

IDAHO STATE POLICE PROCEDURE

03.05 LIMITED DUTY

A. General

Limited duty assignments are provided only when in the best interest of the Idaho State Police (ISP). A limited duty assignment is not a right of employment.

B. Limited Duty

1. Limited duty assignments may be available in the following instances:
 - a. on-the-job injury;
 - b. post-operative convalescence;
 - c. return to work from non work-related accident or illness;
 - d. pregnancy:
 - 1) limited duty time is determined between the employee and her physician;
 - 2) ISP works with the employee and physician to adjust the employee's work assignments to adhere to the physician's recommendations.
2. The following conditions apply:
 - a. limited duty must be approved by a physician, through completing and signing the [EHF 03 05-01 Fit for Duty/Return to Work](#) form;
 - b. ISP may require, at its expense, a second physician opinion;
 - c. limited duty may be assigned for a period up to 180 calendar days unless approved by the Director;
 - d. functions performed during limited duty status must be closely related to the normal job functions and comply with physician's orders;
 - e. commissioned officers do not wear an ISP uniform, nor receive a cleaning allowance while on limited duty;
 - f. commissioned officers retain their badge and gun while in limited duty status; however, they are not allowed to wear them overtly while on work time in limited duty status.
 - g. The operation of a marked patrol vehicle will not be permitted during limited duty. The 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.

C. Requesting a Limited Duty Assignment

1. The supervisor of the employee requesting a limited duty assignment prepares an [EHF 03 05-01 Fit for Duty/Return to Work](#) form;
2. The supervisor requests a list of essential job functions from the Human Resource Office (HR).
3. The supervisor provides the [EH 03 05-01 Fit for Duty/Return to Work](#) form and the list

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of essential job functions to the employee's physician for completion and return.

4. A copy of the signed [EHF 03 05-01 Fit for Duty/Return to Work](#) form is retained in HR.

D. Limited Duty Agreement

1. An [EHF 03 05-02 Limited Duty Agreement](#) is completed by the employee and supervisor, outlining the:
 - a. scope of authority during limited duty status;
 - b. scope of duties to be performed, days and schedules of workweek;
 - c. use of state vehicle allowance only during scheduled work hours; and
 - d. use of state vehicle is not allowed for travel to and from work.
2. The above conditions are determined on a case-by-case basis.
3. The agreement is approved by the employee's Major/Manager.
4. A copy of the completed and returned [EHF 03 05-01 Fit for Duty/Return to Work](#) and [EHF 03 05-02 Limited Duty Agreement](#) are retained in HR.