

# HONOLULU POLICE DEPARTMENT

## POLICY HUMAN RESOURCES AND TRAINING

October 21, 2019

Policy Number 3.44

### LIMITED-DUTY ASSIGNMENTS

#### POLICY

- I. The process to reassign employees who are temporarily unable to perform their regular duties to limited-duty assignments is governed by this directive.
- II. Employees shall not feign injury or illness in an attempt to seek limited-duty assignments.
- III. The Chief of Police shall make the final determination for all limited-duty assignments.

#### PROCEDURE

##### I. DEFINITION

- A. Limited-duty assignment: A temporary assignment that provides an employee who is unable to fulfill his or her regular duties the opportunity to contribute to the department while actively pursuing a transition to the employee's regular assignment. An officer who accepts a limited-duty assignment shall also accept the restriction of his or her police authority in accordance with Policy 5.03, RESTRICTION OF POLICE AUTHORITY.
- B. Regular-duty assignment: The element and chain of command to which an employee was assigned directly prior to the employee's initial limited-duty assignment.

II. OPTIMUM UTILIZATION OF RESOURCES (OUR) SYSTEM

The department's OUR system fills limited-duty assignments with officers who have had injury/illness claims accepted by the city's Workers' Compensation Branch, Department of Human Resources. Therefore, sections III and IV below that address qualifying and requesting for limited-duty assignments do not apply to employees who are processed through the OUR system. However, all other sections of this directive that govern limited-duty assignments (e.g., policy, definition, assignments, supervision, attire, hours of work, etc.) shall apply to all employees who are placed in such assignments.

III. QUALIFYING FOR LIMITED DUTY

Employees may qualify for limited-duty assignments if they are unable to fulfill their regularly assigned duties as a result of work- or nonwork-related circumstances that may include (but are not limited to):

- A. Physical conditions;
- B. Psychological conditions; and
- C. Administrative reasons.

IV. REQUESTING A LIMITED-DUTY ASSIGNMENT

- A. Requests for limited-duty assignments shall be made in writing and submitted via the chain of command to the Chief of Police. Each request shall include all of the following:
  - 1. The requestor's name, position, and current assignment;
  - 2. The requested start and end dates of the limited-duty assignment;
  - 3. A justification for the request;
  - 4. A detailed description of the physical, psychological, or administrative restrictions; and

5. Any supporting documentation, such as doctors' reports, court documents, or administrative reports.
- B. While awaiting the decision for the request, the employee's bureau chief may place the employee in an interim, limited-duty position. Tasks required of this position shall comply with the restrictions on the employee's limited-duty request.
- C. Upon reviewing the request, the Chief of Police shall grant or deny the limited-duty assignment based on considerations that may include (but are not limited to) the following:
  1. Justification of the request;
  2. Availability of an assignment;
  3. Length of the limited duty;
  4. Safety of employees; and
  5. Effect on the operations of the police department.
- D. If the restrictions for the limited-duty assignment request are changed, the employee shall submit an updated request, via the chain of command, to the Chief of Police for approval.
- E. The Chief of Police can discontinue an employee's limited-duty assignment at any time.

V. ASSIGNMENTS

An employee whose limited-duty request has been approved shall be placed in a limited-duty assignment as follows:

- A. The employee's bureau chief shall make the assignment in accordance with the restrictions on the request;

- B. Regular-duty commanders shall notify their bureau chiefs when an employee's limited-duty assignment approaches six months. The notification shall be made at least two weeks before the end of each six-month period; and
- C. At the end of every six months, the employee's regular-duty bureau chief shall be responsible for evaluating the employee for the continuation of limited duty. If the employee needs to continue in a limited-duty assignment, the employee should be placed in another element.

VI. SUPERVISION

The element to which the employee on limited duty is assigned shall be responsible for supervising the employee and complying with this policy.

VII. ATTIRE

- A. Employees assigned to limited duty shall wear appropriate civilian attire as outlined by departmental policy.
- B. Metropolitan police recruits assigned to limited duty shall wear the police recruit uniform.

VIII. HOURS OF WORK

- A. Employees on limited duty shall be assigned to work a five-day, eight-hours-a-day work schedule.
- B. Employees on limited duty shall not work any overtime or holidays except to attend court, if necessary.
- C. Provisions of this section may be temporarily waived by the assistant chief of the employee's limited-duty assignment.

IX. COURT ATTENDANCE, SPECIAL DUTY, AND OFF-DUTY EMPLOYMENT

- A. Employees on limited duty shall attend court, as directed by subpoena, dressed in appropriate civilian attire.

- B. Employees on limited duty shall not work special duty.
- C. Employees on limited duty may work at their off-duty employment. Performing tasks at their off-duty employment that are listed as restrictions in their limited-duty requests may be grounds for revoking an employee's limited-duty status.

X. LENGTH OF LIMITED DUTY

- A. The approval of the initial limited-duty assignment shall not exceed 18 months from the date indicated on the initial request.
- B. A request for an extension of a maximum of six months may be submitted as described below.
- C. At no time shall a limited-duty assignment exceed 24 months.

XI. FILING FOR AN EXTENSION

- A. The employee may submit an extension to continue the limited-duty assignment. The request shall be in writing via the chain of command to the Chief of Police. The request for an extension shall include all of the following:
  - 1. A copy of the initial limited-duty request;
  - 2. The employee's name, position, and current limited-duty assignment;
  - 3. A justification for the request;
  - 4. A detailed, updated description of the physical, psychological, personal, or administrative restrictions; and
  - 5. Any documentation, such as doctors' reports, court documents, or administrative reports.

- B. The request for the extension must be submitted at least 30 calendar days prior to the end of the employee's current limited-duty assignment. Failure to comply with this time requirement may result in the denial of the request.
- C. The employee's supervisor shall submit a request to the Chief of Police to have the employee's employment status evaluated. The assessment may include (but is not limited to) the following:
  - 1. Job placement;
  - 2. Medical retirement; and
  - 3. Failure to meet minimum qualifications.
- D. The Chief of Police shall review the requests and approve or disapprove the extension and/or employment-status evaluation. Upon review, the reports shall be forwarded to the Human Resources Division (HRD).
- E. The HRD shall initiate letters informing the supervisor's employee of the approval or disapproval of the extension and providing an employment-status evaluation.
- F. If the extension is denied but the employee is not able to return to full duty, the employee shall be immediately placed on an appropriate leave.

XII. TERMINATION OF LIMITED-DUTY ASSIGNMENT

- A. The limited-duty assignment shall end whenever the employee is able to return to full duty. The employee shall then return to the employee's regular-duty assignment.

- B. When an employee's limited-duty assignment period ends and the employee is not able to return to full duty, the employee shall immediately be placed on an appropriate leave.
1. The employee's supervisor shall immediately submit a request to the HRD for an evaluation of the employment status of the employee, such as job placement, medical retirement, or failure to meet minimum qualifications (if not previously submitted).
  2. If an employee fails to meet the minimum qualifications of his or her position, the employee may be terminated. The protocol outlined in Policy 3.45, FAILURE TO MEET MINIMUM JOB REQUIREMENTS, shall be followed.



SUSAN BALLARD  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
April 27, 2005