



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER**

General Order Number: 08-09	Effective Date: January 29, 2021
Division: Health and Safety	
Chapter: Non-Service Connected Temporary Disability, Light Duty Requests and Light Duty Assignments	
By Order of the Fire Chief: Tiffany D. Green <i>TJG</i>	Issue Date: January 29, 2021

POLICY

This General Order shall establish procedures for career employees, volunteer members and civilian employees related to non-service connected temporary disabilities, light duty requests and light duty assignments in order to ensure the health and safety of personnel and compliance with the Americans with Disabilities Act (ADA).

DEFINITIONS

American with Disabilities Act (ADA) – A Federal Civil Rights Law which prohibits discrimination on the basis of disability in the areas of employment, access to public and commercial facilities, transportation, telecommunications and the use of public services. The law was passed in 1990 with several amendments.

Fitness for Duty Evaluation – An evaluation arranged by Health & Wellness and performed by a licensed physician employed or retained by the County.

Full Duty – Duty status category where an employee/member can perform all fire suppression and emergency medical services (EMS) activities, elements listed in the position description(s), NFPA 1582 5.1.1 Essential Job Tasks and Descriptions, as well as the physical training requirements. Physical training requirements may be altered, but prescribed aerobic capacity must be met in order to qualify for FULL DUTY.

Individual with a disability – A person with a physical or mental impairment that substantially limits one or more major life activities; a person who has a history or record of impairment; or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.

Light Duty – Duty status category where generally no fire suppression or EMS activities may be performed and the employee/member may not continue in a full duty assignment. This duty may include the following activities, dependent on medical restrictions from physician and/or Medical Advisory Board:

- Data entry into computer systems
- Office duties
- Operation of unmarked/non-emergency vehicles
- Lifting light equipment weighing less than 40lbs
- Communication duties (e.g., phone/radio operations)
- Building inspections (can include inspecting hazardous area and climbing stairs)



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Medical Advisory Board (MAB) – A panel of advisory board members appointed by the County Executive to provide expert medical opinions regarding fitness for duty of County employees to perform assigned duties, make findings of fact to be relied on by the Disability Review Board in determining eligibility for disability retirement for public safety employees, and perform any other duties and responsibilities consistent with these purposes.

No Duty – Duty status category where the employee/member is temporarily incapacitated and unable to perform any work.

Reasonable Accommodation – Any modification or adjustment to a job or work environment that will enable a qualified individual with a disability to perform the essential functions of the job. The accommodation must also not impose an undue hardship on the employer. This is any accommodation that would require a “significant difficulty or expense” or would “fundamentally alter the nature of the service” provided in relation to the size of the employer, the resources available, and the nature of the service it provides.

PROCEDURES / RESPONSIBILITIES

I. Non-Service Connected Temporary Disabilities

A. Career Employees

1. Career employees who become temporarily disabled and/or unable to participate in full firefighting/EMS duties due to a non-job-related injury or medical condition shall notify their immediate supervisor.
2. Career employees will report to Health & Wellness and provide an updated Attending Physician's Statement/Temporary Disability Form at minimum every 30 days or every doctor's visit.
3. In order for the career employee to return to a full operational duty status, the career employee must submit to Health & Wellness the completed Attending Physician's Statement/Temporary Disability Form (Attachment A), which releases the career employee to a full duty work status.

B. Volunteer Members

1. Volunteer members who become temporarily disabled and/or unable to participate in full firefighting/EMS duties due to a non-job-related injury or medical condition shall notify their volunteer chief.
2. Volunteer members will submit to Health & Wellness, via their volunteer chief, the Attending Physician's Statement/Temporary Disability form at minimum every 30 days or every doctor's visit.
3. In order for the volunteer member to return to a full operational duty status, the volunteer member must submit to Health & Wellness the completed Attending Physician's Statement/Temporary Disability Form (Attachment A), which releases the volunteer member to a full duty operational status.



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C. Civilian Employees

1. Civilian employees who become temporarily disabled and/or unable to work full duty due to a non-job-related injury or medical condition shall notify their supervisor.
2. Civilian employees will submit to Health & Wellness, via their supervisor, the Attending Physician's Statement/Temporary Disability form at minimum every 30 days or every doctor's visit. Health & Wellness will determine the light duty assignment/duties based on the limitations noted on the Attending Physician's Statement/Temporary Disability form.
3. In order for the civilian employee to return to a full operational work status, the civilian employee must submit to Health & Wellness the completed Attending Physician's Statement/Temporary Disability Form (Attachment A), which releases the civilian employee to a full duty work status.

