



City of Pittsburgh
Operating Policies

Policy: Reinstatement - Police	Original Date: 7/2008
	Revised Date: 2/3/2010

PURPOSE: To outline procedure for police officers requesting reinstatement.

POLICY STATEMENT: It is the policy of the City of Pittsburgh to provide guidelines for reinstatement of Police Officers who have left employment with the city. Reinstatement is not guaranteed to any individual. All Police Officers requesting reinstatement must follow the appropriate steps in the procedure. There is one procedure concerning those who have not been off work for more than two years and for one those who have been off work for more than two years.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

PROCEDURE

I. Police Officer requesting reinstatement who has not been off work for more than two years.

- 1)** Police Officer should notify Police Pension Office if interested in returning.
- 2)** Police Pension Office Coordinator will contact Department of Personnel and Civil Service Commission (P&CSC) Employment Manager, to inform of the officer to be reinstated.
- 3)** Police Pension Coordinator will send all of the required documents (officer reinstatement request letter, physician release letter, and letter from Police Pension Sergeant) to the Employment Manager.
- 4)** The Employment Manager will verify how long the officer has been off from work (less than or more than two years) and the nature of the situation (workers' compensation case, service connected disability, voluntary retirement, etc.).

- 5)** The Employment Manager will send an email to all relevant parties (listed in distribution list below) informing of the request for reinstatement and the steps that will follow.
- 6)** The Employment Manager will copy all of the supplied documents for his files and phone the Civil Service Physician to apprise of the return to duty request and then fax all of the documents. The Employment Manager will let the Physician know that three (3) IME names are required.
- 7)** The Physician will supply Police Pension with the names of three IME medical doctors in the field of the candidate's injury. This is required by the Police Pension Board.
- 8)** The Physician will send the Employment Manager an email to inform when the information was supplied to Police Pension.
- 9)** The Pension Office will then schedule the Officer for a medical evaluation by the three separate physicians or specialists (i.e. an Officer off because of a knee injury would need to see three orthopedic specialists). The Pension Board pays for these medical exams.
- 10)** The Police Pension Coordinator will send the reports of the IME doctors to the Civil Service Physician and copies to the Employment Manager.
- 11)** The Police Pension Coordinator will inform the Employment Manager if the officer has been cleared by the IME physicians.
- 12)** The Employment Manager will inform the Personnel Department medical examination liaison to set up a Civil Service Reinstatement Medical appointment with the Physician who has the final decision in the matter. Thus, if all IME doctors say the Officer is fit for duty, but the Civil Service Physician says "no", then the Civil Service decision is final. **NOTE:** If the officer has been off for more than two years, the Civil Service Medical Exam shall be the full exam required of new Recruits.
- 13)** The Personnel Department medical examination liaison will receive the results from the City's Physician's office, and will then notify the Police Bureau and the Employment Manager of the physician's determination.
- 14)** If the Officer is to be reinstated, the Deputy Chief should be notified immediately and the Officer should be told to phone the Deputy Chief's office for further instructions. The Officer will be scheduled for MPOETC Update classes at the Training Academy. This will be scheduled by the Police Bureau.

- 15)** The Employment Manager will send an email to all listed on the distribution list regarding the reinstatement.
- 16)** If the Officer has been on Workers' Comp, the representative in the Personnel Department who handles Worker's Comp will need to be notified, once the Officer is given a return to work date.

II. For cases where the Pension Board arbitrarily selects a disability retirement Officer for return to duty OR an Officer voluntarily requests Return to Duty and has been off for more than two years.

- For an officer off for more than two years, MPOETC requires a recertification process. From the Civil Service end, the final medical exam must be passed with the standards set for new recruits. Also, a psychological examination process must be conducted (see next bullet). From the Police Bureau end, after the officer completes the Updates Classes, they must go to Harrisburg to take a Re-Certification Exam.
- Assuming the candidate has been off for more than two years and has lost MPOETC certification, the candidate will go through steps 1-13 in PART I (above) and then be scheduled by the Employment Manager for a written Psychological Exam. When the results of the written psychological exam are returned to the Employment Manager, the Officer will be scheduled to meet with the Civil Service Psychologist. If the candidate is determined to be "Recommended" by the Civil Service Psychologist, follow the procedures for a return to duty as noted above (Part I) Step 14.

DISTRIBUTION LIST FOR EMAIL/CORRESPONDENCES IN THIS MATTER

- Public Safety Director and his/her Personnel & Finance Manager
- Personnel & Civil Service Commission Director
- Civil Service Commission
- Civil Service Physician
- Personnel Assistant Director (Workers' Compensation)
- Personnel Manager of Applications and Records
- Personnel Manager of Payroll
- Personnel Analyst for Police
- Personnel Department's medical examination liaison
- Police Chief
- Police Deputy Chief
- Police Bureau Personnel & Finance Manager
- Police Academy
- Assistant City Solicitor

- Police Pension Office Coordinator