

Bowie Police Department – General Orders



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I. PURPOSE

This Policy applies when an employee is temporarily unable to perform the essential functions of his/her job due to an injury, illness, or pregnancy but can still be productive in a restricted capacity. Employees in this situation may be capable of and required to work in a restricted duty capacity (also called “light duty”), consistent with the employee’s medical limitations.

A restricted duty assignment may depend upon the needs of the Department at the time the employee’s medical condition arises and will be limited to situations in which the employee’s prognosis indicates he/she will be able to return to a full duty status.

II. EXTENDED SICKNESS OR OFF-DUTY INJURY

A. NOTIFICATION TO SUPERVISOR

When an employee incurs an off-duty illness, injury or medical condition that prevents him/her from doing their duties, he/she shall notify a supervisor as soon as possible after diagnosis. The supervisor shall notify the Chief of Police via the chain of command as soon as possible.

B. INJURIES ON THE JOB

Occupational diseases are ailments, disorders or illnesses resulting from working conditions naturally inherent and inseparable from employment. Following a work related injury or illness, the employee has the responsibility to:

1. Report any work related injury or illness to his/her supervisor immediately following the occurrence, unless incapacitated.
2. Complete and sign the “Employee’s Report of Injury” form as soon as possible after a work related injury / illness occurs, but no later than 24 hours after the incident, if medically able.
3. Unless transported by an ambulance, the employee should report to the nearest Concentra Medical Center for treatment (Bowie Health Center).
4. Keep the supervisor and personnel advised of his/her medical status and ability to return to work.

5. Return completed forms to the Personnel Office following any medical treatment for a work related injury or illness within 48 hours.

6. Throughout the recovery process submit paperwork regarding his/her treatment or absence from work, respond to telephone calls from Department officials about his/her medical condition, assist in the flow of paperwork for his/her claim, and follow all instructions provided by management.

7. Comply with the transitional return to work program, as applicable.

C. NOTIFICATION TO A SUPERVISOR

Employees shall notify their supervisor within 24 hours of the occurrence of any job related injury or occupational disease. Failure to do so may disqualify employees from disability leave eligibility.

D. SUPERVISOR

1. Following a work related injury or illness to an employee, the supervisor has the responsibility to:

a. Report to the scene to investigate any and all accidents/injuries and harmful exposures in the workplace as soon as practical after occurrence.

b. Ensure that an employee who suffers a work related injury/illness is given prompt medical attention and make arrangements to have the employee transported to a Concentra Medical Center (or the nearest medical facility if necessary) for examination and treatment.

c. Address any safety hazards which may have caused or contributed to the incident and take corrective action as necessary.

d. Review the "Employee's Report of Injury" form for accuracy and clarity prior to submission or complete the Employee's Report of Injury form if the employee is medically unable.

e. Report the injury as soon as practical via the City's Accident/Illness Notification e-mail system. Basic information supplied via his/her e-mail notification can be used to initiate a claim with Chesapeake Employers Insurance Official paperwork will follow when it is completed.

f. Notify the employee's emergency contact as necessary.

g. Obtain an "Accident Witness Statement" when applicable and complete a "Supervisor's Accident Investigation" form. Subjects to investigate include the following:

i. Circumstances and description of the accident or harmful exposure.

ii. The nature and extent of injuries and illness, if known.

iii. Disposition of treatment of the injured party.

iv. Recommendations to prevent future accidents, injuries or illnesses.

2. Forward the Employee's Report of Injury, any Accident Witness Statements, and the Supervisor's Accident Investigation to the Personnel Office within 24 hours of the incident.

E. MEDICAL ATTENTION

When practical, the Employee's Report of Injury form should accompany the injured employee to the hospital/clinic if medical treatment is required. To ensure proper processing of Workers' Compensation Claims, an employee must tell the attending physician or medical facility that the medical treatment is for an occupational injury or illness. If no medical treatment is required, the supervisor shall make a copy of the Employee Report of Injury form and return it to the Personnel Office.

