
Return to Duty Transition Plan

1030.1 RETURN TO DUTY TRANSITION PLAN

The purpose of this Order is to formalize the policy for Sergeants, Detectives, and officers returning to uniformed assignment after an extended absence. This gives the member an opportunity to become reacquainted with the functions of uniformed officers that may have changed since their last assignment.

1030.2 DEFINITION

The Operations Division transition plan is intended for those sergeants, detectives, and officers recently transferred back to uniform who have been away for 6 months or more or have been assigned solely to criminal investigation division or administration duties for that period of time.

This also includes those members who are currently assigned to the Operations Division and have been off work for 6 months or more on extended leave, disability or sick time, personal, military or maternity leave.

1030.3 PROCEDURE

Upon transfer or return of a member who has been away from patrol for 6 months or more back to Operations Division patrol duties, the member shall adhere to the Operations Division transition plan procedures as follows:

The Administration Sergeant will notify the Operations Commander of the member who is either due to return to work or is being transferred to Operations. The Operations Commander will then assign the member to a specific watch and advise the Watch Commander (Sergeant).

The Administration Sergeant will conduct a review of the members training record. A memorandum summarizing identified training needs and scheduling options will be forwarded to the Operations Commander and he/she will set up the coordination and implementation of a training plan.

The Field Training Coordinator will facilitate re-orientation for Sergeants and assign the appropriate Field Training Officer to detectives and officers returning to uniformed assignment for re-orientation training.

Members who are assigned to and are returning to their previous assignment at Investigations, Traffic, patrol, or Administration shall adhere to the Operations transition plan, which will be tailored to their specific needs/function.

1030.4 PATROL RE-ORIENTATION

The Administration Sergeant will ensure that the member is current with their training with computer operations, policy and procedures, and report writing for an amount of time as determined by the Operations Commander. Prior to being placed back on patrol, the sergeant or officer must complete the following training, if applicable:

- (a) Range Qualifications:

East Palo Alto Police Department

East Palo Alto Police Department

Return to Duty Transition Plan

- (b) Duty Weapon
- (c) Shotgun
- (d) Less Lethal
- (e) Patrol Rifle (if presently certified)

Whenever possible, the member returning to uniformed assignment will be assigned to an FTO for the transitional training (up to 4 weeks). During this period, the member will perform normal uniformed duties under the direction of the assigned FTO.

Sergeants returning to Operations Division will receive re-orientation training by the Operations Commander during the transitional period. The Operations Division Commander may assign the Sergeant to an FTO if necessary.

In order to successfully complete the Operations Division Transition Program, the sergeant, detective, or officer must be current in their training in the following areas: (see exception)

Continued Professional Training (CPT). This only applies if the member has not attended within the last 18 months.

Emergency Vehicle Operations Course (EVOC refresher). This only applies if a member has not attended the refresher course within two years from returning to patrol.

Members assigned to motorcycle units should be evaluated by their Division Commander or his/her designee. They will determine if any refresher is needed.

Must be approved by the FTO and the Operations Commander on the transitional plan check list indicating proficiency in all areas of the evaluation.

EXCEPTION: In the event the scheduled training has been delayed for 45 days or longer, the Operations Commander may allow the member back on patrol, released from the return to patrol transition and schedule for the next available training date. The Commander must articulate that the sergeant, detective, or officer has demonstrated proficiency in their position. **THIS DOES NOT APPLY TO A MEMBER WHO CANCELS HIS OR HER OWN TRAINING WITHOUT PRIOR APPROVAL.**

Upon successful completion of the Operations Division Transition Program, the, Division Commander and or FTO shall approve the "Return to Operations Division Checklist" form. This form shall be approved and routed to the following:

- (a) Member returning to patrol (Operations Division)
- (b) Field Training Officer
- (c) Administration Sergeant
- (d) Team Sergeant
- (e) Commander of Operations

East Palo Alto Police Department

East Palo Alto Police Department

Return to Duty Transition Plan

This form shall be kept in the members training or personnel file.

Members who are not progressing in the transition program training, shall have their situation reviewed/evaluated by the Team Sergeant, Administration Sergeant and the Division Commander. A training plan to ensure the member's successful completion of the Operations transition program shall be developed.

1030.5 COMPENSATION

FTO's shall be compensated at the same rate for the Operations transition program as for training recruit officers, consistent with the provisions of the existing Memorandum of Understanding (M.O.U.) between the Department and the Police Officer's Association.

1030.6 OVERTIME ASSIGNMENTS

Members who have been off work for 6 months or more, for whatever reason, shall not work an overtime assignment for the Operations Division unless:

The member has completed the Return to Patrol Transition Program or with the approval of the Division Commander.

1030.7 PROHIBITIONS

Acting-work-like-pay assignments:

Members are prohibited from working in an acting-work-like-pay capacity while in the Return to Duty Transition Program