

	POLICY & PROCEDURE	SERIES # 601	PAGE 1 OF 9
	SUBJECT INJURY PROCEDURES		EFFECTIVE DATE 08/25/2021
			OVERSIGHT Support Services
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 601 dated 04/04/13 .		

I. PURPOSE:

The purpose of this policy is to establish a clear understanding of the procedure for reporting, processing and handling of on and off duty injuries.

II. POLICY:

Division personnel, injured on duty, will immediately notify their on duty supervisor. It is the responsibility of the supervisor to ensure that all reports of injury are documented and submitted. All reports will be reviewed and approved by the supervisor's commanding officer prior to submission. Authority to perform light duty while recovering from an on duty injury will be the responsibility of the Professional Standards Branch Commander coordinating with the employee's Branch Commander. Guidelines for light duty assignments as a result of an off duty incident will follow the Americans with Disabilities Act Amendments Act (ADAAA) requirements as set out in City Policy Chapter 2, PAI 2.3.

III. PROCEDURE:

A. To obtain proper insurance coverage for employees injured while on duty and assist in the completion of necessary documentation, the following courses of action will be taken.

1. If the injury sustained can reasonably be expected to result in lost man-hours and/or seeking of medical attention, or there is an accident/loss where city equipment is involved, the supervisor shall prepare the required reports as appropriate for the type of accident/injury. The list of Incident Reporting Requirements and their distribution can be located on the Division Intranet under Supervisors Forms. The reports will be forwarded through the employee's Chain of Command with a copy forwarded to the Division Training Office. The employee's Supervisor must notify Risk Management of the incident by telephone. If the injury occurs after normal business hours, notification will be made by phone mail or by contacting the Risk Management 24 hour emergency line.

APPROVED:
CHIEF OF POLICE



2. If an injury is such that the employee does not wish to seek immediate medical attention and can reasonably be expected not to miss work, the employee will fill out the Report of Work Related Injury or Illness Form. In any case, the injured employee must submit the completed form to his/her supervisor on the day the injury occurred. The supervisor and employee both will sign the form. The supervisor will send the original to Risk Management (immediately e-mail or fax a copy), send a copy to the Division's Training Office and place a copy in the employee's personnel folder.
3. Whether the employee seeks medical treatment or not, the Supervisor shall submit all necessary paperwork through the Chain of Command to the Training Office (see the Incident Reporting Requirements distribution list).
 - a. Even though Risk Management will later be provided with the original form, a copy of the form will be e-mailed or faxed to the Risk Management Office Manager the same date that the injury occurred.
 - b. Should the employee seek medical treatment, the employee will be provided a copy of:
 - (1) Prescription coverage form
 - (2) Authorization for medical treatment

B. Treatment of Work-Related Injuries

1. Medical Treatment For On Duty Injuries:
 - a. Employees suffering injuries which require immediate emergency medical treatment such as profuse bleeding, broken bones, unconsciousness, shock, etc., will normally be transported to Hampton Sentara Care-Plex Hospital.
 - b. When a serious injury occurs, it is recommended that a Fire Department rescue vehicle and/or ambulance transport injured personnel to the medical facility.
 - c. First aid should be administered until medical help arrives.
2. Injuries Not Constituting an Emergency but Requiring Physician's Care:

The injuries will be treated by a physician selected by the employee

from the list that is on the back of the form entitled Report of Work Related Injury or Illness. These are physicians approved by the City to provide medical care to injured employees. Supervisors are to contact Risk Management when an appointment is needed for an injured employee or if they need assistance in getting an appointment on the day of the injury.

3. Superficial or Minor Injuries which Occur On Duty:

First aid should be administered for superficial injuries such as minor cuts, bruises, small punctures, scratches, etc. Injuries that appear to be superficial, but are extremely painful or showing any unusual symptoms should be referred to a physician selected by the employee from the list that appears on the back of the form titled, Report of Work Related Injury or Illness. These are the only physicians that are authorized to provide medical care to injured employees.