II. Light Duty Requests

A. Career Employees

1. Career employees may request a light duty assignment for a non-job-related injury or medical condition. Requests for light duty shall be made to the Fire Chief or designee through Health & Wellness. The supporting medical documentation must be updated at least every 30 days. Light duty requests will be in accordance with the Americans with Disabilities Act (ADA), Administrative Procedure 142, Administrative Procedure 212, Personnel Law, Section 16-189, and the needs of the Department at the time of the request. All light duty requests for non-job-related injuries that resulted from illegal activities, negligence, or horseplay on the employee's part will be denied. The request for light duty shall include the following forms and list the employee's work restrictions:
 - a) Attending Physician's Statement/Temporary Disability Form (Attachment A)
 - b) Request for Light Duty: Non-Job Related (Attachment B)
 - c) Memorandum addressed to the Fire Chief requesting light duty

B. Volunteer Members

1. Volunteer members may request a light duty administrative assignment for a non-job-related injury or medical condition. Requests for light duty shall be made through their volunteer chief to Health & Wellness. Light duty requests will be in accordance with the American with Disabilities Act (ADA), Administrative Procedure 142, and the needs of the Department at the time of the request. All light duty requests for non-job-related injuries that resulted from illegal activities, negligence, or horseplay on the member's part will be denied. Volunteer members may begin working light duty once the supporting medical documentation has been submitted to and approved by Health & Wellness. The supporting medical documentation must be updated at least every 30 days.



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C. Civilian Employees

1. Civilian employees may request a light duty administrative and/or reduced duties assignment for a non-job-related injury or medical condition. Requests for light duty shall be submitted through their supervisor to Health & Wellness. Light duty requests will be in accordance with the American with Disabilities Act (ADA), Administrative Procedure 142, Administrative Procedure 212, Personnel Law, Section 16-189, and the needs of the Department at the time of the request. All light duty requests for non-job-related injuries that resulted from illegal activities, negligence, or horseplay on the employee's part will be denied. Civilian employees may begin working light duty once the supporting medical documentation has been submitted to and approved by Health & Wellness. The supporting medical documentation must be updated at least every 30 days.

III. Light Duty Assignments

A. Career Employees

1. Health & Wellness will make all assignments of career personnel to light duty assignments. Assignments will be based upon:
 - a) The needs of the Fire/EMS Department.
 - b) The medical information provided by the treating/examining physician, medical records, and/or the Medical Advisory Board.
 - c) The particular talents, qualifications, and rank of the light-duty employee.
2. Employees detailed to a light duty assignment will be informed as to whom their light duty assignment supervisor is via the Light Duty Assignment Form (Attachment C). The light duty supervisor will be responsible for the employee's administrative functions, i.e. verifying light-duty hours on the electronic time sheet and day-to-day leave used. Health & Wellness will review timesheets for final verification, etc.
3. Employees will remain on light duty until they are released by their physician or ordered back to full duty by the Fire Chief (or designee). The employee will report to Health & Wellness with the completed Attending Physician's Statement/Temporary Disability Form (Attachment A), indicating the physician has released the employee to full duty.
4. An employee's light duty assignment is subject to change at any time, based on the needs of the Department.



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B. Volunteer Members

1. Health & Wellness will provide notification via email of duty status of non-operational volunteer members. Volunteer members placed on non-operational duty status will only be able to work in a light duty/administrative volunteer member position.
2. Volunteer members placed in a light duty/administrative position will remain assigned to their station and maintain the same supervisor. The supervisor will be responsible for the employee's administrative functions and will ensure the volunteer member adheres to all rules and regulations of the Department, and that the member remains non-operational.
3. Volunteer members will provide Health & Wellness any/all updated medical information using the Attending Physician's Statement/Temporary Disability Form (Attachment A). Volunteer members will remain on light duty until they are released by their physician using the Attending Physician's Statement/Temporary Disability Form. Health & Wellness will report all duty status changes via e-mail notification.

