

	Houston Independent School District		DIRECTIVE: 420-014
	Police Department Directives		EFFECTIVE DATE: October 18, 2019
	SUBJECT: Limited Duty Assignment		REVISED DATE: January 16, 2022

PURPOSE

The purpose of this directive is to prescribe the Houston Independent School District Police Department's policies on transitional duty and light duty. This directive applies to all Houston Independent School District Police personnel.

DEFINITION

Temporary Assignment: Positions that are usually short-term in nature that meet a specific departmental objective.

Limited- Duty/Light-Duty Assignment: Assignments that are short-term in nature for personnel who have a work-related injury or illness or that have been approved for such duty because of a personal injury or illness. A limited or transitional duty program shall be provided, in accordance with administrative regulations, for employees who have an occupational injury or occupational illness and are temporarily unable to return to full regular duty status. The light-duty assignment shall be temporary and, if rejected by the employee, shall result in a reduction of workers' compensation wage benefits. (DK (LOCAL))

LIMITED-DUTY POSITIONS

The district may offer a limited-duty position to a contract or non-contract employee receiving workers' compensation benefits following a job-related injury or illness. This position will be temporary and used to transition an employee back to full regular duty status.

Workers' and Unemployment Compensation will work with an employee's supervisor and Human Resources to identify those modified duties that the employee can perform. If no modified duties can be identified within the employee's regular work location, an alternative work site in the district may be offered. The HISD Police Department is not obligated or required to create a position that might be used for limited duty.

Limited duty assignments may be available for 30 workdays with a possible extension of an additional 30 workday assignments dependent upon the employee's recovery rate. Limited duty assignment may be available to work-related injuries and non-working related injuries such as:

The duration of the Limited-Duty (Work-Related) assignment will be determined by Workers' and Unemployment Compensation and the employee's treating physician.

The duration of the Limited-Duty (Non-work Related) assignment will be determined by the employee's treating physician and the department. Upon returning to full duty, the employee shall forward a written notification from their treating physician; and

The duration of the Limited-Duty (Non-work Related) assignment will be determined by the Chief of Police or Designee. Limited-Duty assignments may be available for 60 workdays with a possible extension of additional workday assignments. Limited Duty (Non-Work Related) assignment will be offered up to:

- a) One year maximum.
- b) At the end of one year, if the employee has not met the minimum standards to perform their duties, they will be referred to Human Resource as an alternative for employment. Also, the employee must perform their assigned duties and responsibilities as described.
- c) An employee, who rejects a bona fide offer of employment for a modified duty position, may be subject to loss of temporary income benefits under workers' compensation and termination of employment.
- d) Employees shall provide the department with a release to full duty signed by the treating physician before returning to full duty from limited duty.
- e) The Support Services Captain is responsible for maintaining this regulation and tracking employees on limited duty.

TELE-SERVE DUTY ASSIGNMENT

Effective December 7, 2009, police officers on light duty will be assigned to dispatch as a Tele-serve officer to handle calls for service via the telephone. This project aims to effectively use our resources by increasing the availability of patrol units and effectively serve the district in improved calls for service. Incidents requiring a report can be diverted to the Tele-serve officer when such calls can be effectively resolved over the telephone. Police officers are trained on basic dispatch functions on the third shift and then assigned to the first, second, and third shifts. This officer will be stationed inside the dispatch office as needed or until a fixed work area has been designated. There the officer can monitor all calls coming in and decipher which calls can be resolved at their inception.

It is the responsibility of the Senior Dispatcher or calls taker to screen eligible calls for police service and determine which calls for service meet the criteria for diversion to the Tele-serve officer. Calls for police services are eligible for referral where the citizen's safety is not questioned.

TELE-SERVE ELIGIBLE INCIDENTS

Calls eligible as tele-serve calls are:

- a) Burglary of a motor vehicle (delayed report).
- b) Lost or stolen property theft.
- c) Report supplements.

- d) The incident being reported is not in progress.
- e) There is no physical evidence at the scene. (Items considered evidence include, but are not limited to, fingerprints, tools, articles of clothing, bloodstains, and any other item/s that may be used in their prosecution.
- f) There is no information to identify the suspect/s or a physical description reported.
- g) There are no witnesses on the scene of the incident, which could provide information regarding the suspect/s and or vehicle/s;
- h) The citizen has not expressed a preference for a field unit to be dispatched.
- i) The reported incident does not involve a motor vehicle accident.
- j) The incident does not involve any assault.

CALL PROCESSING

Dispatch personnel or call-taker shall ensure that each call for service is processed consistent with established policies and procedures regarding the referral of telephone initiated incident reports to the Tele-serve officer.

The dispatch or call taker receiving calls for police service will advise the complainant that an HISD Police Officer will promptly contact them to initiate an incident report. A return call is estimated not to take longer than one hour.

Once it has been determined that a request for police service qualifies for referral to a Tele-serve Officer, dispatch or call-taker will immediately forward the complainant's information (name, nature of the incident, and call-back telephone. Tele-serve officers should return calls for service within an hour.

MANAGEMENT

The department maintains the right to assign an employee to any shift based on departmental requirements (i.e., alleviate workforce shortage in dispatch or other areas).

SUPERVISION

The Senior Dispatcher will supervise officers assigned to a limited duty assignment in dispatch if they are assigned to dispatch. Supervision of employees on a limited duty assignment in other areas than dispatch shall be supervised by a supervisor (classified or civilian) of the function to which they are assigned.

Approved By



Pedro Lopez Jr., Chief of Police