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|  | <b>LEXINGTON POLICE<br/>DEPARTMENT</b><br><br><b>POLICY AND PROCEDURE<br/>GENERAL ORDER</b> | Distribution   | General Order Number   |
|   |   | ALL PERSONNEL  | <b>8.15</b>            |
|   |   | Original Issue Date  | Reissue/Effective Date |
|   |   | 01/06/2024   | 01/06/2024             |
| Order Title:<br><br><b>WORKERS COMPENSATION</b>                                   |   | CALEA Accreditation Standard:  | Section                |
|   |   | NA   | 8                      |
|   |   | Rescinds:  |                        |
| Section Title<br><b>PERSONNEL</b>   |   | <br><b>Angela M. Greene, Chief of Police</b> |                        |

*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 Lexington Police Department worker's compensation process.

## II. POLICY

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

## III. PROCEDURES

- A. Once an employee notifies the Supervisor on duty of a sustained injury, the Supervisor will prepare a Work Comp Medical First Report.
  1. The form will be completed by the employee's supervisor as soon as possible and then left for the Deputy Chief of Police, who will forward a copy of the form to the Human Resources Department.
  2. The Deputy Chief of Police will also notify the Worker's Compensation carrier as to the facts and circumstances surrounding the incident.
- 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 Executive Assistant.

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 Chief of Police, which will include the nature of the injury, an estimate of the amount of time the employee will be out of work, and whether the employee is capable of a modified duty status.
1. The employee is required to notify their supervisor for scheduling purposes.
  2. Should an employee be out of work for a period of time longer than that estimated, documentation from the employee's medical provider must be submitted to the Chief of Police.
  3. Prior to returning to work, employees must submit a doctor's note to the Chief of Police stating that they are cleared to return to work full duty, or are eligible for modified duty.