F. REPORTING TIME OFF FROM WORK AND RETURNING TO WORK

1. The employee must call his/her supervisor each day of absence from work until the supervisor receives a physician's certificate indicating how long it is anticipated that the employee will be off due to the injury/illness. After that the employee is required to contact the Captain weekly, to provide an update on his/her medical condition and return to work status. If the employee fails to contact the Captain during the required period, the Captain will make a follow up call to the employee.
2. If the employee misses more than one full day of work due to a work related injury or illness, the employee must do the following:
 - a. Obtain a return to work certificate from his/her treating physician or Concentra Medical's physician at the time the employee receives a return to work evaluation.
 - b. Contact the supervisor at least one full working day before the scheduled return to work date.
 - c. Submit documentation provided by his/her physician and/or Concentra Medical to the supervisor. The employee cannot return to work without a release from his/her physician and/or Concentra Medical.
3. In situations where the medical assessment by an employee's physician differs from that of Concentra Medical, the City may send the employee for an independent medical examination which will determine when the employee can return to work.

G. ACCIDENT ILLNESS/INJURY ASSESSMENT

1. All work related injuries and illnesses will be investigated by the supervisor to verify the occurrence, to identify corrective actions, and to determine whether the injury/illnesses are recordable under OSHA record keeping criteria. Investigations may include site visits, interviewing witnesses to the incident, questioning supervisors, and interviewing providers of emergency medical treatment.
2. Logs of occupational injuries and illnesses will be maintained by the City's Risk Management staff according to OSHA guidelines. OSHA recordable injuries and illnesses include:
 - a. All occupational deaths.

- b. All occupational illnesses.
- c. Occupational injuries that involve one or more of the following: loss of consciousness, restrictions of work or motion, transfer to another job, or medical treatment (other than first aid).

H. JOB INDUCED PSYCHOLOGICAL DISORDERS

1. If a mental health professional diagnoses an employee with job induced psychological disorder, the employee's supervisor shall follow reporting procedures for on the job injuries.
2. The Chief of Police shall decide the employee's duty status, e.g., reassignment or suspension pending case resolution.

I. WORKMAN'S COMPENSATION INSURANCE

The City of Bowie is a member of the State Compensation Insurance Fund. The employee who is injured on the job is entitled to all necessary medical, surgical, and hospital treatment required to repair or relieve the effect of an injury. He is also entitled to temporary disability payments while recovering from an injury. If a permanent disability arises from an on the job injury, the worker may be eligible for compensation based on the degree of disability. If an on the job injury causes death, a benefit maybe payable to those dependent on the deceased for support at the time of injury. Varying benefit levels may apply to specific categories of dependency. An employee must report all injuries on duty immediately to their supervisor who will ensure that the proper forms are completed.

J. RESTRICTED DUTY

1. All full-time sworn and non-sworn employees must be capable of performing the essential functions as outlined in their specific job descriptions. Police personnel may be required to work long and/or unusual work hours in various adverse climate conditions. Sworn employees must be physically able to perform the following tasks specific to law enforcement, among others:
 - a. Enforce federal, State and local laws and ordinances;
 - b. Arrest criminal offenders;
 - c. Protect themselves or others from physical attack;
 - d. Operate emergency vehicles under adverse and/or dangerous conditions;
 - e. Qualify and be able to carry a departmental firearm within guidelines; and
 - f. Participate in and satisfactorily complete all required training exercises.

Personnel who are temporarily unable to safely perform these and/or other essential functions may be assigned to a "No Duty" or "Restricted Duty" status.

Subject to budgetary and other constraints, the Department will make reasonable efforts consistent with operations and public safety requirements to provide a certain limited number of temporary restricted duty positions for employees who have temporary medical conditions

to allow them to perform work as an alternative to using earned leave; however, the Department does not guarantee that such an assignment will be available at any given time. This Policy is in addition to and is not intended to conflict with all other policies

governing absence due to sickness, work-related injuries, FMLA leave, or other procedures pertaining to such leave.

2. No Duty Status:

An employee whose medical condition is not consistent with working even in a limited capacity will be deemed to be in a “no duty” status and is prohibited from working. The employee will be required to use accrued leave as specified in the City’s policy. In addition, depending on the nature of the employee’s medical restrictions, the Chief may, in his or her discretion, temporarily suspend the employee’s police powers. Sworn employees are not permitted to operate City vehicles when in a no duty status.

