



ALTERNATIVE DUTY STATUS

Directive 4-108

Date of Issue: November 2017 Amends/Cancel: 4-108 April 2015

I. PURPOSE

Alternative duty status is designed to provide a safe and productive work environment for employees who, due to medical reasons are temporarily unable to perform the full range of duties as described in their classification.

II. POLICY

Alternative duty status is a prerogative of management and is contingent upon the availability of a suitable assignment. All requests will be taken on a case by case basis with the extent of the employee's duty modification governed accordingly.

III. DEFINITIONS

- A. Alternative Duty - A duty status in which the employee is not able to perform all of the essential job functions of their position and the employee has been reassigned to other work duties; a personnel order will be issued for the employee designating them as such.
- B. Full Duty – The employee is able to, both physically and mentally, perform all the essential duties for their classification as listed on the position specific Essential Duties Check List.

IV. PROCEDURES

A. EMPLOYEE RESPONSIBILITIES

1. Employees are required to be capable of performing all essential job functions of their position.
2. Employees who believe they are unable to work in a full duty capacity, will promptly notify their supervisor and, as soon as practical, provide medical documentation supporting their condition.
3. Employees wishing to be placed on alternative duty must complete an MCP Form 173 - Alternative Duty Request and forward through the chain to their commander. The request must include an anticipated date for return to full duty.

4. Employees will remain on sick or other medical leave pending review of their request with DGS Human Resources and, depending upon the condition, the State Medical Director.
5. If approved for alternative duty, employees will return to full duty as soon as possible and provide medical certification of their fitness for full duty to include a completed copy of the Essential Duties Checklist for their position.

B. COMMANDER'S RESPONSIBILITIES

1. Upon receipt of a request for alternative duty, the Commander will determine if there are alternative duties that the employee could perform at the command, given their medical restrictions.
 - a. Non-supervisory employees may only be assigned alternative duties where they will be performing activities that are within the scope of the medical restrictions.
 - b. Employees in supervisory positions, who are currently assigned to perform administrative duties may still be responsible for those administrative duties while on alternative status.
2. The Commander will make a recommendation to the Chief of Police or his/her designee as to the availability of alternative duties and the suitability of the employee to perform them.
3. The Commander will also review any secondary employment requests on file for the employee. The Commander will determine whether the approval for the employee to continue working the secondary employment should be revoked given the employee's medical restrictions or the adverse impact the secondary employment would have on the employee's ability to return to full duty.

C. APPROVED ALTERNATIVE DUTY REQUESTS

1. Employee's will be notified via personnel order of approved alternative duty requests.
2. The alternative duty will remain in effect for the dates specified on the personnel order.
3. If it is determined that the employee cannot return to full duty by the end date specified in the personnel order, a new alternative duty request must be submitted prior to the expiration.

D. POLICE EMPLOYEES ON ALTERNATIVE DUTY

1. Police employees granted alternative duty will be placed on Non-Officer Status and will surrender to their commander the following:
 - a. Assigned Firearm(s), magazines, and ammunition;

- b. MCP Badges; and
 - c. Maryland Police Training and Standards Commission certification card.
2. Police employees on alternative duty will not:
- a. Take law enforcement action;
 - b. Wear a police uniform;
 - c. Operate a marked police vehicle; or
 - d. Be assigned duties where they are placed in potentially confrontational situations such as patrol.