

Rockville City Police Department

GENERAL ORDER



Subject ALTERNATE DUTY POLICY		Procedure G.O. # 5-28
Authorizing Signature 	Effective: 02-26-10 Revision: 11-20-25	Total Pages 4

I. POLICY

A police officer, in order to fulfill sworn duties, must be physically able to perform all of the tasks associated with the normal police function. Therefore, any officer who is subject to a physical or mental impairment, which restricts his/her ability to carry out the police function, will be relieved of normal duty requirements. This action will be taken on a case-by-case basis to best meet the needs of the officer, the community, and the Department. In formulation of this policy, the Department acknowledges two interdependent responsibilities.

- A. First, the Department, as employer, has a responsibility to provide support to an injured officer during their period of recovery and rehabilitation.
- B. Second, every officer has a responsibility to make their best effort to continue to work when able or return to work as soon as practical.

II. FITNESS CATEGORIES

For the purpose of competently dealing with the personnel needs of the Department, there are herein established two categories of fitness. The critical criterion for determination of the categories is the ability of an individual officer to perform the full scope of duties and responsibilities of a sworn police officer. The categories established are: Full Duty, Alternate Duty, and Temporary No-Duty Assignment.

A. Full Duty

Officer is able to fully perform all duties and meet all responsibilities required of a sworn police officer.

B. Alternate Duty

Officer is not able to fully perform all duties or meet all responsibilities required of a sworn police officer. Further, the reason for the incapacitation is determined to be of a temporary nature. An officer in this fitness category must have satisfactory levels of physical fitness and mental health as determined by a medical authority so the officer can otherwise be temporarily re-assigned to a work assignment that does not have the physical and or psychological obligations as a full duty assignment.

C. Temporary No-Duty

Officers will be in a temporary no-duty status when they are unable to perform the duties and responsibilities of an Alternate Duty assignment without presenting an unreasonable risk to themselves, other employees, or to the public. An officer on sick leave or disability leave will be in this status and follow all applicable requirements for sick leave or disability leave.

III. ALTERNATE DUTY STATUS

- A. Officers will be placed in an alternate duty status when temporarily incapacitated such that they cannot perform all of the duties of their assignment without presenting an unreasonable risk to the health or safety of themselves, other employees, or the public. Alternate duty includes, but is not limited to, pregnancy.
- B. The officer must submit a physician's certification of condition and/or be examined by an independent medical examiner as required by the City's Employee Policy and Procedures Manual.
- C. An officer in an alternate duty status will be assigned to a duty position by the Administrative Services Bureau Commander with the concurrence of the Chief of Police. The duty assignment will be determined in accordance with the needs of the Department and be compatible with the restrictions caused by the injury or illness.

D. An officer on alternate duty is subject to the following conditions:

- 1. Officer is relieved of all law enforcement responsibility.

NOTE: being relieved of law enforcement responsibility means an officer is not required to take police action.

- 2. In all cases, to include stress and psychological cases, the respective Bureau Commander will confer with the unit supervisor to determine what, if any, further personnel action is necessary. Unusual and/or extenuating circumstances will be assessed on a case by case basis.
- 3. If deemed necessary, the officer shall be placed in a 'Non-Officer Status' in compliance with the Maryland Police and Correctional Training Commission (MPCTC).
- 4. In all cases, the Administrative Services Bureau Commander or designee will notify the officer in writing, via departmental memorandum, of their non-officer status and alternate duty assignment.
- 5. Officers will not operate a police vehicle. A PPV participant will relinquish the car for the period of alternate duty.
- 6. Officers will wear business/business casual attire for the period of alternate duty.

IV. TEMPORARY NO-DUTY

Officers will be in a temporary no-duty status when they are unable to perform the duties and responsibilities of an Alternate Duty assignment without representing an unreasonable risk to themselves, other employees, or the public. An officer on sick leave or disability leave will be in this status and follow all applicable requirements for sick leave or disability leave.

A.

1. Sick leave approved in advance for such incidents as medical appointments, family illness, etc., will be an exception to this policy in that the officer will not be in a no-duty status.
2. In other extenuating circumstances, such as leaving work due to a sudden illness or a minor injury, the officer's immediate supervisor may grant permission for the officer to operate a PPV for a reasonable period of time in order to return to his principal place of residence.

B. The following conditions apply initially to an officer in a No-Duty Status:

1. The officer will not wear the police uniform.
2. The officer will not operate a police vehicle.

C. An officer using more than three (3) consecutive days of sick leave shall submit a certificate from a physician or other recognized medical practitioner to the Human Resources Department (benefits@rockvillemd.gov). The certificate shall confirm the illness and the officer's inability to report to work or to perform part or all the duties and responsibilities of their position and the dates of treatment.

D. Prior to placement in a No-Duty Status, their supervisor/Bureau Commander will have the following responsibilities:

1. Determine the projected duration of the illness or injury.
 - a. If the duration is expected to be five (5) workdays or less, no further action needs to be taken.
 - b. If the duration is expected to be more than five (5) workdays, the supervisor will provide any applicable information to the Bureau Commander.
2. The Bureau Commander will forward the circumstances to the Office of the Chief of Police. The Office of the Chief of Police shall then determine what further personnel action (if any) will be taken.
3. The officer shall be placed in a 'Non-Officer Status' in compliance with MPCTC.
4. In all cases, the Administrative Services Bureau Commander or designee will notify the officer in writing, via departmental memorandum, of their non-officer status and coordinate their anticipated return to either Alternate Duty or Full Duty Status.

- E. A service increment shall not be delayed or denied because of a service-connected injury or illness, provided the officer received a satisfactory or acceptable evaluation in the preceding rating period.

V. ALTERNATE AND NO DUTY STATUS PROCEDURES

- A. Once an Officer has been placed in either Alternate Duty or No Duty status, the department Training Coordinator will file a *NOTICE of PERSONNEL ACTION* with MPCTC placing the officer in a 'Non-Officer Status' (Non-Active Duty). This action will remain in effect until the officer is cleared to return to full duty status.
- B. A police officer placed in Non-Officer Status shall relinquish the following issued equipment and credentials:
 - 1. Police Identification card.
 - 2. Police Shield
 - 3. MPCTC Card
 - 4. All Department Issued Firearms
 - 5. Taser
 - 6. Police Cruiser/PPV
- C. All police department property will be returned to the officer upon return to Full Duty Status.