3. Restricted Duty - Eligibility and General Applicability:

a. In order to be eligible for restricted duty under this Policy, an employee must:

i. Be employed on “full duty status” or on approved leave due to illness or injury, FMLA leave, or worker’s compensation at the time the request is made for assignment to restricted duty;

ii. Provide written certification from his/her treating physician that he or she has a temporary medical condition that restricts his/her ability to perform one or more of the essential duties identified in the job description for his/her current position; and

iii. Provide written certification from his/her treating physician that he or she is capable of performing the administrative tasks of the restricted duty position for a minimum of twenty (20) hours per week.

b. The Department reserves the right to request, at its expense, a second medical opinion by a physician designated by the Department. In the event these opinions conflict, the opinion of a third physician will be sought at the Department’s expense. This third medical opinion will be final and binding.

c. Any employee who does not meet the eligibility criteria is not entitled to a restricted duty position and must use such leave as is available under the City’s Personnel Policies.

d. Time served in a restricted duty status will count as regular hours worked and will not reduce an employee’s FMLA eligibility.

e. Sworn employees who are assigned to restricted duty are not permitted to operate City vehicles unless specifically approved by a member of the Command Staff.

4. Restricted Duty – Positions:

a. The Department does not guarantee restricted duty assignments nor will it create or maintain permanent restricted duty assignments for its employees.

b. This policy does not impose a duty on the Department to create a restricted duty position that matches an employee's specific restrictions or requests.

c. Restricted duty positions will generally be administrative tasks and non-essential employee duties as may be assigned at the discretion of the Department. Unless otherwise designated by the Department, or as necessitated by the employee's medical status, the positions will be at maximum, forty (40) hours per week and will be paid at the same rate at which the employee was paid at the time he/she requested restricted duty.

Depending on the nature of the employee's restrictions, the Chief may, in his or her discretion, temporarily suspend the employee's police powers.

d. Time served in restricted duty positions shall count for all purposes under the City's pension and other benefit programs.

e. If an employee is in a restricted duty status for six (6) months, the Chief of Police may request further evaluation to determine fitness for duty and the capacity to return to full duty within twelve (12) months of the original date of occurrence. Based upon the evaluation, the Chief of Police may extend restricted duty status if it reasonably appears to the Chief that the officer will be able to return to full duty within twelve (12) months of the occurrence. If the officer will not be able to return within that period, the Chief may consider alternatives to include separation of employment. Prior to any separation from employment members shall receive written notification.

5. Reporting and Supervision

a. Employees in a No Duty Status are required to call in to the Captain on a weekly basis to provide status updates of their condition. Any new paperwork or records relating to their condition must be forwarded to the Captain within one week of receiving them.

b. Employees in a Restricted Duty Status will report directly to Captain and will forward all new paperwork or records relating to their condition within one week of receiving them. All requests for personal or condition related leave shall be routed through them.

c. When employees are returning to "full duty" status, notification shall be made to the Captain and the Personnel Office one day in advance. The Captain will make all appropriate notifications to each section / division affected.

K. EMPLOYEE DRUG TESTING

1. The Department is obligated to ensure that employees do not use illegal drugs nor abuse prescribed medication. Their obligation is accomplished by the following:

a. Employees participating in the Random Drug Testing Program.

b. Employees submitting to testing for drug abuse as part of a testing program instituted as a result of a prior disciplinary proceedings against the employee related to the use of drugs or alcohol.

- c. Pre-employment testing for drug abuse by prospective employees.
- d. Testing where a reasonable suspicion exists that an employee may be abusing a controlled substance or prescribed medication.
 - i. When reasonable suspicion exists that an employee is abusing controlled substances or prescribed medications, the employee's supervisor may require him/her to submit to testing.
 - ii. Failure to comply with drug testing, as directed, is insubordination. Employees that refuse to be tested face an administrative or disciplinary action with a maximum penalty of dismissal.