C. Injury Leave Procedures (On and Off Duty)

1. Procedures governing appropriate leave status and subsequent returns to duty are dictated by whether the injury occurred while on or off duty. All police employees must adhere to the appropriate administrative procedures when placed in a leave status due to injury.
2. For Off Duty Injuries and Light Duty:
 - a. Employees are required to use sick leave when absent from duty. It is desirable that employees keep in periodic contact with their supervisors during extended periods in order to stay informed of administrative issues.
 - b. Employees requesting light-duty shall submit a Special Report along with the Request/Return for Light Duty form (intranet) and their physician's note of limitations via their Chain of Command to the Office of Professional Standards. The physician's note must also indicate the next follow up appointment. Once approved, the Chief's Office will send the form to the Office of Professional Standards for tracking and placement into the employee's personnel file. Employees may return to work in a light-duty status if appropriate work can be assigned.
 - c. Procedures for requesting an accommodation based upon a disability for an off duty injury are listed in City Policy, Chapter 2, PAI 2.3 "Americans with Disabilities Act Amendments Act". According to the ADA, disability is defined as "a physical or mental impairment that substantially limits one or more major

life activities of such individual, a record of such an impairment; or being regarded as having such an impairment.” This request is different than a light duty request. Light duty allows an employee to continue to work before or after a minor limiting condition until a return to full duty can be facilitated. Accommodations pertain to *substantial* limiting abilities that may need assistance to sustain full duty capability. Copies of forms requesting accommodations shall be forwarded to the Office of Professional Standards for review and submittal to the Chief’s Office.

- d. Temporary light-duty assignments must involve tasks that are meaningful and useful to the Division and do not violate the limitations as indicated by the employee’s physician.
- e. Employees are responsible to notify their chain of command of their return to work date. A copy of the physician’s release shall be forwarded through the employee’s chain of command, along with the approved light duty form to the Office of Professional Standards for release to full duty. Upon approval from the Chief, the Request/Return to Light Duty form will be sent to the Office of Professional Standards for submittal to the employee’s personnel file. A copy of the approval to full duty will be provided to the employee’s chain of command for notification purposes.
- f. Long Term Light Duty: For employees who experience a lengthy recovery (longer than six months) from an off duty injury may have access to extended light duty. Employees who fall into this category must continue to provide monthly updates to the Office of Professional Standards from their physician (official note) regarding their recovery status and next follow up appointment. After twelve (12) months, the Division will request the employee supply an ADA request for accommodation or have the employee attend a fit for duty review.

NOTE: Except as required by City personnel policies, medical certificates will not be required from employees returning from sick leave to full duty status.

- 3. For On Duty Injuries and Light Duty
 - a. Employees injured while on duty will be placed on injury leave and, if necessary, subsequently carried under worker's compensation in accordance with established City policies.

- b. In every case where an employee is absent from duty due to an on-duty injury, an attending Physician's Medical Report form must be presented which includes the following information:
 - (1) The employee's physical condition.
 - (2) A statement as to when he or she may return to duty.
 - (3) Indication that the physician's treatment is a direct result of an injury that occurred on duty.
 - (4) The type of duty permitted upon return to work (i.e., full duty, light duty, etc.)
 - (5) The absence from duty is the direct result of an injury that occurred on duty.
- c. A Physician's Medical Report form is required for each change of duty status (i.e., from no duty to light duty, from light duty to full duty, etc. See light duty request/return procedures in section 2 above.)
- d. The attending Physician's Medical Report form must be completed and submitted through the employee's Chain of Command to the Training Office after every visit to the physician.
- e. In cases where an employee is absent for less than eight hours due to an on-duty injury, the attending Physician's Medical Report form permitting return to duty must be presented to the employee's immediate supervisor. The supervisor, in turn, will forward the certificate through their Chain of Command to the Training Office along with the injury report packet.
- f. In cases where an employee is absent from work for more than eight hours due to an on-duty injury, he or she must present an Attending Physician's Medical Report form to the Office of Risk Management prior to returning to work. Employees in this category will, when their physical condition permits, contact their supervisor regarding their length of absence.

