



GENERAL POLICE ORDER CLEVELAND POLICE DEPARTMENT



EFFECTIVE DATE: September 27, 2013	REVISED DATE: March 10, 2015	NO. PAGES: 1 of 6	NUMBER: 1.1.45
SUBJECT: <p style="text-align: center;">RETURN TO DUTY PROGRAM (RTDP)</p>			
ASSOCIATED MANUAL:		RELATED ORDERS: 1.1.05, 1.1.20, 1.1.31, 1.1.24, 1.1.32, 1.1.38, 1.1.41, 1.1.25, 2.1.01	
CHIEF OF POLICE: <p style="text-align: center;"><i>Calvin D. Williams, Chief</i></p>			

This General Police Order has been revised in its entirety

PURPOSE: To establish a Return to Duty Program (RTDP) that promotes a healthy return to duty or transfer process in the Division of Police for all sworn members absent from duty for an extended period of time or reassigned to first responder duties after a long absence from those duties.

POLICY: The Cleveland Division of Police recognizes the importance of the physical, mental, and emotional health of its officers. It also recognizes that many stressors are placed on officers and their families when officers are seriously injured, have been away from duty for an extended period of time, or return to first responder duties after having been away from those duties for an extended period of time. To help decrease the impact of stress in these instances, the Division shall utilize the RTDP.

DESCRIPTION:

Return To Duty Program (RTDP) - The RTDP is under the immediate supervision of the Officer-in-Charge (OIC) of the Employee Assistance Unit (EAU) and shall be managed by the RTDP Coordinator, in conjunction with the Stress Consultant. The RTDP Coordinator is assigned to the EAU and also serves as the Military Liaison Officer.

The RTDP supports the psychological needs of officers and their families through evaluation, counseling, and consultation. The RTDP addresses the numerous changes in laws, Division policies and procedures, technology, tactics, and possible diminished first responder skills. The RTDP is designed to assist the officer’s re-introduction to first responder duties or other duties as so assigned. The RTDP also provides the officer and their family supportive counseling services, if necessary, to help the officer and their family cope and recover from any serious injuries or trauma.

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The RTDP provides training assessment and field work through the Field Training Officer (FTO) Program, designed to assist officers with returning to their assigned duties. The RTDP is designed to satisfy Division and community expectations that officers have been properly cared for, trained, and are capable of returning to their duties as police officers.

PROCEDURES:

I. Criteria For RTDP Placement

- A. Officers returning to duty after any extended leave of absence (e.g. extended illness, military leave, lay off, restricted duty, traumatic injury, use of deadly force) of more than 90 consecutive calendar days shall be placed into the RTDP.
- B. An officer who has been transferred to the Patrol Section first responder duties from another section/unit due to organizational realignment or duty reassignment shall be placed into the RTDP.
- C. Officers returning to duty from a suspension, no matter the length, may be placed into the RTDP. Based on the totality of the circumstances related to the suspension and the return to duty, the Chief of Police may place an officer into the RTDP. The officer will receive additional training and/or supervision to ensure the activity that led to the suspension does not continue or has been appropriately corrected. The length of the program will be decided on a case by case basis as determined by the Chief of Police.
- D. Officers who witness or are involved in a violent traumatic incident involving death or serious bodily injury, whether on or off duty may be placed into the RTDP.
- E. Commanders may request through the RTDP Coordinator that an officer who does not meet any of the above requirements but who they believe would benefit from participation in the RTDP be placed into the RTDP.
- F. Officers may be placed into the RTDP at the discretion of the Chief of Police.

II. RTDP Administrative Procedures

- A. An officer placed into RTDP shall report to the EAU prior to their next scheduled shift and meet with the RTDP Coordinator. The meeting shall be considered the officer's tour of duty.

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- B. Timekeeping for an officer placed into the RTDP shall be kept by the officer's commander's office.
- C. The Medical Unit OIC shall route any related documentation through the chain of command to the Chief of Police or designee within 7 days AND forward a copy to the RTDP Coordinator.

III. RTDP Coordinator Responsibilities

- A. The RTDP Coordinator shall implement a plan designed to assist officers with returning to police duties.
- B. An individual training program shall be established for each officer based on the officer's needs and the reason for the officer's entry into the RTDP. The training will be customized for each officer and will consider such variables as length of time away from the job, the nature, extent, and seriousness of any traumatic and/or bodily injury sustained, and duty assignment.
- C. The RTDP Coordinator shall structure the individualized RTDP into three phases: Assessment, Training, and Field Training/Observation

IV. Phase I – Assessment

- A. During Phase I the RTDP Coordinator shall assess the needs of each individual officer and reason for entry and begin developing a customized plan. During this phase the RTDP Coordinator may schedule the officer to participate in a variety of services (i.e. counseling, stress management, etc.)
- B. Upon successful completion of this phase the RTDP Coordinator shall assign the officer to Phase II.

V. Phase II – Training

- A. Phase II will be conducted at the Training Section and may include, but not be limited to, state laws, city ordinances, criminal procedures, General Police Orders and other written directives of the Division, physical training, tactics, firearms proficiency, and driving.
- B. Training Section instructors shall document in writing all training provided to the officer. All documents shall be kept in the officer's training file with copies being forwarded to the RTDP Coordinator.

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- C. Upon successful completion of this phase the RTDP Coordinator shall assign the officer to Phase III.

VI. Phase III – Field Training/Observation

- A. Phase III will be conducted with the officer returning to their assigned district/section/unit for field training/observation.
- B. Supervisors of officers in the RTDP may be required to provide more detailed descriptions of the officer's progress through the program than the RTDP Observation Report. The RTDP Coordinator shall advise the supervisor when this is required.
- C. Officers returning to the Patrol Section shall be assigned to working in the field with an FTO/STO.
 - 1. The FTO shall complete the RTDP Observation Report (Attachment A) each week the officer rides with an FTO and forward it, through their immediate supervisor, to the RTDP Coordinator. Officers returning to the Patrol Section shall be evaluated on tasks 1-14 (Part II) of the RTDP Observation Report.
 - 2. At the end of thirty (30) calendar days of first responder duties, the FTO and STO shall complete the Review & Corrective Action (Part III) and shall determine whether the officer requires additional training or if the officer is able to return to regular assigned duties.
 - 3. At the completion of the RTDP, the FTO and STO shall complete the End of RTDP Summary (Part IV) and forwarded the RTDP Observation Report to the officer's commander for review and endorsement. The commander shall then forward all related documentation to the RTDP Coordinator within 7 calendar days.
- D. Officers returning to a non-Patrol Section unit shall be under the direction of their immediate supervisor, acting as the FTO described in VI. C. of this order, for at least thirty (30) days. Officers shall be evaluated on tasks 1-16 (Part II) of the RTDP Observation Report. After the thirty (30) days, the immediate supervisor shall make a written recommendation (the officer should remain in their assigned duties or requires additional training) on the RTDP Observation Report (Part III). The RTDP Observation Report shall be forwarded as described in VI. C. 3. of this order.

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- E. Supervisors returning to patrol duties shall be assigned to participate in the Mentoring Program as outlined in General Police Order 1.1.31 Mentoring Program and shall be monitored for at least thirty (30) days. Supervisors participating in the RTDP shall be evaluated by their immediate supervisor, acting as the FTO described in VI. C. of this order, on tasks 1-20 (Part II) of the RTDP Observation Report. The RTDP Observation Report shall be forwarded as described in VI. C. 3. of this order.
- F. Supervisors returning to a non-Patrol Section unit shall be assigned to their previous unit under the direction of their immediate supervisor, acting as the FTO described in VI. C. of this order, for at least thirty (30) days. The immediate supervisor shall make a written recommendation (the supervisor should remain in their assigned duties or requires additional training) on the RTDP Observation Report (Part III). The RTDP Observation Report shall be forwarded as described in VI. C. 3. of this order.

VII. Final Evaluation

- A. Upon completion of Phase III, the RTDP Coordinator shall review all documentation provided by the FTO, STO, and the recommendation of the Stress Consultant to determine if the officer has completed all requirements of the RTDP and forward a recommendation to the Chief of Police.
- B. The Chief of Police may determine that the officer:
 - 1. Successfully completed the RTDP,
 - 2. Receive additional training,
 - 3. Receive additional counseling,
 - 4. Enter into the Officer Intervention Program,
 - 5. Receive a Fitness for Duty Evaluation in accordance with Rules and Regulations and the Collective Bargaining Agreement and the Civil Service Commission Rules.

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VIII. Stress Consultant Responsibilities

- A. The Stress Consultant shall conduct counseling services with the officer participating in the RTDP. Psychological counseling services may include, but are not limited to, personal and/or family counseling as well as critical incident stress management and other counseling services.
- B. Officers in the RTDP shall meet with the Stress Consultant during their individual training program and as determined by the Stress Consultant and/or the RTDP Coordinator.

IX. The OIC of the EAU shall provide the Chief of Police or designee with monthly updates and/or status reports on the RTDP.