



Bock Consulting



## Port of Seattle Police Department Light-Duty Work Tasks

Employee \_\_\_\_\_ Claim Number \_\_\_\_\_

### **FOR PHYSICIAN'S USE ONLY**

The Port of Seattle Police Department is dedicated to providing meaningful return to work options for Officers that are injured on the job. The following pages contain light-duty tasks available within the Police Department. Please review the tasks, indicate the tasks the worker is capable of performing, and provide your signature below.

Global Comments/Restrictions: \_\_\_\_\_

#### **Weight Training/Work Out Restrictions**

Police Officers have access to a gym at work, which includes free weights, weight machines, elliptical trainer, treadmill, stationary bike, and other exercise equipment.

Is the Officer released to use the gym?  Yes  No

If yes, please specify limitations the Officer should follow.

Weight Training Restrictions: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **FOR POLICE DEPARTMENT USE ONLY**

Hours of work: from: \_\_\_\_\_ to \_\_\_\_\_

Weekly schedule (circle applicable days):    Mon    Tues    Wed    Thu    Fri    Sat    Sun

Date light duty begins: \_\_\_\_\_

Duration of current work plan: \_\_\_\_\_

Associated work deadlines: \_\_\_\_\_

Frequency of medical appts: \_\_\_\_\_

Light Duty Officers:

- Will not perform work/tasks in conflict with the work restrictions outlined by the Officer's attending physician.

Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Employee \_\_\_\_\_ Claim Number \_\_\_\_\_

**Task: Department Offices–Case Investigations & Background Investigations.**

Worker released to this task? Yes. No.

*If no, please provide the objective medical findings to support inability to perform this job task.*

Work in an office setting on investigations, making telephone calls to follow-up on leads, conducting telephone interviews, and gathering leads. Documenting contacts and information gathered for use by the detectives. Potentially reopen cold cases for review. Gather data related to potential new hires. Gathering statements. Scheduling physical tests and polygraph tests. Requesting credit reports. Summarize information for review. This is a sedentary office job that can be done primarily seated at a desk.

Comments/restrictions: \_\_\_\_\_

**Task: Conduct Inventory of and/or stock Equipment and Supplies.**

Worker released to this task? Yes. No.

*If no, please provide the objective medical findings to support inability to perform this job task.*

This job requires standing, walking, lifting, pushing and pulling. The weight of our equipment and supplies vary. We will accommodate weight restrictions, please indicate **how many pounds can be lifted \_\_\_ lbs, pushed \_\_\_ lbs, pulled \_\_\_ lbs?**

Comments/restrictions: \_\_\_\_\_

**Task: Clean/Maintain Equipment/Firearms.**

Worker released to this task? Yes. No.

*If no, please provide the objective medical findings to support inability to perform this job task.*

This job can be performed in a seated position. The weight of our equipment and firearms vary. We will accommodate weight restrictions, please indicate **how many pounds can be lifted \_\_\_ lbs.**

Comments/restrictions: \_\_\_\_\_



Employee \_\_\_\_\_ Claim Number \_\_\_\_\_

**Task: Department Offices and Property Room–Data Entry.**

Worker released to this task? Yes. No.

*If no, please provide the objective medical findings to support inability to perform this job task.*

Work in an office setting. Organize paperwork. Enter data from Property Control Forms (“PCF”) into evidence tracking system. Enter data from Field Interview Records (“FIRs”) into case tracking system. Enter data from citations/infractions into an infraction tracking system. Work can be performed with one hand. Quality control input data.

Comments/restrictions: \_\_\_\_\_  
\_\_\_\_\_

**Task: Department Offices–Training Updates.**

Worker released to this task? Yes. No.

*If no, please provide the objective medical findings to support inability to perform this job task.*

Work in an office setting to assist with updating training outlines/materials. Researching best practices and other data. Presenting and discussing findings with trainers. Incorporating new/updated information into the training curricula as directed by trainers.

Comments/restrictions: \_\_\_\_\_  
\_\_\_\_\_

**Task: Department Offices–Purging Files.**

Worker released to this task? Yes. No.

*If no, please provide the objective medical findings to support inability to perform this job task.*

Work in an office setting. Identify old case files. Conduct database research to identify the status of a specific case. Identify if case is open or closed. Open cases are returned to the files; documents for closed files are separated for destruction.

Comments/restrictions: \_\_\_\_\_  
\_\_\_\_\_

**Task: Department Offices–Citation Books and Citations.**

Worker released to this task? Yes. No.

*If no, please provide the objective medical findings to support inability to perform this job task.*

Work in an office setting. Identify owners of specific citation books. Retrieve old citation books. Issue new citation books. Identify missing citations. Contact the Officer with the applicable citation book and request citation documentation to be forwarded for entry into the computer system.

Comments/restrictions: \_\_\_\_\_  
\_\_\_\_\_



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**Task: Department Offices–Accreditation.**

Worker released to this task? Yes. No.

*If no, please provide the objective medical findings to support inability to perform this job task.*

Work in an office setting assisting the Accreditation Manager. Review and research policies, modify policies, and perform administrative tasks as directed.

Comments/restrictions: \_\_\_\_\_  
\_\_\_\_\_

**Task: Department Offices–Front Desk/Reception Area.**

Worker released to this task? Yes. No.

*If no, please provide the objective medical findings to support inability to perform this job task.*

Work in an office/front desk setting answering phones and assisting with walk-in visitors requesting assistance. Gather information from the visitor, and identify and contact the appropriate person to assist the visitor. Misc office duties may include filling out forms, filing paperwork, using a Computer, keyboard and mouse while working in sedentary office environment.

Comments/restrictions: \_\_\_\_\_  
\_\_\_\_\_

**Task: Department Offices and Property Room–Deliveries.**

Worker released to this task? Yes. No.

*If no, please provide the objective medical findings to support inability to perform this job task.*

Assist Fleet and Supply Officers to move vehicles to and from the repair facilities. Using a Port vehicle to deliver paperwork and other items to Department or other Port of Seattle locations. Pick up uniforms or uniform components. Deliver property/other items to the owners and obtain signature. Deliver evidence to crime labs for processing. Other deliveries as needed/requested. We will accommodate weight restrictions, please indicate **how many pounds can be lifted \_\_\_ lbs, pushed \_\_\_ lbs, pulled \_\_\_ lbs?**

Comments/restrictions: \_\_\_\_\_  
\_\_\_\_\_

**Task: Property Room–Evidence Disposition.**

Worker released to this task? Yes. No.

*If no, please provide the objective medical findings to support inability to perform this job task.*

Review paperwork, research case status on-line, and determine if evidence can be returned to its owner. If so, complete Evidence Disposition Form. Prepare items for mailing or delivery to owner.

Comments/restrictions: \_\_\_\_\_  
\_\_\_\_\_



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**Task: Property Room–Witnessing Property Room Tasks.**

Worker released to this task? Yes. No.

*If no, please provide the objective medical findings to support inability to perform this job task.*

Work with the Officer(s) in charge of the Property Room and act as a witness as needed for authentication proposes. Sign name on forms.

Comments/restrictions: \_\_\_\_\_  
\_\_\_\_\_

**Task: Property Room–Processing Finger Prints.**

Worker released to this task? Yes. No.

*If no, please provide the objective medical findings to support inability to perform this job task.*

Following applicable policies and procedures, apply fingerprint dust to evidence, lift prints, attach fingerprints to evidence card, prepare required documentation, and take pictures of prints and evidence from which the prints were taken.

Comments/restrictions: \_\_\_\_\_  
\_\_\_\_\_