



Returning an Employee Back
to Limited Duty

DPS-RTWP

- **DPS-RTWP** – Will replace the CCPS-195 and CCPS-195A forms
- This form will be completed by the supervisor of the injured employee

Limited Duty from an **On-Duty Injury**

- **DPS-RTWP** for Sworn and Civilian Employees
- Physician's note releasing the employee to limited / modified duty
- Employee must not return to limited duty prior to the approval from the Benefits Office

Limited Duty from an **Off-Duty** Injury

Forms needed....

- DPS-RTWP for Sworn and Civilian Employees
- Physicians note releasing the employee to limited/modified duty
- Memo from Trooper to First Sergeant
- Memo from First Sergeant to Troop Commander
- Memo from Troop Commander to Major
- Clearance from HP Medical Office (Secured by Benefits Office)
- Employee must not return to limited duty prior to the approval from the Benefits Office

Important!

Prior to bringing an employee back for limited duty...

- The Supervisor must ensure that the limited duty requirements are not in conflict with the restrictions noted on the physician's note
- The Supervisor must review the DPS-RTW with the employee prior to the commencement of limited duty and obtain the employee's signature.
- The DPS-RTW should then be filed in the employee's worker's compensation file at the district office / work unit location.
- Limited duty assignments expire in 90 days. Prior to the continuation of limited duty beyond 90 days, a new DPS-RTWP and physician's note must be submitted to the Benefit's Section for approval.
- In the event that a limited duty assignment is extended beyond 90 days, the supervisor must again, ensure that the limited duty requirements are not in conflict with the restrictions on the Physician's note.



Returning an Employee Back
to Full Duty

Returning an Employee to Full Duty from an **Off-Duty** or **On-Duty** Injury

Prior to the member being approved for Full Duty, the supervisor of the employee must submit the following to the Benefits Office:

- DPS-RTWP for Sworn and Civilian Employees
- Physician's note releasing the employee to Full Duty without restrictions

All sworn employees must re-qualify with their issued weapon (s) prior to returning to Full Duty if:

- The member sustained and “on-duty” or “off-duty” injury to a hand, arm, elbow, or shoulder;
- The member sustained an injury or experienced a condition or illness that may affect his/her vision, or mental alertness; or
- The member experiences any other condition that the Patrol Medical Director recommends requalification.

Important!

- Prior to requalification, the member must be cleared by their treating physician to perform Full-duty..
- **Under no circumstance** should a member be allowed to re-qualify with their issued firearms *prior* to the date the treating physician clears the member for Full-duty