



# DEPARTMENT NOTICE

21-041  
03/18/21

## Medical Liaison Transfers and Temporary Modified Duty Assignments


Sworn members who have been on Disability Pay (DP) in an excess of 30 days shall be transferred to the Medical Liaison Unit. The Medical Liaison Unit shall be responsible for ensuring that these transfers are completed. Sworn members whose Workers' Compensation claims are on delay, denied, or who are off work because of an approved leave **shall not** be transferred to the Medical Liaison Unit. Civilian members *will not* be transferred to the Medical Liaison Unit under any circumstances.

When a sworn member is cleared for full duty, the Medical Liaison Unit will coordinate with the member's current, temporary unit *and* the member's permanently assigned unit to ensure that the member's transfer can be processed with minimal disruption. If a member has been on DP in an excess of 6 months, the Medical Liaison Unit will coordinate with the Field Operations Bureau and the member's current, temporary unit to facilitate a minimally disruptive transfer of the member to their "Re-entry to Patrol" assignment.

Any member who has medical restrictions or who has advised the Department that they cannot perform all of the essential job functions of a sworn member, shall notify the Medical Liaison Unit through their chain of command. The Department will attempt to place the member in a temporary modified duty position in accordance with the procedures in Department General Order 11.12. The Deputy Chief of the Administration Bureau will make the final decision regarding the availability of a temporary modified duty assignment.

Members are reminded that under no circumstances shall a member contact a supervisor, Officer-in-Charge, or Commanding Officer of any unit in an attempt to arrange for a temporary modified duty assignment. No supervisor, Officer-in-Charge or Commanding Officer shall offer any assignment of modified duty to a member.

Questions regarding this bulletin should be directed to Sergeant Scott Kiesel of the Medical Liaison Unit at 415-837-7220, or the Americans with Disabilities Act (ADA) Coordinator, Penny Si, at 415-837-7221. Sgt. Kiesel or Penny Si may be contacted after-hours through the DOC at 415-553-1071.

  
WILLIAM SCOTT  
Chief of Police

*Per DN 20-150, all sworn and non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*