2. Definitions

- a. Drug Testing Coordinator is the City of Bowie's Risk Manager
- b. Medical Review Officer – A licensed physician responsible for receiving laboratory results generated by the drug testing program, has knowledge of substance disorders and appropriate medical training to interpret and evaluate an individual's positive test result together with their medical theory and any other relevant biomedical information.

3. Random Drug / Breath Testing

- a. Random Drug Testing Program is a proactive approach to a serious problem facing our community. It is not based on:
 - i. An identified drug problem within the Department.
 - ii. Targeting employee groups or specific employees.
 - iii. The program test urine samples for:
 - Amphetamines
 - Barbiturates
 - Benzodiazepines
 - Cocaine
 - Marijuana
 - Methadone
 - Methaqualone
 - Opiates
 - Phencyclidine
 - iv. Breath test is for alcohol
- b. Failure to comply with any component of the Random Drug Testing Program, by any employee ordered to do so in insubordination.
- c. Violation shall result in disciplinary action with a potential penalty of dismissal.

4. Administration

a. The City administers the Random Drug Testing Program through the City of Bowie's Risk Manager.

b. All information is considered confidential and shall only be released to the employee's Commander during the notification process or those with a legitimate need to know. No employee shall discuss the identity of any employee selected to be tested, except to make notifications to the employee at the time of test.

c. Records relating to employee drug testing are confidential, and shall be securely maintained by the Drug Testing Coordinator / Risk Manager. Any effort by an employee who has no legitimate need to know, to obtain confidential information concerning identity of selected employees, results of tests, or to compromise or attempt to corrupt any component of the Random Drug Testing Program shall result in disciplinary action up to and including dismissal.

5. Personnel Subject to Test

a. Current court guidelines preclude the random drug testing of all public service employees. Employees subject to random drug testing perform duties that, directly or indirectly, affect public safety or have unsupervised and / or direct access to sensitive information or drugs. These positions require the highest degree of trust and confidence, and have potential for abuse.

b. Employees to be tested shall be selected by automated random sampling.

c. The Drug Testing Coordinator maintains lists of employees selected for testing. The names of selected employees shall not be announced in advance. In a random selection process, some employees may be selected more than once a year, while others may not. The selection process is not affected by, or related to, other established mandatory drug testing, i.e., position testing, pre-employment, disciplinary action, or testing based on reasonable suspicion.

d. To conform with court guidelines, the following positions have been selected for inclusion in the Random Drug Testing Program and are subject to random drug testing by urinalysis: **Officer (all ranks)

6. Notifications

a. Command Staff shall order the selected employee to report to the laboratory at the assigned time following a notification. These notifications will only apply to on duty employees.

b. In rare cases, employees may be unable to report to the test site at the assigned time. In such cases, supervisors shall immediately contact the Drug Testing Coordinator to explain the delay and advise the employee's anticipated time of arrival at the test site.

7. Test Deferral

a. An employee shall only be deferred from drug screening when:

- i. Deferred at test site by the contract physician
- ii. On authorized leave at the time of notification
- iii. On official travel status out of the area
- iv. Under suspension

v. On administrative leave

b. In deferral cases, the employee's supervisor shall notify the Drug Testing Coordinator of the employee's deferral status within two hours of receiving the selection notification.

8. Testing Process

a. Notified employees shall respond to the contract laboratory and comply with the following:

i. Complete the pre-test forms required by test site personnel.

ii. Present photo identification.

iii. Remain at the test site until a sample is obtained and provide a sufficient quantity of urine to conduct the test.

iv. Watch the preparation and sealing of the specimen to ensure the integrity of the collection process.

v. Follow the instructions for the examiner to obtain a breath sample.

b. Any employee unable to supply urine specimens due to medical reasons shall be interviewed by a contract physician at the time of the test. The contract physician may issue a deferral applicable only to the appointment for that date. If the physician does not issue a deferral, the selected employee shall immediately report to the test site and provide a urine sample.

