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|  | <b>STANDARD OPERATING PROCEDURE</b><br>State Form 39870(R/S-06) | Reference Number<br><b>HMR-010</b>        |
|                                                                                   | Subject<br><b>Limited Duty – Request and Authorization</b>      |                                           |
|                                                                                   | Special Instructions<br>Replaces HMR-010 dated October 4, 2012  | Effective Date<br><b>January 15, 2015</b> |

## I. **PURPOSE**

Establish guidelines for permitting an employee to work in a limited duty status following an illness or injury.

## II. **POLICY**

An employee, temporarily unable to perform the essential job functions by injury or illness, may request to work in a limited duty status. Approvals of all requests are based on the needs of the Department and at the discretion of the Superintendent.

## III. **PROCEDURE**

A. An employee who is temporarily unable to perform the essential job functions as the result of an injury or illness may be permitted to perform limited administrative duties for which the employee is physically and/or psychologically capable and job qualified.

1. Such administrative duties may include, but are not limited to:

- a. Administrative assistant to various positions;
- b. General office work; and
- c. District Duty Officer (police employees only).

2. Considerations for assignment to limited duty shall include such factors as:

- a. Employee's physical and/or psychological limitations and capability to perform limited duty;
- b. Availability of a limited duty position;
- c. Need for a limited duty position; and
- d. Estimated length of time the employee will be unable to perform the essential job functions.

3. Division, Section, Zone, Area and District commanders/directors shall consider and may approve requests for limited duty for employees under their command for a period of less than 180 days.

B. Employees may qualify for limited duty by submitting a written request to their Commander, which shall include:

- 1. A brief description of the illness or injury;
- 2. The estimated length of the illness or injury; and
- 3. A physician's release statement that shall include:
  - a. A description of the employee's limitations, and

b. Any required training that, in the professional opinion of the physician, the employee should not participate in. Required training may include: defensive tactics, emergency vehicle operation, firearms, first aid, in-service and specialty teams training.

C. If approved, the Division, Section, Zone, Area or District Commander shall immediately notify the appropriate assistant chief of staff (AC/S) and shall forward all supporting documentation to the AC/S Human Resources and Administration (HRA).

D. Requests for limited duty status in excess of 180 days will contain the items listed in “B, 1-3” and the commander’s evaluation and justification and shall then be submitted to the AC/S HRA to be forwarded to the Superintendent for consideration.

E. If assigned to limited duty, the employee shall submit a supplemental physician’s release every 90 days to recertify the employee’s continued capability to perform work in such a capacity. If applicable, the commander who approved the initial limited duty status may approve one (1) 90 day recertification. Subsequent recertification shall require notification of the AC/S HRA as outlined in section D (above).

F. An employee shall not be assigned to limited duty for a period to exceed 365 days for any illness or injury.

G. The AC/S HRA shall be notified immediately, through channels, when:

1. The physician will not issue a supplemental recertification; or
2. The employee becomes aware of further extenuating health circumstances.

H. Police employees while assigned limited duty status shall:

1. Not wear a Department uniform;
2. Only operate unmarked or administrative commissions when traveling to or from a duty assignment, e.g. work stations, training, etc., or while in an on-duty status;
3. Be prohibited from operating any Department commission when in an off-duty status;
4. Be prohibited from working any security related non-department employment ([see HMR-030](#)); and
5. May be required to surrender their issued official identification, which shall be replaced with disability identification, at the direction of the Superintendent.

I. Employees on limited duty status shall request to return to full duty by following the procedures as listed in [HMR-006](#) Return to Full Duty from Injury or Illness.

J. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.