

4.6 Duty Classifications

4.6.1 Management and Employee Obligations

An employee must be physically and mentally able to perform all of the tasks associated with his/her position. Any employee who is subject to a physical or mental impairment which restricts his/her ability will be relieved of normal duty requirements. This action will be taken on a case-by-case basis to best meet the needs of the individual, the community, and the Office. The Office acknowledges two independent responsibilities. The Office has a responsibility to provide support to an injured employee during the period of recovery and rehabilitation. Second, every employee has a responsibility to give forth their best effort to continue to work when able, or return to work as soon as practical. This policy is only applicable to on-duty injuries. The Office reserves the right, but has no obligation whatsoever, to be flexible with an employee who has incurred an injury during an employees off-duty hours or through no fault of the Office.

4.6.2 Categories of Fitness

For the purpose of competently dealing with the personnel needs of the Office, there are three categories of fitness. The critical criteria for determination of the categories are the ability of an individual to perform the full scope of duties and responsibilities of his/her position. The power to classify an individual in a category other than full duty rests solely with the Sheriff or Chief Deputy. The categories established are:

- Full-Duty - The employee is able to fully perform all duties and meet all responsibilities required of his/her position.
- Light-Duty - An employee may be placed on light-duty if he/she is temporarily unable to fully perform all duties or meet all responsibilities required of his/her employment position due to a physical or mental impairment. There are no permanent light-duty positions. Employees on light-duty must be under a doctor's care and in a rehabilitation process so that they can return to full-duty within a reasonable period of time.
- Limited-Duty - An employee may be placed on limited-duty if he/she is under investigation for an administrative, civil, or criminal violation, or any other matter deemed appropriate by the Sheriff or Chief

Deputy. In such a situation the individual may be physically and mentally able to function in a full-duty capacity, but may be temporarily restricted from coming in contact with certain information, or members of the Office or the public, pending the outcome of investigatory activities.

- Disability - Disability encompasses employees who have sustained an injury, contracted an illness, or developed a mental or physical problem which causes an impairment in their ability to fully perform their duties and responsibilities as determined by medical authority, and their return to full duty constitutes a health or safety risk. A disabled employee should contact the Anne Arundel County Office of Personnel for their available options.

Absent supervisory approval or exigent circumstances, deputies on light-duty or disability leave are not to exercise their law enforcement powers, carry a firearm, or operate an Office vehicle, and are prohibited from working law enforcement-related secondary employment.