9. Test Results

a. Negative Results

After the Drug Testing Coordinator receives notification of a negative test result, he/she shall inform the employee of the result by letter.

b. Positive Test Result

i. If the laboratory determines that an employee's urine has tested positive for one of the drugs listed, the laboratory shall inform the Chief's Office.

iii. The Chief shall designate a Command Officer to locate the employee and accompany him/her to the appointment. He shall order the employee to attend their appointment. Failure of an employee to attend a consultation session with the Medical Review Officer as ordered is insubordination will result in disciplinary action.

iv. If the Medical Review Officer cannot legitimize the use of the drug after the consultation, the employee's Commander shall contact the Chief of Police who shall authorize the follow-up investigation and any subsequent disciplinary action against the employee.

v. The Drug Test Coordinator shall notify the employee, via letter, of the

positive test result and their right to have the samples examined at a laboratory of their choice and expense. The letter includes a list of certified laboratories. Employees desiring independent test shall respond in writing within five (5) working days of receipt of the notice to the Drug Testing Coordinator. An investigator assigned to the case will accompany the employee throughout their process to ensure the integrity of the independent test.

L. INGESTION OR EXPOSURE TO CDS / LEGITIMATE DRUGS

1. Use of Medications

No employee shall be under the influence of any medication while on duty unless he/she has complied with their assignment.

2. Prescription Medications

a. Any employee prescribed medication shall inquire whether the drug has any side effects which might interfere with their ability to safely perform their duties. If the prescriber advises that the drug could adversely affect the employee's abilities to safely perform their duties, as defined in their Position Description, he/she shall obtain that information in writing from the prescriber and present it to their supervisor.

b. If there is no other appropriate duty to which the affected employee can be assigned, the supervisor shall place the employee on leave.

3. Non-Prescription Medications

Any employee using legal non-prescribed medication who feels unable to safely perform their duties shall inform their supervisor. If there is no other appropriate duty the affected employee can be assigned, the supervisor shall place the employee on leave.

M. PSYCHOLOGICAL SERVICES REFERRALS

1. Supervisor Responsibility

a. Supervisors should be alert to continue uncharacteristic behavior by employees that may indicate an employee is experiencing psychological difficulties. Examples include, but are not limited to:

- i. Erratic mood swings
- ii. Irrational, uncharacteristic or bizarre thoughts or actions
- iii. Irresponsible or unexplained patterns of leave use
- iv. Potentially explosive domestic problems
- v. Prolonged, unexplained changes in work habits
- vi. Repeated, experiences of poor functioning, possibly due to substance abuse
- vii. Combinations of the above or other behaviors of concern.

b. The supervisor shall consult with the employee about their behavior upon observing any of these signs. A voluntary referral of the employee to a mental health provider should be considered and, if appropriate

suggested by the supervisor.

c. The supervisor may consult with a mental health provider at any time regarding the possible referral of an employee. The identity of the employee need not be disclosed.

d. Supervisors shall notify their Commander of any serious or debilitating psychological problems that could necessitate the administrative referral of an employee to a mental health provider.

e. The confidentiality of all referrals is guaranteed except when the client:

- i. Commits acts of child abuse or neglect.
- ii. Presents an imminent danger to themselves or others.
- iii. Signs a release of information form.

f. If a supervisor believes an employee is experiencing serious or debilitating psychological problems, he/she shall order the employee to be interviewed by a mental health provider. Their order shall be transmitted to the employee in writing with copies of the order forwarded to the office of the Chief of Police. The initiating supervisor will protect the confidentiality of the matter and will restrict information to those persons having legitimate need to know.

2. Psychological Services / Mental Health Provider Responsibilities

a. The identified mental health care provider to the Bowie Police Department shall maintain the confidentiality of all communications concerning an administrative referral except to:

- i. Acknowledge their receipt of the written order commanding the employee's appearance.
- ii. Advise the initiating commander whether the employee responded to the order.
- iii. Advise the office of the Chief of Police of the recommended changes in the affected employee's work status.

