



GOODYEAR POLICE DEPARTMENT

Policy and Procedure Manual

POLICY 2.13 RISK MANAGEMENT

Effective:
08/08/2024

Replaces:
08/11/2023

Approved:

1. PURPOSE AND SCOPE

1. The purpose of this policy is to provide for the reporting to Risk Management of City vehicle collisions, damage to non-city property, work related injuries, and occupational illnesses or deaths in order to ensure follow up medical attention is received and to document the circumstances of the incident.

2. DEFINITIONS

1. ACCIDENT: Any occurrence involving a City employee or City owned property from which bodily injury may result, regardless of whether any injury actually does occur (e.g., exposure where no immediate injury is apparent). This also includes damage to city property regardless of fault.
2. RECORDABLE OCCUPATIONAL INJURY OR ILLNESS: An occupational injury or illness that results in a death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, a significant injury or illness diagnosed by a physician or other licensed health care professional.

3. INCIDENT REPORTING

1. INJURIES REQUIRING MEDICAL CARE

- A. All work-related injuries, exposures to communicable disease and work-related illnesses requiring medical care must be reported to the City's contract vendor, TriageNow.
- B. Refer to Policy 2.30 - Exposure Control Plan for exposures to communicable diseases.

2. EMPLOYEE'S RESPONSIBILITIES

- A. An employee sustaining any work-related injury, as well as any employee who is involved in any accident while on-duty, shall report such injury or accident immediately to his/her supervisor. Vehicle accidents involving City owned vehicles will be reported to a law enforcement agency first and supervisor thereafter.
- B. An employee sustaining any work-related injury or illness shall report such injury/illness to his/her supervisor as soon as possible, and then provide a telephone report to TriageNow. An employee observing or learning of a potentially hazardous condition should immediately take reasonable precautions to mitigate or eliminate the hazard and promptly report the condition to his/her immediate supervisor.
- C. An employee sustaining a work-related injury or illness that requires treatment is required to be examined by the City of Goodyear designated Occupational Health Care Provider. If a life-threatening condition exists or at the advice of on-scene emergency medical personnel, the employee shall be taken to the appropriate medical facility.
- D. An employee sustaining a work-related injury or illness that requires limited/no duty is also required to comply with Department policies and directives relating to modified duty assignments.
 1. Employees placed in a no-duty status will be required to report by e-mail a minimum of once a week with the City Risk Manager or the Health and Safety Officer to make notification of any change in condition or anticipated duration of the absence. Each time the employee is seen by a medical professional they are required to report to Risk Management and the Modified Duty Coordinator with an update as to their progress.
- E. An employee being treated for an on-duty injury must inform the attending physician that a modified-duty assignment may be available at the Department. Modified-duty may be

available for employees whose injuries prevent resumption of regular duties. An injured employee or employee who has suffered a work-related injury or illness shall provide medical documentation concerning the situation as soon as possible but within 24 hours to Risk Management and the Modified Duty Coordinator. In addition, such employees are required to promptly submit all medical releases, whether partial or full releases, to Risk Management and the Modified Duty Coordinator.

3. SUPERVISOR RESPONSIBILITIES

- A. A supervisor learning of any work-related injury or illness should promptly, (as soon as is practical to do so), advise the employee to contact TriageNow.
 1. For work-related injuries or illness not requiring professional medical care, this notification should still be completed.
- B. When an employee is unable to operate their department assigned vehicle immediately following the injury, illness or accident, the supervisor shall secure the vehicle, have it returned to the parking lot at the Police Operations facility, and provide the keys to the Modified Duty Coordinator.

4. EMPLOYEE TO REPORT INITIAL CONTACTS

1. When an employee sustains work-related injuries caused by another person and is then approached by such person or an agent, insurance company or attorney and offered a settlement of claims, that employee shall take no action other than to make a written report of this contact to his/her supervisor as soon as practicable and notify Risk Management.

5. INJURY TO OTHERS

1. Injury caused, or claimed to be caused, by a Department employee while on duty to any person who is not a City of Goodyear employee shall be reported to a supervisor as soon as possible after medical treatment is provided/requested. When possible, pictures of the injury, or alleged injury site, will be taken and forwarded to the notified supervisor.
2. Supervisors will complete the online Incident Reporting as soon as practicable, and upload any pictures into the report.

6. DAMAGE TO CITY PROPERTY

1. Damage to any city property caused by a department employee while on duty, whether purposefully or by accident, shall be reported to a supervisor as soon as possible.
 - A. When possible, pictures of the damage will be taken and forwarded to the notified supervisor.
2. Supervisors will complete the online Incident Reporting as soon as practicable, and upload any pictures into the report.

7. DAMAGE TO NON-CITY PROPERTY

1. Damage to any non-city property caused by a department employee while on duty, whether purposefully or by accident, shall be reported to a supervisor as soon as possible.
 - A. When possible pictures of the damage will be taken and forwarded to the notified supervisor.
2. Supervisors will complete the online Incident Reporting as soon as practicable, and upload any pictures into the report.