

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.217	Effective Date:	8/6/2024
Title:	Light Duty	# of pages:	2
Category:	Personnel	Classification:	Green

1. **PURPOSE:** To clarify the duties and responsibilities of persons on light duty.
2. **POLICY:**
 1. Persons on light duty shall report to Central Station each day, reporting to the Duty Chief/CC unless otherwise authorized.
 2. Persons working light duty shall establish a workable duty schedule with the Chief of Department or their designee prior to their first shift of light duty. This will be based on the physical abilities and recommendations of the attending physician. The default schedule will reflect the business hours schedule of the City of South Portland. Upon determining the schedule, the department's RMS system will be updated to reflect the agreed upon schedule. Alterations to this schedule must be pre-approved.
 3. The normal uniform for light duty assignments will be a work uniform unless the persons condition requires accommodation.
 4. Light duty activities will be determined by the type of restrictions which may be placed upon the person by a physician. Any restrictions must be made by the physician in writing to the Chief of Department.
 5. Every attempt will be made to plan out a person's activities. If permissible, it is encouraged that persons on light duty be utilized for the following activities:
 - a. Occupancy Inspections
 - b. Call back Inspections
 - c. Special or Miscellaneous Inspections
 - d. Code Enforcement Follow-Up
 - e. Special Assignments/Projects
 - f. Station Cleaning and Maintenance
 - g. Vehicle & Apparatus Cleaning and Maintenance
 - h. Report / Record Keeping

- i. Other functions deemed necessary by a Chief Officer
 6. All personnel on light duty shall be required to complete a weekly activity/attendance log in the department's RMS. This log shall be signed and filed in the Chief's office, in conjunction with the daily activities sheets, prior to going off duty on the last shift of each week.
 7. All hours less than 42 hours documented as Light Duty will be charged sick time.
3. REFERENCES:
- None

By Order Of:

A handwritten signature in black ink, appearing to read 'Phil Selberg', with a stylized flourish at the end.

Phil Selberg
Fire Chief