



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 128	LIMITED DUTY ASSIGNMENTS	
	Effective: 05/22/2018	Commissioner Approval: 
	Authorities: Collective Bargaining Agreements , Americans with Disability Act ; Alaska Statute 18.80.220 , Administrative Order 129	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
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128.100 INTRODUCTION

Within this policy the department complies with collective bargaining agreements, state policy, and employment law regarding temporarily setting aside the essential functions of an employee's position.

128.300 LIMITED DUTY ASSIGNMENTS

The department may approve the temporary assignment of employees to other duties or reduced duties of their position due to a short-term inability to perform the full essential functions of their position, if such meaningful work exists and licensed health care provider supports such reassignment. Such action on behalf of the department shall be considered a "limited duty assignment." Limited duty assignments are by nature short-term and temporary.

Upon request, pregnancy may be considered a qualifying condition for a limited duty assignment (see also AS 39.20.520 for additional rights).

A. *Examples of limited duty assignments.* The Department will not create unneeded assignments for purposes of limited duty, nor will any employee be placed in an assignment unless the work is both meaningful and necessary. The following list of possible limited duty assignments is not exhaustive, but is representative of the type and characteristics of such assignments:

1. Dispatching -- An officer may be assigned to fill in for a dispatcher if this would relieve an overtime problem caused by the absence of a dispatcher. Temporary assignment to this duty also enhances the knowledge of the officer working there; the officer will have better understanding of what dispatchers do and their importance to the officers in the field.
2. Reception Desk in Division or Detachment Headquarters -- An officer on limited duty status assigned to reception duty would be expected to answer questions, solve problems, provide directions, take complaints, and provide a limited degree of security for the facility.
3. Evidence Lockers and Crime Lab -- In major posts, an officer may be assigned to log and record evidence. In Anchorage, an officer may be assigned to the Crime Lab to assist technicians in the processing or analysis of evidence.

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4. Posts and Detachments -- An officer on a limited duty assignment could take complaints, review accident reports brought to the counter by participants, take third-party misdemeanor reports, and perform other functions that require more knowledge of how the justice system works than ordinarily required of clerical staff.
5. Civilian Employees – an administrative employee on a limited duty assignment may be assigned a sub-set of their usual duties, or other necessary and meaningful duties.

B. *Application for limited duty assignment.* An employee who would like to be considered for a limited duty assignment is required to submit, through the employee's supervisor to the Commander or regional supervisor, a written request for a limited duty assignment. All pertinent documentation necessary to justify such an assignment must be provided. This includes a written document from a licensed health care provider indicating that the employee is temporarily unable to perform the full essential functions of their position, the expected duration of the need for limited duty, and the specific tasks or work demands the employee is restricted from performing. Employees in the state trooper (all ranks), deputy fire marshal, and court services officer job classes must use the Request for Temporary Limited Duty, [Form 128-A](#).

C. *Limited duty placement by Commander or supervisor.* An employee on PSEA Injury Leave may be placed, without request, to a limited duty assignment if a licensed health care provider indicates the employee is temporarily unable to perform the full essential functions of their position and the employee is capable of performing limited duties that would not exacerbate their condition.

D. *Approval of limited duty assignment.* The Commander or regional supervisor, subject to review by the appropriate Division Director, shall determine in writing if application request for limited duty assignment can be approved. This written determination, including a copy of the original request for limited duty assignment shall be distributed to all parties in the employee's chain of command up to and including the Division Director, as well as the administrative staff member responsible for maintaining the employee's field file, Human Resources, and Payroll.

E. *Monitoring of limited duty assignment.* It is the responsibility of the employee on limited duty assignment and their immediate supervisor to monitor their ability to perform the duties and to ensure that the work remains meaningful and necessary.

1. An employee in a limited duty assignment shall provide written status reports on their work impairment on a monthly basis to the Commander or regional supervisor.
2. The Commander or regional supervisor will monitor the condition of an employee assigned to a limited duty assignment. The Commander or supervisor may require the employee to submit a licensed health care provider's report on his condition and his progress towards recovery.
3. The employee is expected to perform all the duties of the limited duty assignment throughout the period of assignment. If an employee becomes

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unable to perform the duties of a limited duty assignment, or if it appears that an employee will need a limited duty assignment beyond the date of recovery predicted by the employee's licensed health care provider, the Commander or regional supervisor will review the employee's case and recommend whether to permit the employee to continue working in a limited duty assignment (through an extension) or to pursue other alternatives.

F. *Duration of limited duty assignment.* The Commander or regional supervisor may approve limited duty assignments up to 90 days. The Division Director, in consultation with Human Resources, must approve any extension of a limited duty assignment beyond 90 days. Such approval may be granted for up to 90 days, for a maximum of 180 days total limited duty assignment.

Special exceptions to the 180-day maximum limited duty assignment can be granted with the approval of the Division Director in consultation with Human Resources. Such special arrangements may be made for limited duty assignments with a predictable ending date, such as during pregnancy.

G. *Release to full duty.* Employees will be required to provide a release to full duty prior to being released from limited duty. For employees in the trooper (all ranks), deputy fire marshal, and court services officer job classes, the Certification for Release to Full Duty ([Form 128-B](#)) must be completed; for civilian employees, the release must include a licensed health care provider's affirmation that applicable work restrictions are lifted and the employee is being released back to full duty. The scope of the release to full duty will not extend beyond an assessment of the employee's ability to return to full duty as related to the injury or medical condition that necessitated the limited duty assignment.

At the discretion of the commander an employee returning to duty which might affect the operation of a firearm or other duty equipment may be required to undergo qualification or recertification on the equipment in question.

128.310 PERMANENT INABILITY TO PERFORM THE DUTIES OF CURRENT POSITION

An employee who has received information from a licensed health care provider that confirms their permanent inability to perform an essential function of the position or job classification may become eligible for other entitlements offered by the State of Alaska.