1. Copies authorized.
2. Flow: Member, supervisor, supervisor faxes copy to the Fund and PLM and includes the original in the investigative packet, RU manager, and the Branch chief.

c. Attending Physicians Report Form.
   1. No copies authorized.
   2. Flow: Member, attending physician, physician signs and mails directly to the Fund.

d. Continued Disability Report Form.
   1. Copies authorized.
   2. Flow: Member, attending physician's signature, supervisor, RU manager, Branch chief, Personnel and the Fund.

e. State of Oregon Worker's and Employer's Report of Occupational Injury or Disease.
   1. Copies authorized.
   2. Flow: Member, supervisor, supervisor faxes copy to Risk Management and PLM, the original included in the investigative packet to RU manager and the Branch chief.

f. Worker Injury or Illness Incident Report Form.
   1. Copies authorized.
   2. Flow: Member, supervisor, RU manager, and Risk Management to retain for 5 years.

RESPONSIBILITY, ACCOUNTABILITY AND CONTROL (410.00)

Supervisors will investigate all on duty injuries and ensure appropriate notifications are made. Supervisors will also ensure all appropriate paperwork is initiated, received and forwarded at the time of injury and upon a member's return to work as required. The Reserve Coordinator will ensure all appropriate paperwork is completed and forwarded as required. RU managers will ensure his/her supervisors and timekeepers have followed procedures and ensure all appropriate paperwork is forwarded to the Branch chief. RU managers will also coordinate with Personnel regarding available limited duty positions within his/her RU and when placing a member on LOS. The Personnel manager will coordinate with RU managers, Training and the Loss Control manager as necessary. The Personnel manager will ensure all paperwork is processed and forwarded as required.

412.00 EMPLOYEE RETRAINING PROGRAM

Index: Title;

Refer: Oregon Administrative Rule 259-008-0025
Directive 1020.00 Firearms
Directive 210.05 Field Training Program

POLICY (412.00)

Sworn and non-sworn members may have absences from duty resulting from injury, other service-connected or non-service connected disability, military, educational and personal leave, resignation and re-hire or other reasons. The Bureau has a responsibility to provide training to members returning to work after an absence to ensure the safety of officers, the public and to maintain a high level of service delivery. This policy mandates required training following absences from duty.

PROCEDURES (412.00)

Returning to Full Duty Status (412.00)

a. Sworn members returning to full duty status after an absence of two and one half years or less may be required to complete all or portions of the following training:
    1. Qualify or re-certify with their Bureau authorized primary sidearm, other weapon(s), Taser or other equipment as required by directive.
    2. Complete any other training as required by directive, special or general order or city policy.
    3. May be required to complete the Bureau's Advanced or Detective Academy and/or any other training as determined by the appropriate RU manager, Training Division manager and Branch chief.
    4. Members returning to duty may be required to work with another non-probationary member for a re-orientation period. The relief commander and detail sergeant will determine the length of the re-orientation period depending on the member's progress.
    5. The relief commander and detail sergeant may recommend to the RU manager that the member be required to attend the Bureau's Advanced Academy, Detective Academy or other training as necessary to meet any identified training deficiencies.
    6. This re-orientation period will be outside of the evaluation and reporting requirements of the Field Training Program in DIR 210.05.
b. Sworn members returning to full duty status after an absence of over two and one half years but less than five years will be required to complete the following training:
    1. Qualify or re-certify with their Bureau authorized primary sidearm, other weapon(s), Taser or other equipment as required by directive.
    2. Complete any other training as required by directive, special order, or city policy.
    3. The DPSST Career Officer Development course or other training required by DPSST to regain police certification.
    4. The Portland Police Bureau Advanced and/or Detective Academy.
    5. Any other training as directed by the RU manager, Training Division manager and Branch chief.

6. A re-orientation period working with another non-probationary member. The relief commander and detail sergeant will determine the length of the re-orientation period depending on the member's progress. The relief commander and detail sergeant may recommend to the RU manager that the member be required to complete other training as necessary to meet any identified training deficiencies.
7. The appropriate Branch chief may grant a waiver of attendance at the Advanced or Detective Academy on a recommendation from the RU and Training Division managers.
8. This re-orientation period will be outside of the evaluation and reporting requirements of the Field Training Program in DIR 210.05.

c. Sworn members returning to duty status after an absence of five years or more will be required to complete the following training:
   1. Qualify or re-certify with their Bureau authorized primary sidearm, other weapon(s), Taser or other equipment as required by directive.
   2. Complete any other training as required by directive, special order, or city policy.
   3. The DPSST Basic Police Course or other training required by DPSST to regain police certification.
   4. The Portland Police Bureau Advanced and/or Detective Academy.
   5. Any other training as directed by the appropriate RU manager, Training Division manager and Branch chief.
   6. A re-orientation period working with another non-probationary member. The relief commander and detail sergeant will determine the length of the re-orientation period depending on the member's progress. The relief commander and detail sergeant may recommend to the RU manager that the member be required to complete other training as necessary to meet any identified training deficiencies.
   7. The appropriate Branch chief may grant a waiver of attendance at the Bureau's Advanced or Detective Academy on a recommendation from the RU and Training Division managers.
   8. This re-orientation period will be outside of the evaluation and reporting requirements of the Field Training Program in DIR 210.05.

Non-Sworn Returning to Duty (412.00)

a. Non-sworn members returning to duty after absence will be required to:
   1. Complete any training as required by directive, special or city policy.
   2. Complete any other training as directed by the appropriate immediate supervisor, RU manager and Branch chief.