



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: FEBRUARY 2, 2024	CHAPTER: 1 - Administrative	PAGE: 1 of 3	NUMBER: 1.02.04
SUBJECT: RESTRICTED DUTY			
CHIEF: <i>Dornat A. Drummond, Chief</i>			

Substantive changes are italicized

PURPOSE: To establish guidelines for *temporary*, restricted duty (RD) assignments.

POLICY: *It is the policy of the Cleveland Division of Police that in instances of a member’s alcohol or drug policy violation, Employee Assistance Unit (EAU) recommendation, misdemeanor criminal charge, criminal or administrative investigations for a serious violation of rules and regulations or General Police Orders, a member temporarily unable to perform regular duties may be given an opportunity for a temporary alternative assignment, known as RD.*

PROCEDURES:

I. General Guidelines

- A. The City of Cleveland and the respective labor unions acknowledge that there are no permanent RD assignments.
- B. Members may be temporarily detailed to a RD assignment consistent with the Division’s operational needs.
 - 1. The Chief of Police holds sole authority to grant a member RD status.
 - 2. RD assignments are limited, and authorization is granted on a case by case basis.
 - 3. The Officer-in-Charge of the Personnel Unit designates RD assignments after Chief of Police approval.
- C. Before the assignment is made, the requesting member, upon recommendation for RD status, must complete the Terms of Restricted Duty Assignment form (attachment) and submit it to the Personnel Unit.

II. Recommendation and Authorization

- A. *Illness or injury transitional duty assignments are based on Occupational Health and Safety Unit (OHSU) recommendation.*
- B. *Traumatic incident/EAU recommendation RD assignment.*
 - 1. For traumatic incidents, follow the General Police Order Post-Traumatic Incident Protocols.
 - 2. The member meets with the EAU and Stress Consultant.

PAGE: 2 of 3	SUBJECT: RESTRICTED DUTY	NUMBER: 1.02.04
-----------------	-----------------------------	--------------------

3. The member reports to OHSU before being returned to full duty, but only in the event of an injury, whether physical or psychological.
- C. Administrative, alcohol or drug policy violation, or misdemeanor criminal charge RD assignment.
1. The member surrenders their *Division-issued* firearm to a superior officer.
 2. The superior officer ensures the firearm is conveyed to the Ordnance Unit.
 3. Ordnance Unit maintains the firearm until final disposition of the criminal case or administrative hearing. *If on RD after a non-violent misdemeanor charge, the member returns to duty within sixty (60) calendar days following final case disposition (subject to any applicable disciplinary suspension).*
 4. The Chief of Police may approve the member to return to full duty and/or approve return of the member's *Division-issued* firearm.

III. Restrictions

- A. Members on RD status shall not:
1. Engage in *law enforcement-related secondary employment until regular duty status is restored.*
 2. Work overtime, except subpoenaed court overtime, *unless approved by the Chief of Police.*
- B. Firearm requalification.
1. Members are prohibited from firearm requalification unless *on administrative RD (i.e., non-medical reasons) and approved by the Chief of Police.*
 2. *Members receiving approval to requalify will be issued their primary firearm at the Ordnance Unit and surrender their primary firearm prior to leaving.*

IV. Oversight Committee

- A. The committee shall be comprised of:
1. The lieutenant (*OIC*) of the Personnel Section or their designee.
 2. The *OHSU Manager.*
 3. The *Bureau of Support Services Commander* or their designee.
 4. *The Deputy Chief, Chief of Staff* or their designee.

PAGE: 3 of 3	SUBJECT: RESTRICTED DUTY	NUMBER: 1.02.04
-----------------	-----------------------------	--------------------

5. *The Bureau of Compliance Commander or their designee.*
- B. The committee *convenes quarterly* to review *RD, transitional duty status* and extended illness of members and submits their recommendations to the Chief of Police.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.