3. TDY Assignment Recommendations

a. After an employee consultation, a written recommendation that the employee be placed in a TDY assignment may be reviewed by the Chief of Police. The recommendation may include specific duty and work hour suggestions. The Chief shall review the recommendation and assign the employee to the appropriate work status.

b. If the recommended TDY assignment is approved by the Chief, the mental health care provider shall:

- i. Notify the Department every 30 calendar days of the need for continuation of the TDY assignment.
- ii. A recommendation that the employee be returned to regular

duty may be made to the Captain at any time during the TDY assignment.

iii. Reassess the employee's work status weekly.

c. The maximum time for a TDY assignment resulting from a referral is 180 days. Before the expiration of their time, the employee shall either be returned to regular duty or the case will be referred by the mental health care provider to a second provider for review and recommendation.

i. The employee may continue in the TDY assignment pending the review.

4. Emergencies

a. Whenever an employee exhibits irrational or bizarre behavior that is dangerous or potentially dangerous to him/herself or others, a supervisor may order the employee to immediately report to the mental health provider for assistance. Before ordering the employee, the supervisor shall contact the identified mental health provider for instruction. The supervisor shall not allow the employee to transport him/herself. The Supervisor shall recover the employees firearm and it shall be stored in a station lock box for safe keeping; range master shall be notified.

b. In an extreme emergency, the employee may be hospitalized and, if necessary, the employee's police powers shall be suspended.

c. If an employee's police powers are to be suspended for one or more of the above reasons, the suspending supervisor shall immediately notify the employee's supervisor and the mental health provider concerning the necessity for suspension.

d. The reinstatement of an employee suspended for psychological reasons to regular duty requires an affirmation recommendation of a board-certified, licensed psychiatrist who has examined the employee at the Department's request.

N. SUSPECTED CARBON MONOXIDE LEAKS IN VEHICLES

a. An employee complaining of illness due to fumes while operating a Departmental vehicle, shall stop the vehicle as soon as practicable and contact a supervisor. The supervisor shall:

- i. Contact the dealership and arrange for vehicle testing for carbon monoxide presence.
- ii. Deadline the vehicle.

O. PREGNANCY

For public safety and management planning purposes, an Officer who becomes pregnant shall notify the chief law enforcement executive or an authorized designee of the pregnancy immediately upon confirmation. Written documentation must be provided by a medical practitioner, including an anticipated due date, if possible. The chief law enforcement executive should

maintain this information as confidential, to the extent permitted and/or required by law.

1. Full-Duty Option

a. During a pregnancy, an Officer may be able to continue to work in her usual, full-duty assignment until some point during the second trimester of the pregnancy. Employees must confer with their personal physicians, providing him or her with the agency's job description that delineates the essential job functions of a law enforcement Officer and a copy of this policy. It would also be beneficial for the physician to review the "Pregnancy" chapter of the ACOEM (American College of Occupational and Environmental Medicine) Guidance for the Medical Evaluation of Law Enforcement Officers.

b. Both the physician and the employee are expected to consider the risks and benefits of remaining on a full-duty status. The agency will not require an Officer to accept a maternity duty assignment at this stage or to take leave, absent a compelling medical or public safety reason.

c. The agency will make every reasonable effort to avoid assigning full-duty pregnant employees to units in which the work involves the likelihood of encountering toxic chemicals, such as raids on clandestine drug labs or intensive traffic enforcement. Assignment of pregnant employees to units in which the work involves a high likelihood of suffering trauma should also be avoided.

d. During the Officer's pregnancy, the agency should seek a temporary exemption from firearms qualification requirements, whether those requirements arise from state law or agency regulation. If an exemption is not available, the agency shall arrange for alternative firearms qualification, such as providing nontoxic, lead-free ammunition, and reducing exposure to noise and toxic cleaning solvents. Simulation training and testing should be considered as a preferred alternative to live-fire qualification, if reasonably available.

f. During the pregnancy, it may become necessary for this agency to evaluate the employee's continuing ability to safely and effectively perform the essential functions of her position. In such a case, the agency may consider whether the pregnancy creates an undue safety risk to the employee, co-workers, and/or the public. The agency may consult with the agency physician and/or the employee's physician in making this evaluation. If the agency determines that the employee's condition unreasonably interferes with her ability to perform in a full duty capacity, she may be reassigned to maternity duty. Absent unusual circumstances, the employee will not be required to take leave.

