

Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 2.9
	Effective Date: 01/02/04 Prv. Rev. Date: 04/25/20 Revised Date: 12/26/25
	Accreditation Standards: KACP: 4.6, 12.1
Chapter: Personnel	
Subject: Light-Duty Status	

2.9 LIGHT-DUTY STATUS

2.9.1 OVERVIEW

An inter-divisional administrative reassignment (i.e., temporary duty (TDY)) of a member with the status of light-duty must be approved by their respective Bureau Commander prior to the administrative reassignment. Upon approval, the receiving division/section/unit is responsible for completing the UKG/Telestaff Notification of Initial Assignment or Reassignment form (LMPD #07-0027) (refer to SOP 2.6.1).

An intra-divisional administrative reassignment (i.e., TDY) of a member with the status of light-duty may be approved by the division commander (refer to SOP 2.7 regarding reporting, documentation, and notification requirements involving on-duty injuries).

2.9.2 DEFINITIONS

Light-Duty: A status that permits a Louisville Metro Police Department (LMPD) member who is unable to perform all job functions to work at less than full duty while recovering from an illness or injury.

2.9.3 LIGHT-DUTY PROCEDURES

The following criteria will be used to determine if a sick or injured officer is able to perform full police functions:

- The ability to effect a forceful arrest.
- The ability to safely operate a departmental vehicle.
- The ability to safely operate a firearm.
- The ability to exercise sound judgement when interacting with other members and the public.

If an officer is unable to perform full police functions, in the opinion of an appropriate healthcare provider or for more than seven (7) continuous calendar days, the division/section/unit commander will direct that the officer:

- Be served with a copy of a Notification of Limitation of Police Powers form (LMPD #11-0008) and placed on either light-duty or other appropriate leave.
- Surrender their assigned departmental vehicle to the member's division/section/unit commander, or their designee. An officer who has been placed on a light-duty work assignment and has limited police powers may, at the discretion of the division commander and based on availability, be assigned an unmarked vehicle if their ability to safely operate a departmental vehicle is not hindered by their sickness or injury.
- Retain departmentally-issued equipment, or any portion thereof, during the period of limited police powers, at the discretion of the member's division commander or a higher command authority.

If an officer is capable of, and has been released to perform, light-duty work by their healthcare provider, the officer will be administratively reassigned based on the current departmental need. An officer who is on light-duty will also be required to complete any required training that they can perform, or can be reasonably

Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 2.9
	Effective Date: 01/02/04 Prv. Rev. Date: 04/25/20 Revised Date: 12/26/25
	Accreditation Standards: KACP: 4.6, 12.1
Chapter: Personnel	
Subject: Light-Duty Status	

2.9.3 LIGHT-DUTY PROCEDURES (CONTINUED)

accommodated to perform, as needed, with the exception of firearms training, in order to keep the officer's training record current.

An officer who has been placed on a light-duty work assignment and has limited police powers will adhere to the attire standards set forth in their assigned light-duty division/section/unit's operations manual or by the division/section/unit's supervisor. An accommodation request may be submitted by the officer to Police Human Resources (HR), as needed (KACP 12.1).

Members are to provide information on light-duty restrictions to Police HR. Supervisors are to contact Police HR with any questions related to a member's light-duty restrictions.

Professional staff members who are placed on a light-duty work assignment will adhere to the standards set forth by the immediate supervisor of the light-duty work assignment. An accommodation request may be submitted by the member to Police HR, as needed (KACP 12.1).

2.9.4 RETURN TO DUTY FROM LIGHT-DUTY

Prior to returning to work from light-duty or injury leave, a member must present to Police HR a written statement from the member's treating physician indicating that the member can fully perform the member's duties. For this requirement, members may utilize the Return to Duty Physician's Certification form (LMPD #15-0015). The written statement or form must be received by Police HR prior to the officer's police powers being restored.

Police HR will notify the Training Division that a sworn member is returning from light-duty or injury leave. Upon confirmation that any required training has been completed, Police HR will prepare and send the Notification of Restoration of Police Powers form (LMPD #03-02-0151) to the Chief of Police, or their designee, for review and signature. Police HR will notify the officer's division commander of the date the officer will be returning to work and will provide the officer with a copy of the signed Notification of Restoration of Police Powers form.

The division commander is responsible for returning the officer's departmentally-issued property/equipment upon their return.

Prior to returning to duty, members must acknowledge that they have read and understood all policies, General Orders, Special Orders, and General Memorandums found in their PowerDMS Document Management System inbox. If members do not have computer access, they must acknowledge that they have read and understood all outstanding policies, General Orders, Special Orders, and General Memorandums by signing the appropriate accountability roster (KACP 4.6d).

If an officer's leave occurs during either spring or fall firearms qualifications, the officer suffers an injury to the primary shooting arm or support arm (e.g., hand, wrist, elbow, shoulder, etc.), the officer suffers an injury to the legs, or the officer suffers a brain injury, then the officer will be required to pass firearms qualifications with the officer's Class A pistol and any other firearms carried while on-duty, prior to returning to duty (refer to SOP 4.13).

Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 2.9
	Effective Date: 01/02/04
	Prv. Rev. Date: 04/25/20
	Revised Date: 12/26/25
Chapter: Personnel	Accreditation Standards: KACP: 4.6, 12.1
Subject: Light-Duty Status	

2.9.4 RETURN TO DUTY FROM LIGHT-DUTY (CONTINUED)

Upon returning to duty after light-duty or injury leave, the member's direct supervisor will contact the Training Division, via email, at impdtraining@louisvilleky.gov, and copy the member, to inquire about the scheduling of any required missed and/or future training.