

*"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."*

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE**

**1610.1, INTERIM DISABILITY COMMITTEE**

EFFECTIVE:	12/7/2018
RESCINDS:	1610.0
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	INTERIM DISABILITY COMMITTEE CHAIRMAN
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE	ORLANDO ROLÓN

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POLICY: It shall be the policy of the Orlando Police Department, in conjunction with rules established by the Civil Service Board, to have the Interim Disability Committee handle all claims for reimbursement of sick leave or personal leave in an expeditious manner and to require that members of the Department make timely submissions of all required documents.

This order outlines an orderly process for the Interim Disability Committee to act upon requests for reimbursement of sick leave or personal leave used by members of the Department if such use is related to an injury/illness which occurred in the line of duty.

The Interim Disability Committee will investigate and review the circumstances, all reports and documents pertaining to the disability and make findings and a recommendation to the Civil Service Board through the Chief of Police.

PROCEDURES:

**1. TIME FRAME FOR SUBMISSION OF PAPERWORK**

Procedures are established for members requesting reimbursement of sick leave or personal leave due to an in-line-of-duty injury/illness.

Any member requesting reimbursement of sick leave or personal leave due to an in-line-of-duty injury/illness shall submit all required paperwork, via the chain of command (up through their Deputy Chief), to the Interim Disability Committee no later than six months from the beginning date such leave was first used.

It is therefore strongly recommended that members request reimbursement of sick leave or personal leave prior to the expiration of their accumulated sick leave or personal leave. In this way officers can recycle their leave to ensure availability of adequate leave hours in the future.

**2. PAPERWORK REQUIRED**

The request shall contain, but is not limited to, the following paperwork:

- a. A cover letter detailing the circumstances surrounding the injury and the exact number of hours being requested.
- b. Supervisory endorsements.
- c. Any police reports and supplements relating to the injury/illness.

- d. Copies of the weekly attendance records documenting the sick leave or personal leave used, which have already been adjusted for workers' compensation by the Budget/Payroll Unit on the payroll sheet itself. (Member must obtain attendance records from a member of Budget/Payroll Unit.)
- e. Risk Management Report; First Report of Injury of Illness (Form DFS-F2-DWC-1)
- f. All medical records related to the injury from the City of Orlando's Risk Management Provider (Florida Workers' Compensation Uniform Medical Treatment/Status Reporting Form) and/or private physician and/or hospitals.

### **3. RESPONSIBILITY**

It shall be the responsibility of the officer submitting the paperwork to ensure that all of the required documentation is included at the time of the original submission. If the original package is not complete upon submission, it will be rejected by the committee chairman and returned to the officer.

### **4. RESTORATION OF BENEFITS**

Once the Interim Disability Committee has determined that the use of leave is due to a job-connected temporary disability, it may recommend to the Chief of Police the reimbursement of 120 calendar days of extraordinary leave in accordance with the Civil Service Board Rules. Leave used by the member after the member has been medically cleared for restricted duty will not be recommended for reimbursement without medical documentation from the Occupational Medical Clinic and/or private physician and/or hospital, confirming the leave used is related to the job-connected temporary disability. Upon approval of the Chief of Police, the extraordinary leave will be awarded by reinstating line of duty personal/sick leave usage up to the maximum of 120 calendar days.

If the request is for more than 120 calendar days, is approved by the Chief of Police and is justified, the request must be submitted to the Civil Service Board for their review and authorization.

### **5. FOLLOW-UP REQUESTS**

The Interim Disability Committee may request additional information or the appearance of the officer before the committee if the committee so chooses. The member may also submit supplemental requests for additional reimbursement of sick leave or personal leave, if additional time is used after the initial finding. Such requests must be submitted within six months from the last date of sick leave or personal leave usage.

All requests for additional information must be returned to the Interim Disability Committee within thirty days of the dated request from the Interim Disability Committee. Failure to do so will result in the claim and the attendant paperwork being returned to the member. Any further action would require another complete submission of all required paperwork.

### **6. NOTIFICATION TO EMPLOYEE**

The submitting member will be notified in writing by the office of the Chief of Police of the final determination. Appeals may be accomplished as outlined in Civil Service Rule 10.01, Leaves of Absence, which requires that the request for an appearance before the Civil Service Board must be filed in the Civil Service Office within 10 calendar days of the time the member becomes aware of the decision made by the Chief of Police.