



CONCORD POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

INJURY TO EMPLOYEES WHILE ON DUTY

GENERAL ORDER: 03.05

CREATED: December 1, 2003

ISSUE DATE: September 15, 2015

ACTION: Amends revision dated December 1, 2003

EFFECTIVE DATE: September 15, 2015

03.05.0 **PURPOSE**

The purpose of this General Order is to establish guidelines for reporting injuries sustained by employees while on duty.

03.05.1 **POLICY**

It shall be the policy of the Concord Police Department to report all injuries sustained by employees while on duty.

03.05.2 **EMPLOYEE'S RESPONSIBILITIES**

- A. All injuries sustained while on duty shall be reported to the employee's immediate supervisor, or in his or her absence to an on duty supervisor of higher rank than the injured employee. Notification should occur as soon as practicable.
- B. The injured employee shall provide the investigating supervisor with a detailed account of the incident, and shall complete only those sections of the *Accident and Injury Investigation Report* reserved for the injured employee.

NOTE: Failure to submit timely notice of an on duty injury may prevent the employee from receiving workers' compensation benefits pursuant to G.S. 97-22.

03.05.3 **SUPERVISOR'S RESPONSIBILITIES**

- A. The investigating supervisor shall interview the injured employee and obtain a detailed account of the incident that led to the injury. The supervisor shall also interview any co-workers or citizens who witnessed the accident/injury.
- B. The investigating supervisor shall complete the *Accident & Injury Investigation Report* and submit it through the chain of command. A **copy** of the report shall be sent to Risk Management as soon as practicable and in no case more than 24-hours after the injury was reported to the department.

- C. The investigating supervisor shall ensure the injured employee receives appropriate medical treatment. In the event an employee sustains a serious injury that requires or may require admission to a medical facility, the injured employee's bureau commander shall be notified as soon as practicable. The bureau commander will make a determination whether the Chief of Police and/or Safety & Risk Management Director should also be notified.
- D. In the event an employee sustains a life threatening injury or if death occurs, the Chief of Police shall be notified as soon as possible.

03.05.4 ACCIDENT & INJURY INVESTIGATION REPORT

The completed *Accident & Injury Investigation Report* shall be reviewed and approved by the injured employee's bureau commander. The report will also be reviewed by the Chief of Police, or designee, before being sent to the Safety & Risk Management Director.

NOTE: *Accident & Injury Investigation Reports* are administrative in nature and are not meant to support or supplant criminal investigative reports. The summary of the incident will be limited to that information necessary to determine how the injury was sustained, the nature of and extent of the injury, and whether city policy or department procedures were followed. *Accident & Injury Investigation Reports* will only be released in accordance with open records laws, by authority of the Chief of Police, or authority of the Safety & Risk Management Director.



GARY J. GACEK
CHIEF OF POLICE