

*"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."*

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1634.2, LIMITED DUTY ASSIGNMENTS**

EFFECTIVE:	2/06/14
RESCINDS:	1634.1
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	PROFESSIONAL STANDARDS DIVISION COMMANDER
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE:	ORLANDO ROLON

**CONTENTS:**

1. REQUIREMENTS FOR LIMITED DUTY ASSIGNMENTS
2. APPLICATION FOR LIMITED DUTY ASSIGNMENTS
3. ADMINISTRATION
4. MANAGEMENT OF LIMITED DUTY ASSIGNMENTS
5. DURATION
6. NOTICE TO DISABILITY PENSION APPLICANTS

**POLICY:**

Sworn members of the Orlando Police Department who meet the requirements for a disability pension per the City of Orlando Police Officer Pension Fund (Orlando City Charter, Chapter 12, Article 1) will, at the discretion of the Chief of Police, be given a Limited Duty (LD) assignment. The primary priority for a Limited Duty assignment shall be based on current needs of the department.

This policy establishes guidelines and responsibility regarding all Limited Duty assignments pursuant to the Police Officer Pension Fund and City of Orlando and Orlando Police Department applicable policies.

**PROCEDURES:**

**1. REQUIREMENTS FOR LIMITED DUTY ASSIGNMENTS**

Limited Duty assignments will not be authorized for members until they reach maximum medical improvement (MMI) and are unable to return to full and unrestricted duty. Once a member cannot return to full and unrestricted duty, the member must retire, resign, apply for a disability pension, or seek an alternative position within the City in accordance with Civil Service regulations and City policy.

**2. APPLICATION FOR LIMITED DUTY ASSIGNMENTS**

Members who are on restricted duty must comply with P&P 1619, Restricted Duty Assignments.

If a member falls under one of the following categories, they shall contact the City's ADA official in Human Resources to assist the member in complying with City Policy and Procedure 101.4, Americans With Disabilities Act:

- a. Members who have reached MMI and remain unable to return to full duty due to their line-of-duty or non-line-of-duty injury or disability.
- b. Members who have not reached MMI within 11 months from the date of their injury.

Once a member reaches MMI and is unable to return to full and unrestricted duty, the member is eligible to apply for a disability pension. By applying for a disability pension, the member is automatically considered for a Limited Duty assignment. Upon submission of the disability pension application, the member will complete Attachment A of this policy. This completed application will be routed to the Chief of Police via the member's chain of command.

Eligibility for a Limited Duty assignment will be determined in part by the guidelines set forth in:

- the Orlando Police Officer Pension Fund sections 8 , 9 and 19
- City Policy 101.4, Americans with Disabilities Act
- OPD Policy 1619, Restricted Duty Assignments
- OPD Policy 1634, Limited Duty Assignments
- Civil Service Board, Code of Rules and Regulations
- All other applicable Department, City, State, and Federal guidelines.

### **3. ADMINISTRATION**

The Chief of Police and bureau commanders will determine the nature and type of any Limited Duty assignments.

Members given LD assignments will be responsible for forwarding all Florida Workers' Compensation Uniform Medical Treatment/Status Reporting Form or the doctor's work status update form through their Limited Duty chain of command, who will maintain a file of all Limited Duty assignments. Bureau commanders will be responsible for monitoring employees on Limited Duty assignments within their bureau.

### **4. MANAGEMENT OF LIMITED DUTY ASSIGNMENTS**

Once a member reaches MMI and is unable to return to full and unrestricted duty, the member will be eligible to apply for a disability pension. Once the disability pension application has been filed, the member will be considered for a Limited Duty assignment.

The Orlando Police Department will make available a combined number of positions for up to 2% of the total authorized sworn police positions, to include supervisory positions. The positions will be authorized at the sole discretion of the Chief of Police. The Chief of Police has the authority to deny a member a Limited Duty assignment if it is determined that placement of the member is not in the best interest of the Department.

Limited Duty assignments will be determined by and based on current needs of the Department. All Department and City policies will be followed, to include City policy 101.4, Americans with Disabilities Act. Serving in a Limited Duty assignment will not reduce the members' base pay or benefits. Once selected for a Limited Duty assignment, the member will be placed on notice in writing (Attachment B).

