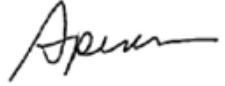




## ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

<b>Chapter: 5</b> Procedures	<b>Effective Date:</b> April 24, 2017	<b>Amends/Supersedes:</b> October 1, 2016 March 1, 2005	<b>By Authority of the Chief of Police</b>  Charles A. Penn
<b>Accreditation Standard(s):</b> N/A			

### 512.04 On-Duty Injury/Accident

- I. Policy** - Any accident or incident involving a county employee or county property, or damage or injury caused by a county employee or county property, must be reported. Employees shall immediately report any accident or incident to their supervisor, regardless of the amount of property damage or the extent of injuries. Both the employee and the employee's supervisor are responsible for completing the appropriate forms and making additional notifications, as required.

Employees must comply with all required actions relating to an employee accident or incident, as outlined in [A.R. 2.7](#), AC Source and any additional requirements imposed by this Department.

### II. Definitions

- A. Workers' Compensation Panel of treating Clinics, Physicians, and Hospitals - A listing of medical vendors which must be used for reimbursement in compensable occupational injuries, illnesses or diseases.
- B. Report of an Incident or Hazardous Situation – A County form used to report all non-vehicular incidents or hazardous situations involving County personnel or property. This form may also be used to report any potentially or confirmed unsafe working conditions, equipment, material or other hazard, to the attention of the County.
- C. Arlington County Vehicular Incident Report Form - A County form for reporting any accident or incident involving a county vehicle, or a personally owned vehicle being used on county business.
- D. Bloodborne Illness Exposure Report – A County form for reporting bloodborne illness exposures.
- E. Claims Adjusting - All claims against the County or involving County personnel or equipment must be reported to the Office of Risk Management within 24 hours of the incident.

### III. Procedures

- A. Employee Injury - Employees shall immediately notify their supervisor of any on-duty injury. Upon receiving this notification, a workers' compensation claim shall be filed.

## 1. Supervisor's Responsibilities

- a. File a workers' compensation claim online using AC Source. In the event that the online system is down, a claim may be reported via telephone to the County's Third Party Adjudicator (TPA). Claims shall be reported as soon as possible, but no later than 24 hours after the incident.
- b. Supervisors shall ensure that copies of the workers' compensation claim are provided to the injured employee, the employee's Commander and the Human Resources Management Section, Personnel & Recruitment Section.
- c. Provide the injured employee with a copy of the Workers' Compensation Panel of Treating Clinics, Physicians and Hospitals packet.
- d. Upon receiving a completed disability certificate, submit a copy to the Department's Human Resources Management Section, and email a copy to the County's Office of Risk Management.
- e. Inform the employee that a claims adjuster from the TPA will contact them regarding their claim.

## 2. Employee's Responsibilities

- a. Immediately notify your supervisor of the injury.
- b. Seek medical treatment from a clinic, hospital or physician listed in the Workers' Compensation Panel of Treating Clinics, Physicians and Hospitals packet. Employees refusing to use this panel may be liable for related medical bills.
- c. Have the authorized workers' compensation physician complete the disability certificate, verifying disability leave. If the physician recommends specific work restrictions, the employee shall request light duty assignment following the procedures in Manual Directive 511.09 *Temporary Light Duty*. Copies of completed disability certificates shall be submitted to your immediate supervisor. The employee should ensure a copy has been submitted to HRMS.
- d. Prior to returning to full-duty, submit a medical certificate from a qualified healthcare provider authorizing/approving the return to full duty status.

Under no circumstances shall a supervisor's judgment be substituted for that of the physician. The Workers' Compensation Office is responsible for determining if an injury is covered under the Virginia Workers' Compensation Act and if the employee is eligible for disability leave.

- B. Exposure to Infectious Diseases - Employees shall immediately notify their supervisor of any on-duty exposures to diseases.

### 1. Supervisor Responsibilities

- a. Contact the contracted infectious disease physician and speak with the on-duty doctor to determine if the incident is deemed to be an occupational exposure.
- b. If the incident is an occupational exposure, file a workers' compensation claim following the procedures under section III.A of this directive.
- c. Complete the Bloodborne Illness Exposure Report and submit a copy to the employee's Commander and the Human Resources Management Section, Personnel & Recruitment Section.

## 2. Employee Responsibilities

- a. Immediately notify your supervisor of the exposure.
- b. If the exposure is deemed an occupational exposure, seek medical treatment from the contracted infectious disease physician. Treatment may include the testing of a blood sample. Employees refusing to submit a blood sample may jeopardize their workers' compensation claim.
- c. Follow the workers' compensation procedures under section III.A. of this directive.

## C. County Vehicle Accident – Any accident involving a county vehicle, or a personally owned vehicle being used on county business, must be reported immediately to the employee's supervisor. The following documentation shall be completed:

1. Arlington County's Vehicular Incident Report Form.
2. A Workers' Compensation Report, if the employee is injured from the accident.
3. A state accident report must be completed for any accident involving a county vehicle where a third party or their property is involved.
4. The local police should be contacted and requested to take a report, if the accident or incident occurs outside of Arlington County.

The supervisor shall submit electronic copies of the Vehicular Incident Report Form and related photos to the Office of Risk Management, the Equipment Bureau and the Department's Support Management Section Commander. A hard copy of the documentation shall be submitted to the employee's Commander, via their chain of command.

Under no circumstances should a county driver admit to any wrongdoing at the scene of an accident or incident, or state that the county will be responsible for repairs.

Any employee, on or off-duty, involved in a vehicle accident in Arlington County shall have a police supervisor respond to the accident. The supervisory officer will exercise discretion as to traffic or criminal charges and forward the proper documentation to the employee's supervisor for review and consideration of any administrative action that may be required.

- D. Traffic Infractions – The Chief of Police shall be notified via memorandum through the chain of command if:
  - 1. Any Department employee receives a traffic citation or summons, or is charged with a motor vehicle violation while driving a county vehicle, or a personal vehicle on county business.
  - 2. An officer issues a traffic citation or summons to an on-duty employee of another department within Arlington County Government.