

 <input checked="" type="checkbox"/> General Order <input type="checkbox"/> Division Order <input type="checkbox"/> Bureau Order <input type="checkbox"/> Special Order Order No.: 08-99 <hr/> <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Plan <input type="checkbox"/> Rule	Iowa Department of Public Safety	
	TITLE/SUBJECT: Alternate Duty	IDENTIFIER: 09-02.02
	TO: All DPS Personnel	CC:
	RELATED DIRECTIVES/FORMS: DPS Form 16 , <i>Alternate Duty Request</i> ; DOM 12-02.01 , <i>Duty Periods and Leaves of Absence</i> .	
	APPLICABLE CALEA STANDARD(S): 16.2.3	
	EFFECTIVE DATE: 9-23-2008	REVISION #: 1
INSTRUCTIONS: This directive rescinds and replaces General Order 07-40, dated 6-1-2007, same Identifier. Many references to “officers” have been changed to reflect all “employees”.		

I. Purpose

The purpose of this policy is to provide guidelines for alternate duty assignments.

II. Policy

It is the policy of the Department that employees with work related illnesses and/or injuries return to work as soon as possible, with medical restrictions if necessary. (See DOM [12-02.01](#))

III. Guidelines Regarding Alternate Duty

- A. An alternate duty assignment may be given to an employee with medical limitations for a period equivalent to 20 working days (160 hours), or until the employee is medically released for full duty, whichever is less. If the medical limitations extend beyond the 20 work day period, a management review shall be conducted by the employing division and/or the Commissioner’s Office and if warranted an extension request may be submitted to the Director of the Department of Administrative Services (See [11 Iowa Administrative Code § 59.3\(5\)](#)). Such management review may require additional medical documentation to the appropriate division director to determine the employee’s eligibility for continued alternate duty. (See DOM [12-02.01](#))
- B. Employees with work-related illnesses or injuries who are temporarily unable to perform the essential functions and responsibilities of their position shall be assigned alternate duty work to accommodate a return to work as soon as possible and shall be given preference in the assignment of alternate duty over injuries occurring while an employee is off-duty.
- C. Employees who are temporarily unable to perform the essential functions and responsibilities of their position due to illnesses or injuries sustained off-duty and not work-related may request and be granted alternate duty, at management’s discretion, if it is determined that meaningful work of benefit to the Department can be performed.
- D. Approval for alternate duty shall remain the sole discretion of the Commissioner or Executive Officer to the Commissioner, based upon recommendations of the affected Division or Commissioner’s Bureau Chief/designee.
- E. The time at which an employee may begin alternate duty and the time at which the employee may return to work will be determined on an individual basis through consultation with the employee, the Department, and, if applicable, the workers’

compensation physician or medical provider or the employee's personal physician in the event the illness or injury is sustained while off-duty.

- F. The location of the alternate duty assignment may be at one of the resident offices, divisional headquarters office, Department headquarters office, State Patrol Communications Centers, or other specified location. Alternate duty hours shall be assigned within the normal business hours of the facility to which assigned.
- G. An employee will generally be assigned alternate duty status within his/her division. However, the Department reserves the right to assign alternate duty status in another division, or externally, if necessary, in order to make meaningful, efficient use of the employee's talents and abilities.
- H. While on alternate duty paid time does not begin until the employee reports to the assigned work location and concludes when the employee leaves the assigned work location.
- I. Alternate duty will be performed in civilian attire.
- J. The compensation of an employee assigned alternate duty will not change.
- K. Officers with assigned drive-home vehicles approved for alternate duty will be allowed to drive an unmarked state vehicle between home and their alternate duty assignment. The taxability of a state provided vehicle shall be treated consistent with [Internal Revenue Service Publication 15-B](#).
- L. If it appears that the limitations for a peace officer will be in excess of one year the Commissioner may file an application for disability retirement as provided in [Chapter 97A](#), Code of Iowa.

IV. Procedures

- A. Procedure for Employees with Off-Duty Illnesses or Injuries Requesting an Alternate Duty Assignment
 - 1. The employee must complete [DPS Form 16](#), *Alternate Duty Request*.
 - 2. The employee shall attach a statement from the treating physician clearly stating why the employee is unable to perform the essential functions of their position and listing temporary limitations or restrictions. The form and physician's statement shall be submitted to the Commissioner's Office through the chain of command.
 - 3. The affected Division or Commissioner's Bureau Chief/designee shall evaluate the form and medical information and shall make a recommendation to the Commissioner's Office. If alternate duty is recommended, the division or bureau will indicate on the form the duties that will be performed by the employee. If alternate duty is not recommended, the division or bureau will indicate the reason(s) for denying.
 - 4. If the request is approved by the Commissioner's Office, the Commissioner/designee will issue an order placing the employee on alternate duty status. If the request is not approved, the employee will be notified through the chain of command. A copy of the form and medical information shall be sent by the Commissioner's Office to Administrative Services Division Human Resources staff, Attn: Medical Files.
- B. Procedure for Assigning Alternate Duty
 - 1. When an employee is injured on duty and is no longer able to perform the essential functions of the position, the employee will normally be assigned to alternate duty.

2. A statement from the Workers' Compensation physician clearly stating why the employee is unable to perform the essential functions of their position, listing temporary limitations or restrictions shall be provided to the Administrative Services Division Human Resources staff, ATTN: Medical Files.
3. Assignment to alternate duty may be originated by the Division Director/designee, a Commissioner's Bureau Chief/designee, or the Commissioner/designee.
4. If the request is approved by the Commissioner's Office, the Commissioner/designee will issue an order placing the employee on alternate duty status. If the request is not approved, the employee will be notified through the chain of command. A copy of the form and medical information shall be sent by the Commissioner's Office to Administrative Services Division Human Resources Staff, Attn: Medical Files.

C. Continuation of Alternate Duty Beyond 20 Working Days (160 hours)

If the medical limitations extend beyond 20 working days (160 hours), a management review shall be conducted by the employing division and/or the Commissioner's Office. If warranted, an extension may be submitted to the Director of the Department of Administrative Services (See [11 Iowa Administrative Code § 59.3\(5\)](#)). The employee shall provide additional medical documentation to the division director to assist in the determination for eligibility of continued alternate duty. (See [DOM 12-02.01](#)).

D. Procedure for Returning to Duty

The employee shall immediately notify the supervisor when released to return to unrestricted duty. They shall follow procedures set forth in [DOM 12-02.01](#). The Commissioner's Office shall rescind alternate duty orders returning the employee to work.

E. Medical Records

Physician's statements regarding medical conditions and/or alternate duty limitations will only be retained and filed by the Administrative Services Division's Human Resources office in the employee's medical file. The physician's return-to-normal-duties release shall also be filed in the employee's medical file and may be retained by the employee's supervisor.



Steve E. Bogle, Executive Officer to the Commissioner
Iowa Department of Public Safety

September 17, 2008
Date