



HIGHLAND PARK FIRE DEPARTMENT
POLICY MANUAL
POLICY # 38
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LIGHT DUTY	EFFECTIVE	30/DECEMBER/2016
	REVISED	30/OCTOBER/2020

1.0 Purpose

1.1 The purpose of this Policy is to document establish guidelines for working on light duty.

2.0 Responsibility

2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

3.1 Light duty will be assigned to employees that are on restricted duty as a result of an on duty injury or medical issue, and have been medically cleared to work a light duty assignment.

3.2 At the discretion of the Fire Chief, light duty may also be assigned to an employee that is unable to work their duty assignment due to an off duty injury or illness.

3.3 Light duty will be performed from the hours of 0700 until 1600. This includes a one hour non-paid meal period that must be taken.

3.3.1 When reporting to duty at 07:00, personnel are to report to the Deputy Chief for their daily assignments.

3.3.2 In the event the Deputy Chief is not available, personnel are to report to the on duty Battalion Chief.

3.4 Employees on light duty are permitted to work out or perform rehab exercises only during their non-paid meal period.

3.5 Light duty assignments shall include but are not limited to:

3.5.1 Clerical work

3.5.2 Pre plans or inspections

3.5.3 Research projects

3.5.4 Maintenance projects

3.5.5 Special project as assigned

4.0 Reference

4.1 Highland Park Fire Department

Approved:  Fire Chief