

DEPARTMENTAL GENERAL ORDER 01-59

ST. LOUIS COUNTY POLICE DEPARTMENT  
OFFICE OF THE CHIEF OF POLICE

O-15  
July 31, 2001

Index as:  
Light Duty  
Limited Duty

Cancels:  
General Order 98-59

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LIMITED DUTY

I. PURPOSE

The purpose of this General Order is to establish a limited duty policy for those employees on disability leave due to an on-duty injury/illness or on extended sick leave due to an off-duty injury/illness. Although a limited duty policy may cause the Department to make staffing adjustments, it is felt that in most cases, limited duty is therapeutic and can speed an employee's recovery. It allows an employee to maintain basic skills and/or learn new skills and enables the Department to utilize an employee in a useful role during convalescence.

II. POLICY

- A. It shall be the policy of this Department to provide, when possible, a limited duty assignment for any full-time employee on disability or extended sick leave.
- B. A limited duty assignment shall be considered temporary and shall not extend past the time frames set forth in this Order, unless so designated by the Chief.
- C. While on limited duty, employees shall maintain the pay grade assigned to their normal full-duty assignment.
- D. Unless precluded by the nature of the illness or injury, commissioned employees placed on limited duty status, will continue to wear the Department uniform.
  - 1. Unless physically unable to do so, officers restricted to civilian attire shall be permitted to carry their authorized weapon(s) and Department-issued badge, concealed, both on and off duty.
  - 2. No employee so authorized shall initiate any police action unless a life-threatening situation exists and no reasonable alternative course of action exists.
- E. The limitations set in the current General Order entitled "Leave Policy" regarding the employee's obligation to remain at their officially listed residence, with exceptions, and to have Precinct/Bureau Commander or Duty Officer approval to leave their residence for other reasons, does not apply to employees on a limited duty assignment.
- F. Employees may not work secondary employment while on limited duty, unless approved by the Chief.
- G. While on limited duty, employees shall be carried on the 14-day duty roster of their limited duty assignment.

III. REQUEST FOR LIMITED DUTY ASSIGNMENT

- A. Requests for limited duty may be initiated by the employee on disability or extended sick leave. Employees who are capable of returning to work full time, but on a limited duty status, shall have their attending physician complete Form F-281, Duty Assignment Evaluation. The employee will request the physician to indicate if the illness or injury will interfere with the wearing of the uniform and/or the safe operation of a firearm or vehicle. Form F-281 and a memorandum requesting a limited duty assignment shall then be forwarded through the chain of command to the Chief, who shall authorize a limited duty assignment, and if the uniform shall be worn or if the employee shall be authorized to continue carrying a firearm.

- B. If an employee does not request a limited duty assignment and their immediate supervisor believes the employee may be capable of such duty, the supervisor may request the Chief to have the employee examined by a physician at Department expense. If the employee is evaluated as being capable of returning to work on a limited duty status, the physician will complete Form F-281, Duty Assignment Evaluation, and the supervisor will forward this form through the chain of command to the Chief, who may authorize a limited duty assignment.
- C. Employees may be initially approved for up to sixty (60) days of limited duty, with extensions possible to a maximum of 180 days, at sixty (60) day intervals. Requests for extensions shall be initiated by the employee in a memorandum forwarded through the chain of command by their permanent duty supervisor to the Chief. A Form F-281 completed by the employee's physician describing the current prognosis and the estimated time for full recovery shall be attached to the memorandum each time an extension is requested.
- D. At the end of 180 days or at such prior time as it is determined that there will not be a recovery to full-duty status, other options available will be presented to the employee by the Commander/Supervisor of the Personnel and Training Unit.
- E. Copies of all requests for limited duty, extensions and returns to full-duty shall be forwarded to the Personnel and Training Unit within five (5) days.

#### IV. LIMITED DUTY ASSIGNMENTS

- A. When making limited duty assignments, every effort will be made to place employees in assignments that are appropriate for their particular skills and level of experience.
- B. Employees approved for limited duty assignment may not refuse an assignment within the limits of their capabilities, as defined by their attending physician or a physician designated by the Chief (at Department expense).
- C. The immediate supervisor of an employee on limited duty shall make periodic checks with the employee to ensure their compliance with the intent of this Order.

#### V. EMPLOYEES RETURNING TO FULL-DUTY STATUS

Prior to returning to full-duty status, employees shall provide their permanent duty assignment supervisor with a Form F-281 completed by their attending physician, or a physician designated by the Chief (at Department expense). The Form F-281 shall indicate that they have recovered from their illness/injury and are capable of performing all the duties of their permanent duty position. The Form F-281 shall be forwarded through the chain of command to the Chief who shall determine if the employee is eligible to return to full duty status. The employee shall continue to report to their limited duty assignment until notified otherwise by their permanent duty assignment supervisor.

Adopted by Command Staff

By order of:

COLONEL RONALD A. BATTELLE  
Chief of Police

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Approved at the regular Board meeting of July 31, 2001.

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ROBERT W. FLAGG  
Chairman

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PATRICK A. TWARDOWSKI  
Secretary

Distribution  
All Department Personnel

CALEA Reference  
22.3.1; 22.3.2