C. Civilian Employees

1. Health & Wellness will make all assignments of civilian employees to light-duty assignments. Assignments will be based upon:
 - a) The needs of the Fire/EMS Department.
 - b) The medical information provided by the treating/examining physician, medical records, and/or the Medical Advisory Board.
 - c) The particular talents, qualifications, and rank of the light-duty employee.
2. Employees detailed to a light-duty assignment will be informed as to whom their light duty assignment supervisor is via the Light Duty Assignment Form (Attachment C). The light duty supervisor will be responsible for the employee's administrative functions, i.e. verifying light-duty hours on the electronic time sheet and day-to-day leave used. Health & Wellness will review timesheets for final verification, etc.
3. Employees will remain on light duty until they are released by their physician or ordered back to full duty by the Fire Chief (or designee). The employee will report to Health & Wellness with the completed Attending Physician's Statement/Temporary Disability Form (Attachment A), indicating the physician has released the employee to full duty.
4. An employee's light duty assignment is subject to change at any time, based on the needs of the Department.



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IV. Fitness for Duty Evaluation

A. Career Employees

1. If an employee's supervisor or EAP Counselor notes job performance difficulties due to an injury or medical condition, the supervisor or EAP Counselor shall document the performance difficulties and notify Health & Wellness, both verbally and in writing, of the performance difficulties.
2. Health & Wellness will review the documentation and may request specific medical documentation from the employee and/or arrange for a Fitness for Duty evaluation to be performed by a County physician. If a Fitness for Duty is requested, the employee will be placed in a non-operational status, until released by the Medical Advisory Board and/or County medical provider.

B. Volunteer Members

1. If a volunteer member's supervisor or VAP Counselor notes job performance difficulties due to an injury or medical condition, the supervisor or VAP Counselor shall document the performance difficulties and notify Health & Wellness, both verbally and in writing, of the performance difficulties.
2. Health & Wellness will review the documentation and may request specific medical documentation from the member. Health & Wellness will place the member in a non-operational status until acceptable medical documentation is received to substantiate release to full-duty.

C. Civilian Employees

1. If a civilian employee's supervisor or EAP Counselor notes job performance difficulties due to an injury or medical condition, the supervisor shall document the performance difficulties and notify Health & Wellness, both verbally and in writing, of the performance difficulties.
2. Health & Wellness will review the documentation and may request specific medical documentation from the employee and/or arrange for a Fitness for Duty evaluation to be performed by a County physician. If a Fitness for Duty is requested, the employee will be placed in a non-operational status, until released by the Medical Advisory Board and/or County medical provider.



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V. Responsibilities

A. Employee/Member

1. Each employee/member of the Department should review this General Order. It is the individual employee/member's responsibility to comply with this General Order.

B. Career/Volunteer Supervisors

1. Each career/volunteer supervisor shall ensure that their employees/members understand their responsibilities in the Non-Service Connected Temporary Disability and Light Duty Request process.

C. Civilian Supervisors

1. Each civilian supervisor shall ensure that their employees understand their responsibilities in the Non-Service Connected Temporary Disability and Light Duty Request process.

D. Battalion Chiefs/Volunteer Chiefs

1. Each Battalion Chief/Volunteer Chief shall ensure compliance within their area of responsibility.

E. Assistant Fire Chiefs/Managers

1. Assistant Fire Chiefs/Managers shall ensure compliance within their area of responsibility.

REFERENCE

Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008, Title I – Employment, 42 U.S.C. §12101 et seq.

Administrative Procedure 142: Americans with Disabilities Act

Administrative Procedure 212: Details

NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments (National Fire Protection Association 2018)

Personnel Law, Section 16-189: Separation-disability



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ATTACHMENTS

- Attachment A – Attending Physician's Statement/Temporary Disability Form
- Attachment B – Request for Light Duty: Non-Job Related
- Attachment C – Light Duty Assignment Form



Prince George's County Fire/EMS Department
Attending Physician's Statement/Temporary Disability Form
 -Report to be completed by employee/member and the employee/member's treating physician-

TO BE COMPLETED BY THE EMPLOYEE/MEMBER

Recurrence: Yes No

Date of Injury: _____

Employee/Member: _____ **FD ID #:** _____

Description of event causing injury: _____

Employment Status: Career Civilian Volunteer **Job Description:** FF/EMT FF/PM PM Admin Other

Normal Work Hours: Shift work, up to 24 hours Day work, up to 10 hours Volunteer work, averaging a/an ___ hour shift

Position Description: The employee/member shall check all that apply.

Firefighter: Firefighters are responsible for performing firefighting and rescue operations that expose them to extreme heat, toxic products of combustion, and hazardous materials. They may be required to: carry a forcible entry bag (weighing 26 lbs) and climb 46 steps, return to ground and carry another entry bag and climb 31 steps; remove a 14' roof ladder from hangers and carry ladder 75 feet without ladder touching ground; drag a person weighing approximately 150 lbs for 75 feet; as well as drive fire apparatus under emergency conditions. Studies have shown that firefighters may achieve heart rates of 85 to 100% of their maximum capacity, and that this level may be sustained for long periods of time.

