

**LAKWOOD FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

SOG NUMBER: 101.15A	PERSONNEL
DATE IMPLEMENTED: OCTOBER 16, 2018 DATE REVISED:	TITLE: RETURN TO DUTY

PURPOSE:

To facilitate the return of personnel to active duty service after injury and/or illness both on and off duty.

SCOPE:

These procedures shall apply to all LFD Career and Volunteer personnel, no matter what classification, rank or office a member or employee may hold. However, with regard to Career personnel, this SOG shall not conflict with the provisions of the present (CBA) Collective Bargaining Agreement.

GENERAL:

The following procedures will be followed prior to an individual returning to full active duty:

A. Duty and Non-Duty Related Injury or Illness

1. The individual seeking reinstatement to active duty must complete and sign a Release of Medical Records, See Schedule A;
2. The Release of Medical Records shall be forwarded to the treating physician, See Schedule B, along with a copy of Essential Firefighting Functions, See Schedule C;
3. Upon receipt of the physician's response, it shall be reviewed by the Fire District Administrator or his/her designee to determine if the member shall return to full active duty or if an examination is needed by the District's physician and, if so, the member shall complete and sign a Release of Medical Records, See Schedule D, which shall be forwarded to the District's physician, See Schedule E, along with a copy of Essential Firefighting Functions, See Schedule C;
4. Once the District's physician's report is received, the Fire District Administrator or his/her designee, shall inform the member of their findings and recommendation(s); and
5. The Fire Administrator shall notify the Chief of Department and, if appropriate, the Career Captain as well as the respective FMBA representative of any change in the member's status.