D. Performance of Duty

- 1. Should an officer's injury (either on or off duty) prohibit him/her from performing in a full duty capacity, the officer will not:
 - a. Wear the Hampton Police Division uniform.
 - b. Operate a marked Hampton police vehicle. This includes vehicles assigned to the Take Home Car program.

3. Officer's that are assigned to a less than full duty status will only carry a weapon if it is concealed. In cases where an injury may impede an officer from safely operating a weapon, then that officer may be prohibited from carrying a weapon.
4. Officers who return to work in a light duty status will wear civilian clothing.

Attachment A:

INCIDENT REPORTING REQUIREMENTS - REPORTS REQUIRED:

I. Industrial Accident Property Damage Only

- (1) City of Hampton - Supervisor's Accident/Loss Investigation Report
- (2) City of Hampton - Police Supplemental Accident/Loss Investigation Report
- (3) Police Division - Employee's Special Report
- (4) Must notify Risk Management of the accident by telephone. If after hours leave a message on the phone mail system or contact the 24 hour emergency phone line.

II. Industrial Injury - Medical Attention Refused

- (1) City of Hampton – Report of Work Related Injury or Illness Form
- (2) City of Hampton - Supervisor's Accident/Loss Investigation Report
- (3) Police Division - Police Supplemental Accident/Loss Investigation Report
- (4) Must notify Risk Management of the injury by telephone. If after hours leave a message on the phone mail system or contact the 24 hour emergency phone line.
- (5) Police Division - Employee's Special Report

III. Industrial Injury - Medical Attention Required

- (1) City of Hampton Authorization for Medical Treatment form.
- (2) City of Hampton - Attending Physician's return to work certificate
- (3) City of Hampton - Report of Work Related Injury or Illness Form
- (4) City of Hampton - Supervisor's Accident/Loss Investigation Report
- (5) Police Division - Police Supplemental Accident/Loss Investigation Report
- (6) Police Division - Employee's Special report
- (7) Must notify Risk Management of the injury by telephone. If after hours leave a

message on the phone mail system or contact the 24 hour emergency phone line.

IV. Motor Vehicle Accident - Property Damage Only

- (1) State of Virginia - Police accident report and photographs
- (2) City of Hampton - Supervisor's Accident/Loss Investigation Report
- (3) Police Division - Police Supplemental Accident/Loss Investigation Report
- (4) Police Division - Employee's Special report
- (5) Must notify Risk Management of the accident by telephone. If after hours leave a message on the phone mail system or contact the 24 hour emergency phone line.

V. Motor Vehicle Accident - Medical Attention Refused

- (1) State of Virginia - Police Accident Report and photographs
- (2) City of Hampton – Report of Work Related Injury or Illness Form
- (3) City of Hampton - Supervisor's Accident/Loss Investigation Report
- (4) Police Division - Police Supplemental Accident/Loss Investigation Report
- (5) Police Division - Employee's Special Report
- (6) Must notify Risk Management of the injury by telephone. If after hours leave a message on the phone mail system or contact the 24 hour emergency phone line.

VI. Motor Vehicle accident - Medical Attention Required

- (1) State of Virginia - Police Accident Report and photographs
- (2) City of Hampton – Authorization for Medical Treatment Form
- (3) City of Hampton - Attending Physicians return to work certificate
- (4) City of Hampton – Report of Work Related Injury or Illness Form
- (5) City of Hampton - Supervisor's Accident/Loss Investigation Report

- (6) Police Division - Police Supplemental Accident/Loss Investigation Report
- (7) Police Division - Employee's Special report
- (8) Must notify Risk Management of the injury by telephone. If after hours leave a message on the phone mail system or contact the 24 hour emergency phone line.

VII. If necessary, an employee's (supervisor's) Special Report may be added to any of the Incident Reports to provide additional information.