EMT or Paramedic: EMTs or paramedics are required to respond utilizing lights and sirens to the scene of various types of medical emergencies as well as hazards such as fires and chemical spills. As a result, they may be exposed to infectious diseases, toxic products of combustion, hazardous vapors and temperature extremes for long periods of time. Their job entails that they be part of a two-person team that regularly lifts an average 150 lb patient and additional equipment weighing approximately 50 lbs up and down stairwells and into and out of ambulances. They are required to communicate both orally and in writing to hospitals, their supervisors, and the public.

Career Employee: Career employees assigned to Full Duty are required to participate in physical training as a part of the employee's job description. The Department conducts annual fitness performance appraisals for employees that incorporate an 85% sub-maximal graded treadmill test, maximum push-ups, maximum sit-ups, flexibility, maximal grip strength, and body mass index. All career employees are required to maintain an aerobic capacity of 42 ml/kg/min measured during Departmental medical physicals. Physical fitness training regimens may vary due to individual medical conditions but all employees who fail to obtain the prescribed aerobic capacity will not be allowed on Full Duty until the Medical Advisory Board makes a determination.

Civilian Employee: Assigned duties vary by position. The employee should provide a job description to the physician for review. Please contact the Prince George's County Fire/EMS Department, Health & Wellness office at 301-583-1951 for additional information.

TO BE COMPLETED BY PHYSICIAN – Medical Condition

Date of Medical Appointment: _____

Is the injury or illness related to the patient's involvement with the PGC Fire/EMS Department? Yes No Unknown

Diagnosis (Primary diagnosis and secondary conditions, including any complications): _____

Treatment Plan: _____

TO BE COMPLETED BY PHYSICIAN continued – Work Status

Work Status: Check the appropriate work status block and complete any additional information requested based on the employee/member’s medical diagnosis, treatment plan and capacity to work. An employee can only be placed on disability leave or light duty from the Fire/EMS Department upon receipt of this completed, signed and dated form.

The Fire/EMS Department Physician and/or Medical Advisory Board may review your medical evaluations, objective findings and work status determination. They may require additional medical information, Department physical, or an independent medical evaluation prior to authorizing an employee to return to work. They may also approve, deny, or change the employee’s work status.

FULL DUTY: All assigned activities as applicable and listed in the position description(s), regardless of present work assignment, may be performed as well as any applicable physical training requirements. Physical training requirements may be altered, but prescribed aerobic capacity must be met in order to qualify for full duty.

Date released to full duty: _____ Alterations in physical training requirement: _____

LIGHT DUTY: No assigned activities as applicable and listed in the position description may be performed and the employee/member may not continue in a full duty assignment. A light duty assignment normally is an 8-hour/day work assignment. The Department can accommodate most work restrictions and limitations with modified/alternative work assignments and hours. If the patient demonstrates a limited loss of function, please provide restrictions and limitations and the date they began below.

Restrictions (what the patient should not do): _____

Limitations (What the patient cannot do): _____

Date released to full duty: _____ - or - Date of next appointment/evaluation (30 day max): _____

NO DUTY: Employees/members shall be considered on light duty unless there is total incapacity and inability to perform any assigned work. This employee/member is temporarily and totally incapacitated and unable to perform any assigned work. The employee is required to remain at home recuperating except for medical visits, legal visits related to the injury and/or family emergencies. The medical reason for the employee/member’s total incapacitation and inability to work light duty with listed restrictions or limitations is: _____

Failure of the physician to justify why the employee is totally disabled and unable to work in a light duty capacity with appropriate restrictions may prevent the employee from being eligible for Disability Leave.

Date released to full duty or light duty _____ - or - Date of next appointment/evaluation (30 day max): _____

REQUIRED ATTACHMENTS AND SIGNATURES

Please make sure that office notes, test results, and discharge summaries are attached or provided to the Prince George’s County third party claims administrator. This will help reduce additional requests.

FRAUD NOTICE: Any person who knowingly files a false statement of claim containing false or misleading information is subject to criminal penalties, civil penalties, and for employees/members, disciplinary action up to and including dismissal. This includes Employee and Attending Physician portions of this form.

Name of Physician (print) _____ Degree: _____ Medical Specialty: _____

Street Address: _____ Phone #: _____

City: _____ State: _____ Zip Code: _____ Fax #: _____

Signature of Physician: _____ Date: _____

*Note: If you have any questions regarding this form, the individual’s job description(s), etc. please contact the Prince George’s County Fire/EMS Department, Health & Wellness office at 301-583-1951.



