

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	8.15
		Original Issue Date	Reissue/Effective Date
		2/18/20	7/17/20
Order Title: WORKERS COMPENSATION		Accreditation Standard: POSTC:	Section
		8	
		Section Title PERSONNEL	
Rescinds:		Armando J. Perez, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE:

The purpose of this policy is to establish guidelines and for the Bridgeport Police Department worker's compensation process.

II. POLICY:

Employees shall immediately notify their Supervisor of an on duty of any injury sustained during the course of his or her Department duties.

III. PROCEDURES:

- A. Once an employee notifies their Supervisor on duty of a sustained injury, the Supervisor will prepare a first line of injury report online to <https://www.pmacompanies.com/support/injured-workers> without delay.
1. The form will be completed by the employee's supervisor as soon as possible.
 2. The Supervisor will also notify the Worker's Compensation carrier, with the CFS #, detailed facts as to how the incident occurred and the circumstances surrounding the injury.
 3. Whether or not the officer loses time, a sick/injured report must be completed.

4. The PMA username is: "0458661" and the password is: "newclaim." An email to bptctpdwc@bridgeportct.gov must be added prior to submitting the claim.
- B. All statements/invoices/bills reflecting expenses incurred as a result of any injury will note the date of the injury and whenever possible the assigned department case number.
1. Statements, invoices and bills should be directed to the Sick and Injured Officer.
 2. This will be the responsibility of each employee.
- C. Whenever an employee must take any time off as a result of an injury, they will submit a doctor's note to the Sick and Injured Office, which will include the nature of the injury.
1. The employee is also required to notify their supervisor for scheduling purposes.
 2. Should an employee be out of work for an extended period of time longer than that estimated, documentation from the employee's medical provider must be submitted to the Sick and Injured Office.
 3. If transferred to the Sick and Injured Office, employees must submit a doctor's note to the Sick and Injured Manager stating that they are cleared to return to work full duty, or are eligible for modified duty.
 - a. If not transferred, employees will submit the note to their immediate supervisor