2. Maternity Duty

a. During a pregnancy, upon written recommendation of a physician, an employee may request a temporary reassignment to alternative duty. This assignment is referred to as "maternity duty" and is an alternative to the full-duty option described in section C. above. Generally, maternity duty will commence at some point during the second trimester.

i. Maternity duty will not include work that involves the likelihood of encountering toxic chemicals, such as raids on clandestine drug labs or intensive traffic enforcement, or work that involves a high likelihood of

suffering trauma.

ii. Absent specific medical considerations, employees working maternity duty shall continue in a full-time working status. Consideration will be given to allowing for part-time assignments of employees whose medical condition may warrant such accommodation.

iii. The need for uniform and equipment modifications during maternity duty will be considered, and accommodations should be made to the extent possible.

iv. An Officer working in a maternity duty status may retain possession of an agency issued firearm. The qualification modifications described in section C.4 apply.

b. Maternity Duty – Defined

Maternity duty may consist of, but is not limited to, the following:

- (1) Nonhazardous assignments
- (2) Writing police reports
- (3) Operating a police radio
- (4) Interviewing persons
- (5) Clerical functions

Maternity Duty assignments should avoid the following:

- (1) Alternating shift work
- (2) Defensive tactics or defensive tactics training
- (3) Firearms training, except simulated training
- (4) Patrol duties
- (5) Extensive exposure to automobile exhaust fumes such as may be experienced with intensive traffic control/toll plaza/tunnel duty
- (6) Standing for more than 30 minute intervals
- (7) Lifting of more than 25 pounds
- (8) Exposure to high concentrations of toxins, chemical or infectious agents, or controlled dangerous substances

c. The agency will consider any specific restrictions identified by the employee's physician. Temporary reassignment of eligible pregnant members to maternity duty will be made consistent with the operational needs of the agency.

3. Continuing Evaluation

a. Pregnant employees shall be permitted to work as long as they are able to perform their jobs and will not be subjected to special procedures to determine their ability to work. If an employee becomes unable to perform the functions of her maternity duty assignment, the agency may require her to take leave, in compliance with the Family and Medical Leave Act and other applicable law. If an Officer has been temporarily absent from work as a result of a pregnancy-related condition and she recovers, she shall not be required to remain on leave until the baby's birth. The employee may elect to take such leave if medically warranted and in conformance with applicable employer regulations and procedures. The

pregnant employee shall be treated the same as any other employee voluntarily seeking leave and/or sick pay because of any other physical condition.

4. Return to Work after Maternity Leave

a. Employer's Responsibility

When an employee returns to duty after an extended absence of 30 calendar days or more, the Captain shall meet with the employee and conduct a reintegration interview. From that interview, a reorientation program shall be developed for the individual employee, if necessary, which takes into consideration the unique circumstances of the particular employee. For example, an Officer returning from maternity leave may have been exempt from firearms qualification for approximately one year. In such cases, the Officer's reintegration program should include firearms training/qualification prior to being assigned to the field.

b. Employee's Responsibility

When an employee who has been on an extended absence of 30 calendar days or longer due to pregnancy plans to return to work, she shall do the following:

- i. Request to meet with the Captain immediately upon returning to work;
- ii. Provide documentation of medical fitness for duty, subject to review by the agency;
- iii. Assist the Captain in identifying her individual needs, which may or may not include accommodations needed for lactation, such as a private room, use of a refrigerator, and limiting exposure to toxic levels of heavy metals and other chemicals; and
- iv. Accomplish all reintegration tasks as directed by the Captain.

P. COMMUNICABLE OR INFECTIOUS DISEASE EXPOSURES

1. Employee Responsibility

- a. Employees who sustain potential infectious disease exposure shall notify their supervisors immediately, or as soon as they become aware of the exposure.
- b. Employees exposed to blood and or other bodily fluids by a person transported to a medical care facility, shall ensure the Incident Number and employee ID numbers are placed on the person's admission / emergency forms. Also the ambulance reports if transported by ambulance.

2. Supervisor Responsibilities

- a. Supervisors shall investigate each reported infectious disease exposure.
- b. Supervisors shall ensure the exposed employee contacts the identified health care provider within one working day following the incident to schedule an appointment for an evaluation of the incident to determine appropriate medical follow up procedures.

