will not be assigned to accommodate a light duty employee nor will daily transportation normally be provided to employees on light duty.
 4. Sworn employees are prohibited from wearing any class of uniform while in a light duty status.
 5. Sworn employees wearing or carrying a firearm while in a light duty status will maintain full concealment at all times and shall not openly display.
 6. Assigned duties will be limited to those consistent with the needs of the Sheriff's Office and the level of performance permitted by the Medical Practitioner of the employee.
 7. An employee in a light duty status may participate in the promotional process, if otherwise eligible.
 8. The Sheriff will review the employee's light duty authorization every 30 days to determine if the status should continue. This does not preclude the Sheriff's Office from withdrawing light duty status at any time based on the needs of the Office.
 9. The employee on light duty must provide appropriate documentation, from a medical practitioner every 30 days, to support the continuance of the light duty status.
 10. Employees working in a light duty assignment will dress in business casual attire. Jeans and/or t-shirts are prohibited.