Prince George's County Fire/EMS Department
REQUEST FOR LIGHT DUTY: NON-JOB RELATED

NAME: _____ DATE: _____

STATION/ASSIGNMENT: _____ RANK: _____

SUPERVISOR: _____

BATTALION CHIEF/VOLUNTEER CHIEF: _____

PHYSICAL LIMITATIONS: _____

LENGTH OF DISABILITY: _____

WORK RESTRICTIONS: _____

LEAVE BALANCES AS OF LAST PAY PERIOD:

ANNUAL HOURS: _____ PRIOR ANNUAL: _____ COMP HOURS: _____

SICK HOURS: _____ PRIOR SICK: _____

YEARS IN DEPARTMENT: _____

List any special abilities/training you may have, such as: Haz -Mat, Computer, etc.: _____

This form, along with a completed Attending Physician's Statement/Temporary Disability Form, must be submitted through your chain-of-command to HEALTH & WELLNESS for approval.

SUPERVISOR'S SIGNATURE/COMMENTS: _____

BATTALION CHIEF/VOLUNTEER CHIEF'S SIGNATURE/COMMENTS: _____

ASSISTANT FIRE CHIEF'S SIGNATURE/COMMENTS: _____

HEALTH & WELLNESS SIGNATURE/COMMENTS: _____

FIRE CHIEF: APPROVAL _____ DENIAL _____ DATE _____



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMS DEPARTMENT



LIGHT DUTY ASSIGNMENT FORM

EMPLOYEE'S NAME: _____	PHONE NUMBER: _____
ASSIGNED DIVISION/COMMAND: _____	
SUPERVISOR'S NAME: _____	PHONE NUMBER: _____
ASSIGNMENT START DATE: _____	ANTICIPATED DURATION: _____

GENERAL ORDER 08-16 and 08-09

Health & Wellness will make all assignments of career and civilian personnel to light duty assignments. Assignments will be based upon:

- The needs of the Fire/EMS Department
- The medical information provided by the treating/examining physician, medical records, and/or the Medical Advisory Board
- The particular talents, qualifications, and rank of the light duty employee

Employees detailed to a light duty assignment will be informed as to whom their light duty assignment supervisor will be via this form. **The light duty supervisor will be responsible for the employee's administrative functions, i.e., verifying light duty hours on the time sheet and day-to-day leave used.** Health & Wellness will review time sheets for final verification, etc.

Employees will remain on light duty until they are released by their physician or ordered back to full duty by the Fire Chief (or designee). The employee will report to Health & Wellness with the completed Attending Physician's Statement Temporary Disability Form, indicating the physician has released the employee to full duty. The employee will report to Health & Wellness with the completed Attending Physician's Statement Temporary Disability Form.

Section I: Attending Physicians Statement Requirement

Employees assigned to light duty will submit an update to Health & Wellness at least every 30 days, completed by their treating physician, using the Attending Physician's Statement Temporary Disability Form.

Section II: Sick, Annual and Comp Leave

Employees assigned to light duty will make all requests for Personal, Sick, Annual, or Comp leave through the assigned supervisors, or through that assigned supervisor's chain-of-command.

Section III: Disability Leave

All requests for disability leave will be sent to Health & Wellness prior to the scheduled appointment. A maximum of four (4) hours/day of disability leave will be allowed for a physician/medical specialist office visit or follow-up appointment, unless written verification is received from the physician/medical specialist indicating the medical need for more time. This provision is for treating doctor's visit only as per current Labor Agreement or Personnel Law.

An employee who does not have the proper medical verification for disability leave or is not in compliance with their current Medical Advisory Board/Disability Review Board ruling may be subject to the provisions of Personnel Law Section 16-226, Absence without leave. Conversion to other leave may be approved by the Fire Chief upon presentation of acceptable proof by the employee that the unauthorized absence of the employee was due to extenuating circumstances beyond the employee's control. This request must be in writing to the Fire Chief within two (2) weeks of the acceptable proof.

Section IV: Work Restrictions (To be completed by Health & Wellness)

Section V: Assigned Duties and Tasks (To be completed by Health & Wellness and/or assigned Supervisor)

Section VI: Acknowledgement

I acknowledge that I have read and agree to the contents of this form as they are consistent with General Order 08-16 and 08-09.

Employee's Full Name (Signature)

Date

Supervisor's Full Name (Signature)

Date