

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.217	Effective Date:	3/3/2010
Title:	Light Duty	# of pages:	3
Category:	Personnel	Classification:	Green

1. **PURPOSE:** In an effort to clarify the duties and responsibilities of persons on light duty, the following policy and procedure shall become effective immediately.

2. **POLICY:**
 1. Persons on light duty shall report to Central Station each day, reporting to the duty Chief Officer. The only exception to this shall be if the person is attending a class, meeting, etc., and this was previously cleared by a Chief Officer.
 2. Persons working light duty shall establish a workable duty schedule with the Chief of Department prior to their first shift of light duty. This will be based on the physical abilities and recommendations of the attending physician.
 3. The normal uniform for light duty assignments will be a work uniform. However, light duty personnel shall have available a dress uniform in the event that activities so require.
 4. Light duty personnel shall insure that the duty chief is verbally notified of their start and end time each day. It shall be the officer at central's responsibility to enter these times in the day book.
 5. Light duty activities will be determined by the type of physical restrictions, if any, 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.
 6. Every attempt will be made to plan out a person's activities to enable all officers to be aware of the person's duties. 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

Any Officer that can utilize a light duty person's services for any of the above should make this fact known to a Chief Officer.

7. Fire Officers on light duty assignment may be utilized on the fireground within the Command Structure. This assignment can only be a command/Support type function which does not require actual firefighting actions.
8. All personnel on light duty shall be required to complete a weekly activity/attendance log. (see attached) This log shall be signed and filed in the Deputy's office, in conjunction with the daily activities sheets, prior to going off duty on the last shift of each week.

3. REFERENCES:

- None

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief

**South Portland Fire Department
Light Duty Report**

Name: _____ **Week Ending:** _____

Hours: _____

	Hours	Activities
Monday	_____	_____
	_____	_____
	_____	_____
Tuesday	_____	_____
	_____	_____
	_____	_____
Wednesday	_____	_____
	_____	_____
	_____	_____
Thursday	_____	_____
	_____	_____
	_____	_____
Friday	_____	_____
	_____	_____
	_____	_____
Signed:	_____	_____