

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**Modified Duty Placement Process-Permanent and Stationary Restrictions**

Inter-Bureau Procedure #03-10-94

Authority: Raymond B. Wingerd, Interim Chief Probation Officer

When the department is in receipt of permanent and stationary work restrictions the following procedure shall be executed:

1. The employee submits documented notice or Risk Management Worker's Compensation informs the department that the employee has a permanent and stationary work restriction.
2. The Human Resources Officer, in collaboration with the immediate supervisor and Bureau Deputy Chief makes a determination if the employee can perform their "usual and customary duties" with modification of the physical work environment or a modification in the performance of particular tasks.

Reasonable Accommodation may include:

- Assignment to a previously identified accommodated position
  - Change in work location
  - Purchase of equipment that would allow the employee to continue employment
  - Return to normal work location with a notation that certain functions cannot be performed by the employee
  - Return to normal work location with notation that certain functions can only be performed in an "emergency situation."
3. If the work restrictions are the result of a "Non-Occupational" injury, the employee will be sent to the Center for Employee Health and Wellness for evaluation. In turn, the department shall receive a Notice of Medical Evaluation, whereby the department is notified if the employee is medically qualified or not medically qualified to perform the job.
  4. The Human Resources Officer for the department shall review the work restrictions to determine if the employee can perform the essential job functions or if reasonable accommodations are needed.
  5. An Interactive Process Interview will be conducted to inform the employee of the essential job functions as contrasted with the work restrictions, and, to document the department's accommodation efforts. The interactive process will be conducted for both occupational and non-occupational injuries.
  6. If it is determined that an employee cannot be accommodated in their usual and customary assignment, the Human Resources Officer will meet with the Bureau Deputy Chief to make a recommendation of placement for the employee. The employee will be required to meet the essential job functions for the new assignment.

7. If a position is not available to accommodate the employee's work restrictions, the Human Resources Officer shall review other positions within the Department that the employee can perform.
8. If no positions are available within the department, then the Human Resources Officer will search for suitable positions in the County.

If an accommodation can be identified, the respective Deputy Chief Probation Officer will be responsible for the implementation. If the employee's restrictions cannot be identified, the Human Resources Officer will proceed in accordance with the County Policy.

Note: Placement of an employee with permanent and stationary work restrictions may require reassigning another employee to accommodate the employee with work restrictions. A reasonable accommodation may result in a shift change, or placement in a different Bureau.

Issued By:

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Raymond B. Wingerd, Interim Chief Probation Officer

Date:

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Revised:

Policy Reference: