

Return to Duty Transition Plan

1019.1 RETURN TO DUTY TRANSITION PLAN

The purpose of this Order is to formalize the policy for all sworn staff returning to a uniformed assignment after an extended absence. This gives the member an opportunity to become reacquainted with the functions of uniformed officers that may have changed since their last assignment.

1019.2 SCOPE

The transition plan is intended for sworn staff who recently transferred back to uniform, who have been away (i.e. extended leave, disability or sick leave, personal, military or maternity leave) for 3 months or more, have been assigned solely to criminal investigation division or administration duties or upon the request of an employee.

The Chief of Police or designee may, due to extenuating and articulable circumstances, require an employee who has been away for less than three months to participate in a determined transition plan. The employee may request a meeting to discuss the reason for their participation.

1019.3 PROCEDURE

Upon transfer or return of a member who has been away from patrol for 3 months or more back to patrol duties, the member shall adhere to the transition plan procedures as follows:

The Training Sergeant will notify the Chief of Police or designee of the member who is either due to return to work from an extended absence or is being transferred to patrol duties. The Chief of Police or designee will then assign the member to a specific training plan.

The Training Sergeant will conduct a review of the members training record. A memorandum summarizing identified training needs and scheduling options will be forwarded to the Chief of Police or designee and they will set up the coordination and implementation of a training plan.

The Training Sergeant will facilitate re-orientation for members and assign the appropriate Field Training Officer to members returning to uniformed assignment for re-orientation training.

Members who are assigned to and are returning to their previous assignment at Investigations, Traffic, Patrol, or Administration shall adhere to the transition plan, which will be tailored to their specific needs/function.

1019.4 PATROL RE-ORIENTATION

The Training Sergeant will ensure that the member is current with their training with computer operations, policy, and procedures, and report writing for an amount of time as determined by the Chief of Police or designee. Prior to being placed back on patrol, the member must complete all required and mandatory training as indicated in the training plan.

- Duty Weapon

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- Taser
- Shotgun (if issued)
- Less Lethal (if issued)
- Patrol Rifle (if presently certified)

Whenever possible, the member returning to the uniformed assignment will be assigned to an FTO for the transitional training (up to 4 weeks). During this period, the member will perform normal uniformed duties while assigned to the transitional training program with the assigned FTO. Sergeants returning to the Operations Division will receive re-orientation training by the Operations Commander during the transitional period. The Operations Division Commander may assign the Sergeant to another Sergeant or FTO if necessary.

In order to successfully complete the Operations Division Transition Program, the sergeant, detective, or officer must be current in their training in the following areas (see exception):

- Continued Professional Training (CPT). This only applies if the member has not attended within the last 18 months.
- Emergency Vehicle Operations Course (EVOC refresher). This only applies if a member has not attended the refresher course within two years from returning to patrol.
- Officers must be up to date on all required Perishable Skills Training (PSP) program. If not offered in-house, must have such training scheduled.
- Officer must have reviewed all of the Lexipol 'Daily Training Bulletins', prior to a full return to duty.
- Officer must be up to date on all Lexipol policy reviews and acknowledgments.
- Other training as required by special assignments (EMT, bicycle, motorcycle).

EXCEPTION: In the event the scheduled training has been delayed for 45 days or longer, the Operations Commander may allow the member back on patrol, released from the return to patrol transition, and scheduled for the next available training date. The Commander must articulate that the sergeant, detective, or officer has demonstrated proficiency in their position. **THIS DOES NOT APPLY TO A MEMBER WHO CANCELS HIS OR HER OWN TRAINING WITHOUT PRIOR APPROVAL.**

Upon successful completion of the Operations Division Transition Program, the Division Commander and or FTO shall approve the "Return to Operations Division Checklist" form. This form shall be approved and routed to the following:

- (a) Member returning to patrol (Operations Division)
- (b) Training Sergeant
- (c) Chief of Police or designee

This form shall be kept in the members training or personnel file.

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Members who are not progressing in the transition program training shall have their situation reviewed/evaluated by the Training Sergeant, Administration Sergeant, and the Division Commander. A training plan to ensure the member's successful completion of the Operations transition program shall be developed.