3. Information Restriction

a. Any employee having information relating to another employee's infectious disease exposure shall not divulge such information except as necessary:

- i. To a medical care facility
- ii. To a source having a legitimate need to know
- iii. Up a chain of command

4. Procedures

a. Employees shall follow the procedures outlined in the City of Bowie's Bloodborne Pathogens Exposure Control Plan Policy 02-01.

b. Test results arising from on duty exposures are returned to the Risk Manager as well as the office of the Chief of Police.

c. In cases of non-duty exposures, said information shall not be released without written consent of the employee. Positive results shall be provided to the office of the Chief of Police by the employee.

d. In line of duty injury medical expenses shall be paid by the City.

e. The Infectious Disease Exposure Notification Form will be maintained by the Department. Copies of all forms are maintained in a confidential file.

f. At their option, the exposed employee may seek medical advice, treatment, or testing from an alternate medical care facility.

g. The required notifications for exposures are the following:

- i. HIV
- ii. Hepatitis B
- iii. Meningococcal Meningitis
- iv. Tuberculosis
- v. Mononucleosis
- vi. and any other communicable disease

5. Hepatitis Cases

a. When an employee sustains a hepatitis B exposure he/she shall comply with the procedures outlined in 4. Procedures and the City of Bowie Policy 02-01.

6. Handling Prisoners Infected with Contagious Disease

Prisoners with known or reasonably suspected contagious diseases shall be isolated from other prisoners if their behavior is violent, unpredictable, or they are unable to control bodily fluids, or if they are bleeding. If the prisoner is transferred to another authority, the custody Officer shall notify the receiving agency, before the transfer, that the prisoner has an infectious

disease. Their notification shall be restricted to those with a need to know and shall be documented in the narrative section of the appropriate report.

7. Transmission Prevention

See City of Bowie's Bloodborne Pathogens Exposure Control Plan Policy 02-01

8. Contact with Suspected Material

- a. Skin, surface, clothing exposures see City of Bowie's Bloodborne Pathogens Exposure Control Plan Policy 02-01.
- b. Extraordinary precautions should be taken to prevent needle stick / sharp instrument injuries. When conducting searches never blindly place hands in areas where there may be sharp objects that could puncture the skin.
- c. Employees shall wear disposable latex gloves when processing any incident scene where blood or blood-contaminated items are present, and must be handled.
- d. Handling contaminated evidentiary items See the Evidence SOP
- e. Contaminated, disposable articles, such as latex gloves should be treated as infectious waste. Articles shall be placed in biohazard bags and the bags placed in biohazard receptacles. Alternately, items may be soaked in a fresh mixture of one part bleach and nine parts water. Items should then be placed in a second bag and disposed of in a standard trash receptacle.
- f. In lieu of the preceding, Officers may contact any hospital emergency room and request authorization to dispose of contaminated articles there. Officers may also contact any fire station for advice and possible assistance.

9. Reportable Contacts with HIV Infected Persons

- a. The following types of contacts with an HIV – infected person shall be documented on an incident report. A supervisor shall be immediately notified.
- b. Forms in the City of Bowie's Bloodborne Pathogens Exposure Control Plan Policy 02-01 shall be completed.
- c. Any incident involving exchange of bodily fluids of an HIV-infected person.
 - i. Any needle stick or sharp instrument injury that breaks the skin.
 - ii. The dousing of any mucus membrane such as eyes and mouth, with the body fluids of an infected person.
 - iii. Cardiopulmonary Resuscitation with blood/body fluid exposure.
 - iv. Any human bite.

d. If an employee experiences a contact that does not fit into any of the above categories, and the employee feels the exposure was significant, he/she may document the contact on an Incident Report.

e. Following the evaluation, a determination shall be made whether medical treatment or testing is appropriate. If so recommended, the employee shall notify their supervisor. If a determination is made that medical treatment or testing is not necessary, no supervisory investigation is necessary. An Infectious Disease Notification Form shall be initiated by the affected employee at the time of the evaluation. Copies of the form shall be maintained.