



GENERAL ORDER

**DURHAM POLICE DEPARTMENT
DURHAM, NC**

NUMBER:

2015 R-5

ON THE JOB INJURIES & TRANSITIONAL DUTY

Effective Date: 12/15/1995

Revision Dates: R-1 04/28/2004; R-2 01/31/2011; R-3 06/06/2011; R-4 01/06/2015; **R-5 12/12/2017**

INTRODUCTION

The Durham Police Department will provide immediate and proper medical attention for employees incurring injury or illness while on duty and ensure proper administrative reporting of the illness/injury or death. The Department will follow all applicable laws, policies and guidelines regarding workers compensation, notification of family and other appropriate authority, and administration of transitional duty assignments. The City of Durham Risk Management Division is responsible for coordinating reports and claims.

ON-THE-JOB ILLNESS/INJURY

Any injury sustained by a Department employee in the performance of their duties for the City of Durham shall be considered an on-the-job injury. Any circumstance not falling under these guidelines will be decided on a case-by-case basis by the City Risk Management Division. The City has contracted a third party administrator to intake initial reports of injuries, make referrals for services and complete the necessary reports.

Employees must report all on-the-job injuries to their supervisor immediately.

An Employee Injury Call Center is available to allow an injured employee to report the injury and speak with a registered nurse who will make recommendations and referrals for additional treatment on a case by case basis. The Center is available 24/7 at (877) 764-3574. The Center will also document the worker's compensation claim.

Employees with non-life threatening on-the-job injuries should contact the Employee Injury Call Center prior to seeking medical treatment.

The supervisor and the employee should contact the Employee Injury Call Center as soon as possible to begin the reporting process. The supervisor will be available with the employee when the Injury Call Center is contacted. If the employee requests privacy when medical questions are being asked, the supervisor will accommodate them. The supervisor will be available when the call taker requires information for the injury report/claim.

If an employee is referred to a medical provider for treatment the employee and the supervisor should immediately proceed to the referred medical provider. While the employee is receiving medical attention, the supervisor must call the Center to file the worker's compensation claim.

If an employee is not referred to a medical provider for treatment, a nurse will follow up with the employee within 24 hours of the incident to reassess the injury. Once the employee has spoken with the Call Center personnel, the supervisor should remain on the line to file the claim.

In order to file a claim, the supervisor will provide the circumstances surrounding the injury and respond to all questions to the best of their ability.

Employees with a serious or life threatening on-the-job illness/injury will be transported directly to the Duke Regional Emergency Department unless circumstances or EMS providers require transport to a different location. The hospital must be informed by the person transporting the employee that they are being admitted for an on-the-job injury. In the event that an employee is incapacitated and unable to contact the Call Center, a supervisor will immediately respond to the medical facility the employee is being treated at and contact the center to file the claim as soon as possible.

If the ill/injured employee received initial treatment without contacting the Injury Call Center, the supervisor should immediately inform the claim taker that they have already received initial treatment.

Supervisors must notify the appropriate Assistant Chief through the chain of command when an employee has an on-the-job illness/injury. The notifications will be made as soon as possible.

Employee Services will coordinate any transitional duty or work absence resulting from an on-the-job or off-the-job injury with the employee, their supervisor, and City Risk Management.

Before employees return to work they must receive documentation from the treating physician restricting them to transitional duty or releasing them to full duty. This documentation must be forwarded to the City Claims Administrator in Risk Management and Employee Services before being allowed to return to work. Employees must coordinate all transitional duty assignments through Employee Services.

OFF-THE-JOB-INJURIES

For injuries sustained that are not on-the-job injuries as described above, members must use their own accumulated paid sick, annual leave, compensatory leave, or leave without pay for any time which they are absent from work due to personal illness or injury.

After an absence from duty of ten (10) or more consecutive workdays for personal illness or injury, members must be cleared by staff from a city designated urgent care facility to return to regular duties. Members must take documentation from the treating physician with them to their appointment. Facility staff will examine the member and make a determination regarding the member's return to regular or transitional duty.

ABSENCES / TRANSITIONAL DUTY ASSIGNMENTS

Members who normally work in units/divisions that provide 24-hour services may be given transitional duty assignments on shifts other than day shift if appropriate and available. If there is no appropriate transitional duty assignment available within the Department, City Human Resources may make the assignment elsewhere if available.

While assigned to transitional duty, officers are required to attend scheduled court proceedings. Mandatory in-service training will also be attended while on transitional duty so long as the Officer's established limitations allow them to fully participate. Officers on transitional duty may attend external training courses, within the scope of their limitations, only after the request has been approved by an Assistant Chief or higher.

Officers who are placed on transitional duty are prohibited from wearing the Department uniform or any other clothing or equipment that identifies them as a police officer. Officers on transitional duty that are required to attend court must wear business attire.

Officers absent from work or on transitional duty status, regardless of the injury occurring on- or off-the-job, will not be permitted to work any secondary agency or police secondary employment jobs during the entire period of the injury related absence or transitional duty assignment.

Members who are scheduled for court during their absence from work due to an on- or off-the-job injury must fill out the [Notification to District Attorney Office Vacation/Medical/School](#) form as soon as they are aware of the impending absence. This form must be forwarded to the District Attorney's Office and the Department Court Liaison.

NOTIFICATIONS IN THE EVENT OF DEATH/SERIOUS INJURY

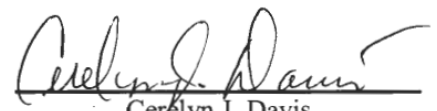
In the event of a serious on-the-job illness/injury requiring hospitalization, or death of a member, it will be the responsibility of the Watch Commander to make sure the member's chain of command, City Risk Management, the Public Affairs Manager, Employee Services, and the Chaplain are notified of the event as soon as possible. When the spouse or a close family member lives in the area, the highest ranking Department member available will contact the spouse or family member in person and provide transportation as needed. Arrangements will be made if another member who is close to the family wants to accompany the member delivering the notification. No member shall release the name of any injured or deceased member to representatives of the news media until the member's next of kin have been notified.

Members, the spouse, or appropriate family members will be referred to the City Human Resources Department for discussion and coordination of any available benefits. The Division/District Manager or Commander is the point of contact for the member, spouse, or appropriate family member for continuing support and information.

INVESTIGATIVE RESPONSIBILITIES

In the event of an on-the job death or life-threatening injury, investigative responsibility will accrue as follows:

- *If suspected natural death on the job or other duty-related injury or death:* Professional Standards Division in conjunction, if necessary, with the Criminal Investigations Division.
- *Motor Vehicle Collision:* Traffic Services Unit.
- *If suspicious or criminal activity suspected:* Criminal Investigations Division and Professional Standards Division, if necessary.



Cerelyn J. Davis
Chief of Police