

<b>Standard Operating Procedure</b>	<b>PEORIA FIRE-MEDICAL DEPARTMENT</b>
<b>LIGHT DUTY ASSIGNMENT</b>	<b>Administration</b>
	<b>101.08</b>
	<b>Rev. 07/31/2014</b> <b>Page 1 of 2</b>

**PURPOSE**

The intent of this procedure is to provide clarification regarding process for assigning light duty employment.

**POLICY**

The Fire-Medical Department will attempt to identify light duty opportunities for its members when appropriate.

Light duty personnel will not staff any type of Fire Department apparatus or equipment or respond to emergency incidents.

- For the purposes of familiarization, an exception to this rule may be granted in the case of Red Shirt probationary employees. At the discretion of the Training Chief and on-duty Battalion Chiefs, these firefighters may ride-along in the capacity of an observer. At no time may they engage in any activity that may subject them to a situation that may aggravate an existing injury. In these cases, the Red Shirt must augment the minimum constant staffing assignment (i.e. the 5th on a 4-person engine or truck).
- For the purpose of continuity in training, an exception to this rule may be granted in the case of a paramedic student during EMS vehiculars. At the discretion of the EMS Chief and on-duty Battalion Chiefs, these firefighters may participate in the vehicular training program in the capacity of a caregiver. At no time may they engage in any activity that may subject them to a situation that may aggravate an existing injury.

Fire-Medical Department personnel may be assigned to any division within the Fire-Medical Department Work hours will be Monday – Thursday from 7am – 6pm unless otherwise approved by the Fire Chief or his/her designee.

All forms to be filled out and submitted to the Management Assistant over Payroll/Personnel along with any paperwork from the City’s authorized Occupational Injury Medical Facility within 24 hours of injury. If injury occurs on a weekend or holiday, fax all forms to 623-773-5163 (HR confidential fax) and interoffice the originals so the claim can get processed as soon as business hours resume.

