



CLACKAMAS COUNTY SHERIFF'S OFFICE

Policy # 23

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

References: Employment Policy and Practice: [EPP#3](#), [EPP#4](#), [EPP#9](#)

LIGHT/MODIFIED DUTY ASSIGNMENTS

General

1. The Sheriff's Office encourages employees to maintain a level of health and physical fitness required for their vocation and personal well being. However, CCSO operations and training are not without risks and injured employees will be afforded as much accommodation as possible.
 - a. **Light/Modified duty:** An assignment not requiring the performance of the full range of duties associated with an employee's job classification as defined in EPP 9; and
 - b. **Service-related injury or illness:** An injury or illness received or contracted while on duty during the performance of an employee's official duties.

Administering Light/Modified Duty Assignments

2. **Assignment** – the Sheriff's Office may provide light or modified duty assignments for employees that are not able to perform the full range of duties required of their job classification:
 - a. the Sheriff provides duty assignments at his/her discretion based on the demonstrated needs of the CCSO;
 - b. the inability to perform duties, including mandatory training, must be due to illness, injury or temporary disability;
 - c. light or modified duty assignments must be appropriate for the particular employee's skills, training and experience;
 - d. the employee must be able to perform the work of the light or modified duty assignment without violating medical restrictions; and
 - e. employees on light or modified duty must avoid involvement in any activity that is likely to violate their medical restrictions and shall immediately notify a supervisor if such an activity is assigned.



CLACKAMAS COUNTY SHERIFF'S OFFICE

Policy # 23

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

References: Employment Policy and Practice: [EPP#3](#), [EPP#4](#), [EPP#9](#)

3. **Priority** – in general:

- a. employees with service-related injuries or illness will be given priority for limited duty assignments; and
- b. employees sustaining off the job injuries or medical problems may be considered for light/modified duty assignment and any accommodation will be determined by the Sheriff's Office.

4. **Duration – light/modified duty assignments will normally not exceed 90 days:**

- a. The Sheriff, Undersheriff or Chief Deputy, may choose to end or modify a limited duty assignment at any time, based on the operational requirements of the CCSO; and
- b. Light/modified duty assignment authorization:
 - (1) Undersheriff may authorize up to 90 days light/modified duty; and
 - (2) Undersheriff may authorize an extension of 90 days (for a total of 180 days), upon application, contingent on availability of the light/modified duty assignment, and a medical physician has documented a specific *return to duty* date of no more than 180 days.

5. **Notification and Documentation** – employees are required to:

- a. notify their supervisor if they are unable to fully perform their regular duties or mandatory training assignments due to injury or illness;
- b. submit a light or modified duty assignment request for approval through the chain of command, which shall include a completed CCSO Physician's Release Form, and receive approval prior to working either a light or modified duty assignment; and
- c. prior to being released to full-duty, the employee must submit, through the chain of command, a physician's release to full-duty.



CLACKAMAS COUNTY SHERIFF'S OFFICE

Policy # 23

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

References: Employment Policy and Practice: [EPP#3](#), [EPP#4](#), [EPP#9](#)

6. **Monitoring Progress:**

- a. an employee will be monitored by their immediate supervisor;
- b. progress reports and/or physical re-examinations by a consulting physician may be requested periodically by the Division Commander; and
- c. The Sheriff or Undersheriff may terminate light or modified duty assignments at any time after full consideration of all circumstances of a particular case.

7. **Applicable Forms:**

- a. [EPP#3 \(ADA\) – Request for Reasonable Accommodation](#);
- b. [Physician's Release Form](#);
- c. [Light or Modified Duty Assignment Request Form](#); and
- d. [Approval of Light or Modified Duty form](#)