

	STANDARD OPERATING PROCEDURE State Form 39870 (R/S-06)	Reference Number EWS-008
	Subject Employee Concussion Program	
	Special Instructions Revises TRA-023 dates August 18, 2023	Effective Date January 30, 2026

I. PURPOSE

Establish the training, use, and reporting guidelines for the Department's Concussion Program.

II. POLICY

The Concussion Program shall be certified by the Department's licensed health care provider and shall apply to all employees and recruits. This program is designed for the protection of Department employees during training and while performing the duties of their employment. This program does not apply to non-employees, nor shall it replace or supersede any first-aid training previously or currently provided by the Department for use on non-employees.

III. DEFINITIONS

A. CONCUSSION – a change in brain function following a force to the head, which may be accompanied by the temporary loss of consciousness; but is identified in awake individuals with measure of neurologic and cognitive dysfunction.

B. PROTOCOL - The proper procedures to follow when identifying a possible concussion.

III. PROCEDURE

A. The Concussion Program:

1. Is designed for the protection of Department employees during training and while performing the duties of their employment;
2. Shall cover all employees while performing work related functions and shall apply to any employee whose ability to function properly may be affected even when the event may have occurred off-duty; and
3. Shall not apply to non-employees, nor shall it replace or supersede any first-aid training previously or currently provided by the Department for use on non-employees.

B. All Department psychomotor skill instructors shall be trained biennially to recognize and respond to the signs and symptoms of a concussion. Psychomotor instructors include, but are not limited to, defensive tactics, firearms, EVO, and Taser instructors.

C. Complete the approved training online at the [CDC website](#). Once the training is completed, the certificate must be forwarded electronically to the Training Division and training time entered into ACADIS.

D. Concussion Protocol.

This protocol shall be followed in those cases where it appears a concussion has occurred or an employee is showing symptoms a concussion may have occurred when either performing work related duties or when the employee was off-duty.

1. At the first sign or symptom of a concussion, a supervisor or instructor shall remove the affected employee from their current duties and assess the employee (using the [CDC checklist](#)) to determine if further treatment is required. The following are possible symptoms of a concussion the employee may display:

- a. One pupil (of the eyes) is larger than the other;
- b. Drowsy or cannot be awakened;
- c. Complaints of a headache continues to worsen;
- d. Demonstrates weakness, numbness, or decreased coordination;
- e. Repeated vomiting or nausea;
- f. Slurred speech;
- g. Convulsions or seizures;
- h. Difficulty in recognizing people or places;
- i. Becomes increasingly confused, restless, or agitated;
- j. Demonstrates unusual behavior; or
- k. Loses consciousness (Any loss of consciousness is an OSHA recordable event and must be reported through the Injury and Illness Report on Shield);
- l. Refer to the [CDC concussion fact sheet](#) for further information.

2. Preliminary evaluation of an employee shall follow the Concussion Guidelines information.

3. If any symptoms are noted which are consistent with a possible concussion the employee must be seen by a licensed health care provider.

4. All cases of possible concussion shall be documented with the Department utilizing the Injury and Illness Report on Shield as outlined in [HMR-021](#).

5. The affected employee's work activities shall comply with any and all restrictions and guidelines of the licensed health care provider, while the employee is under the provider's care. This may include temporary duty assignments (refer to [HMR-010](#)) or removal from duty until cleared to return.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.