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*Kern County*

**SHERIFF**

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### **Employee Doctor's Note Process Reminder**

It is the responsibility of all Sheriff's Office employees to submit a doctor's work status note when their ability to perform the usual and customary duties within their classification is impaired due to injury or illness. Employees will submit a doctor's work status note for occupational or non-occupational injuries and illnesses, to their immediate supervisor **and** to the Sheriff's Office Risk Management Unit within 24 hours of issuance by the doctor.

All employees providing a doctor's work status note, which restricts or modifies their daily duties, are expected to be actively treating with a health care provider for their medical condition. It is the responsibility of the employee to provide their immediate supervisor **and** the Sheriff's Office Risk Management Unit with an updated work status note from their treating health care provider every 30 - 45 days. Submit to: [SheriffRM@kernsheriff.org](mailto:SheriffRM@kernsheriff.org) or contact the Return-to-Work Coordinator at 391-7552.

A health care provider is defined by the Department of Labor as follows:

- A Doctor of Medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices (provider must be authorized to diagnose and treat physical or mental health conditions); or
- Any other person determined by the Secretary of Labor to be capable of providing health care services.

It is KCSO practice that a temporary limited duty assignment will not exceed six months. If at the end of six months it is determined that an employee will not be able to perform their usual and customary duties within their classification without restrictions, for example for another four weeks – the employee will be moved to another assignment until the end of the four weeks or until the employee is returned to work full duty without restrictions, whichever comes first.

If it is determined an employee's medical condition is permanent and stationary, and their restrictions prevent them from continuing to work in their current classification, KCSO Risk Management will facilitate an "Interactive Process" meeting with the employee where retirement and alternative employment opportunities within the KCSO and the County will be discussed.

For a doctor's work status note to be considered valid, it must contain the date of the exam, the prognosis for recovery, and the date of the next scheduled appointment. If the doctor is placing the employee on light duty or modified duty, the note must include what the employee is specifically restricted from doing; for example: no heavy lifting, bending or stooping. A note

that simply states "light duty" and does not explicitly state what the restrictions are will be considered invalid and will not be accepted.

The employee will not be allowed to return to work until a valid note is obtained. Employees will be required to use their own sick leave until this is accomplished.

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