

IDAHO STATE POLICE PROCEDURE

03.05 LIGHT/ LIMITED DUTY

I. Purpose

This policy outlines the procedures and criteria for offering light-duty assignments to employees who are temporarily unable to perform their regular job duties due to a medical condition or injury, whether work-related or not. It ensures compliance with applicable laws, including Workers' Compensation statutes, and the Americans with Disabilities Act (ADA).

II. Scope

This policy applies to all employees of the Idaho State Police (ISP), whether full-time, part-time, or temporary, who present a medical certification outlining temporary work restrictions due to:

- A. A work-related injury or illness covered under Workers' Compensation, or
- B. A non-work-related injury, illness, or medical condition.

III. Definitions

- A. Light duty means temporary modification of job duties or reassignment to alternate tasks that accommodate an employee's medical restrictions.
- B. Essential Functions means fundamental job duties of the employee's position.
- C. Reasonable Accommodation means modifying or adjusting a job or work environment under the ADA that enables an individual with a disability to perform the essential job functions.
- D. Temporary Disability means a condition expected to last less than six months where the employee is restricted in some but not all job tasks.

IV. Procedure

A. Eligibility Criteria

1. Employees are eligible to be considered for light duty if they:
 - a. Are temporarily unable to perform their regular duties due to a medical condition or injury;
 - b. submit a current, signed physician's statement clearly outlining work restrictions and duration, and;
 - c. can safely and effectively perform the light-duty tasks proposed.

B. Process for Requesting Light Duty

1. Employees' Responsibilities:
 - a. Notify HR and their supervisors of work restrictions as soon as possible upon receipt of either a physician's note or a completed [EHF 03 05-01 Fit](#)

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[for Duty/Return to Work](#) form.

- b. Complete the [Light/Limited Duty Agreement](#) form, attaching the physician's note or [EHF 03 05-01 Fit for Duty/Return to Work](#) form.
- c. Cooperate with ISP and HR through the ADA Interactive Process, working with the employee's physician to document the necessary information requested on the ADA paperwork provided, including:
 - i. Specific physical/mental restrictions,
 - ii. duration of restrictions, and
 - iii. expected return-to-full-duty date.
- d. Cooperate in identifying suitable light-duty assignments, if available.

2. ISP Responsibilities:
 - a. HR will review the physician's documentation in coordination with the Workers' Compensation carrier, if applicable, and communicate with appropriate ISP leadership.
 - b. Engage in the ADA Interactive Process to determine the most suitable accommodations, if any, that can be considered.
 - c. Evaluate potential light-duty assignments based on:
 - i. Employee's restrictions,
 - ii. available to suitable work, and
 - iii. operational feasibility.

C. Work Assignments

1. The availability of a light-duty work assignment is not guaranteed and is based on the Agency's operational needs and the employee's qualifications. If available, and in the best interests of the Agency and the employee, light duty assignments may include:
 - a. Modified versions of the employee's regular job;
 - b. alternative positions within ISP, or
 - c. temporary tasks or projects
2. With regard to assignments, each request will be considered on a case-by-case basis, and the following parameters will apply:
 - a. Assignments are temporary and will not typically exceed 90 days.
 - b. Assignments may be in place for up to 180 calendar days. Additional time on light duty must be approved by the Director.
 - c. Employees on light duty will retain their regular rate of pay unless otherwise approved. Functions performed during limited duty status must comply with physician's orders.
 - d. Any changes in medical status must be promptly reported to HR.
 - e. ISP may require, at its expense, a second physician's opinion.
3. Workers' Compensation Cases
 - a. ISP will coordinate with the Workers' Compensation carrier and the designated treating physician for work-related injuries. If the doctor clears the

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employee for light Duty, ISP will make reasonable efforts to accommodate within the restrictions provided.

- b. Refusal to accept an offered, medically appropriate light-duty assignment may affect Workers' Compensation benefits and could be treated as voluntary resignation.
4. Limited Duty Request and Agreement
 - a. The employee initiates a [Light/Limited Duty Agreement](#) following receipt of restrictions from a physician. Either the signed physician's statement or the completed [EHF 03 05-01 Fit for Duty/Return to Work](#) form must be attached to the Agreement. The Light/Limited Duty Agreement outlines the:
 - i. Start and end date of the Agreement;
 - ii. restrictions as noted by the physician;
 - iii. scope of authority during limited duty status;
 - iv. duties to be performed, including days and schedules of work week;
 - v. use of state vehicle restrictions; and
 - vi. additional information as necessary and appropriate.
 - b. The Agreement requires approval by the employee's Major/Manager.
 - c. A copy of all completed and returned documentation is retained in HR within the employee's medical file.
5. Commissioned Light Duty Parameters
 - a. If a commissioned employee is approved for light duty, the following rules apply:
 - i. The employee is not authorized to wear an ISP uniform or receive a cleaning allowance while on light duty.
 - ii. The employee may retain their badge and gun during light duty status, but is not permitted to wear them overtly during work hours while on light duty..
 - iii. Operation of a marked patrol vehicle is not permitted while on light duty.
 - iv. Use of a state vehicle may be permitted during scheduled work hours. The use of a state vehicle is not permitted for travel to and from work.