During this period, the member will be assigned to non-hazardous law enforcement duties. The member may engage in law enforcement-related extra duty employment in accordance with Department policy, their individual medical restrictions and with approval from the Professional Standards Division Commander. A member on Limited Duty shall not make arrests nor engage in police-related activity requiring the use of force, except in the defense of life or serious injury. Members may carry an approved firearm and police identification in accordance with the current issue of P&P 1702, Firearms and Police Identification.

The Professional Standards Division will manage the Limited Duty assignments.

A member who does not accept a Limited Duty assignment will be subject to separation from the Department in accordance with Civil Service Rules and Regulations and OPD policy.

## 5. DURATION

In order to ensure the maximum availability of Limited Duty assignments for qualifying members, a “bumping” process will be implemented. “Bumping” occurs when the number of qualified members exceeds the number of available LD assignments.

- a. When all LD assignments are filled, and another member becomes eligible, the member with the highest number of years of service shall no longer be entitled to the position. The member with the highest number of years of service shall have the opportunity to retire, resign, apply for a disability pension, or seek an alternative position within the City in accordance with Civil Service procedure and City policy.
- b. In the event that there is more than one LD member eligible to be “bumped” but only one position needed, consideration will be first given to members injured in the line of duty as a result of an act of violence, and secondly at the sole discretion of the Chief of Police.
- c. If a LD assignment is eliminated, the member performing these duties will be notified by the Chief of Police. The member will be afforded another LD assignment. If there are no LD assignments available, bumping rights as outlined in 5a and b will prevail.
- d. If a member is no longer able to perform a LD assignment based upon their medical condition and supporting documentation, that member will notify the Chief of Police via his/her chain of command. Upon these notifications, the Chief of Police will make a determination based on Civil Service rules and regulations and all other applicable Department, City, State and Federal guidelines.

## 6. NOTICE TO DISABILITY PENSION APPLICANTS

A Limited Duty assignment with no reduction in pay or benefits will be offered to sworn members who file an application for a disability pension. Subsequent retirement will have no bearing upon the member's eligibility for a LD assignment. The Chief of Police has full discretion to revoke any offer of a LD assignment.

ATTACHMENT A

ORLANDO POLICE DEPARTMENT  
LIMITED DUTY (LD) APPLICATION

(Date)

**TO:** Chief of Police

**VIA:** Chain of Command

**FROM:** \_\_\_\_\_ **EMP. #:** \_\_\_\_\_

**SUBJECT:** Request for Limited Duty Assignment

---

I, \_\_\_\_\_, am requesting a Limited Duty assignment. I have reached maximum medical improvement and have submitted an application for a disability retirement.

I understand that the duties of a Limited Duty assignment may include, but are not limited to, a combination of the following assignments:

- Work shift work
- Work 40 hours a week
- Complete police reports (by phone, hand-written or computer), interview and take statements from victims and witnesses where no suspect is present
- Respond to non-hazardous calls for service including, but not limited to, investigating traffic crashes and processing crime scenes
- Ride in a police vehicle and enter and exit the vehicle unassisted
- Operate a police radio
- Perform general office duties to include answering the telephone

I have attached my treating doctor's recommendations regarding my permanent physical limitations and/or restrictions since reaching maximum medical improvement on letterhead and dated within the last 60 days.

Date of MMI: \_\_\_\_\_

ATTACHMENT B

ORLANDO POLICE DEPARTMENT  
LIMITED DUTY (LD) ASSIGNMENT NOTICE

(Date)

**TO:**

**EMP. #:**

**FROM:**

**SUBJECT:** Limited Duty Assignment

In accordance with the current issue of P&P 1634, Limited Duty Assignments, you are hereby placed in a Limited Duty assignment.

On \_\_\_\_\_, at \_\_\_\_\_ hours, you are to report to the \_\_\_\_\_ in civilian attire.

During this period, you are assigned to non-hazardous law enforcement duties. You may engage in law enforcement-related extra duty employment in accordance with Department policy and your individual medical restrictions. You shall not make arrests nor engage in police-related activity requiring the response to resistance, except in the defense of life or serious injury. You may carry an approved firearm and police identification in accordance with the current issue of P&P 1702, Firearms and Police Identification.

Should you have any questions concerning your activities while on Limited Duty assignment, you should contact your immediate supervisor.

\_\_\_\_\_  
(Employee's Signature)

The foregoing notice was served personally on

\_\_\_\_\_  
(Employee's Name - Printed) / (Employee #)

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ hours  
(Date) (Month) (Year) (Time)

by: \_\_\_\_\_  
(Section Commander's Signature)

Original: Personnel     Copy: Employee