

TITLE: ALTERNATE DUTY ASSIGNMENT

CODIFIED: 18.1
EFFECTIVE: 07/23/04
RESCINDS/AMENDS: A 18
PAGES: 2

PURPOSE

The purpose of this directive is to describe benefits available to Department employees as they apply to the City of Santa Fe and the Department’s Alternate Duty Policy.

DISCUSSION

The Santa Fe Police Department will attempt to assist any member injured in the line of duty, or injured while off-duty. This is to encourage timely return to full duty as well as to minimize Workmen’s Compensation claims and/or extended use of Sick Leave for the mutual benefit of the City of Santa Fe, the Santa Fe Police Department, and the affected member.

POLICY AND PROCEDURE

18.1.01 ON-DUTY INJURY

- A.** Employees who are injured while performing their duties for the City of Santa Fe may be eligible to return to work on Alternate Duty Assignment in the Police Department under the following conditions:
 - 1. There must be an open or temporary position that the employee is qualified for.
 - a.** State law and City ordinance prohibit creation of positions that have not been budgeted in the regular budget process.
 - 2. The assigned Workmen’s Compensation Physician must clear the employee, in

writing, and include a list of specific physical abilities and/or limitations.

- 3. Written approval must be obtained through the office of the Chief of Police in response to a memorandum submitted by the employee who is requesting Alternate duty assignment.
 - a.** The list of specific abilities and/or limitations must be attached to the memorandum of request.
- 4. Approval may not be granted to an employee to continue an alternate duty assignment beyond six (6) months of the date of the work related injury.

B. Employees who are injured while performing their duties for the City of Santa Fe may be eligible to return to work on Alternate Duty Assignment under the City of Santa Fe Alternate Duty Assignment Policy under the following conditions:

- 1. When there are no existing open or temporary positions within the Department for which the employee is qualified or able to perform.
- 2. When the employee meets the requirements set forth in the City Alternate Duty Assignment policy.

18.1.02 OFF-DUTY INJURY

- A.** Employees who are injured while off-duty or while performing duties related to outside employment do not have a “right” to Alternate Duty Assignment. The Chief of Police may grant Department Alternate Duty Assignment under the following conditions:
 - 1. There must be an open or temporary position that the employee is qualified for.
 - a.** State law and City ordinance prohibit creation of positions that have not been budgeted in the regular budget process.

2. The employee must be cleared by a licensed physician and/or licensed specialist, in writing, to include a list of specific physical abilities and/or limitations.
3. Written approval must be obtained through the office of the Chief of Police in response to a memorandum submitted by the employee who is requesting Alternate duty assignment.
 - a. The list of abilities and/or limitations must be attached to the memorandum of request.
4. Approval may not be granted to an employee to continue a Alternate duty assignment beyond six (6) months from the date of beginning illness/injury leave due to a condition resulting from off-duty activity.

Drafted (awm) 01/03

APPROVED: 
BEVERLY K. LENNEN
Chief of Police

DATE: 07-23-04