

ST. PETERSBURG POLICE DEPARTMENT

DATE OF
ISSUE

EFFECTIVE DATE

NUMBER

INSTRUCTIONAL ORDER

August 2017

Immediately

V.6:01

Distribution: All Employees

Subject: **INJURY REPORTING/WORKERS' COMPENSATION**

Index as:	Employee Injury Report	No Duty
	Exposure Control Officer	On-duty Injury
	Family Medical Leave	Senior Operations Analyst
	FMLA	Police Training Specialist
	Injury Report	Reintegration
	Illness/Injury Report	Telephone Reporting Unit (TRU)
	Light Duty	TRU
	Medical Leave	Workers' Compensation

Accreditation Standards: 46.1.7

Cross Reference:

G.O. III-13, Leave Due to Illness

G.O. III-29, Family Medical Leave Act (FMLA)

I.O. V.5:22, Infectious Diseases

City Rules and Regulations Section 6-6, F.2.h

§§ 112.18, 112.181, 440.185, §440.185(4), Florida Statutes

Replaces:

I.O. V.6:01, Injury Reporting/Workers' Compensation (April 10, 2020)

This Order consists of the following sections:

- I. Purpose
- II. Forms
- III. Reporting of Injury or Illness Procedures
- IV. Light or No Duty Status Procedures
- V. Documentation Procedures
- VI. Confidentiality
- VII. Law Enforcement Special Provision
- VIII. Procedures for Return to Work
- IX. General Information

I. PURPOSE

- A. The purpose of Workers' Compensation is to provide employees with healthcare services and/or compensation when injured or in an accident arising out of, and in the course of, employment.
- B. Timely reporting of work-related injuries is required to ensure compliance with State-mandated requirements. The State may fine employers for late reporting.
- C. The completion and routing of a *Report of an Injury to an Employee* to Commercial Risk Management (CRM) in a timely manner is imperative.
- D. The Senior Operations Analyst, Fiscal Services Division, is the designated Exposure Control Officer for the Police Department.

II. FORMS

All forms and additional information related to the injury/illness reporting process can be obtained on the City's Intranet and the Department's Computer Aided Read Off System (CARS). Forms include:

- A. Report of an Injury to an Employee Form (Link)
- B. Workers' Compensation Brochure
- C. Workers' Compensation Q&A
- D. Workers Comp FMLA Designation Notice
- E. Workers' Compensation Report Injury Instructions (*Reporting On-The-Job Injuries/Accidents Instructions*)
- F. Workers' Compensation On Duty Injury Supplemental Pay (*Authorization for*) Extension Form
- G. Workers Comp FMLA Memo
- H. Workers Comp Notice of Eligibility and Rights and Responsibilities
- I. Light Duty Assignment Form
- J. Light Duty Time Sheet
- K. Light Duty Work Program

III. REPORTING OF INJURY OR ILLNESS PROCEDURES

- A. All on-the-job injuries or illnesses must be reported immediately by each employee to their respective supervisor regardless of whether medical treatment is needed or not.
- B. A *Report of an Injury to an Employee* form must be completed within 24 hours.
- C. If any injury/accident is questionable, contact the Commercial Risk Management (CRM). The Senior Operations Analyst, Fiscal Services Division may also be contacted during normal business hours. Commercial Risk Management reserves the right to investigate any claim to determine compensability.
- D. Upon determining a work-related injury or illness has occurred, the following actions must immediately be taken:
 1. The employee will report the injury/illness to the supervisor in charge and they should determine if medical treatment is necessary. If there is any doubt, the decision should be made to seek treatment to protect the employee.
 2. If medical treatment is necessary, the injured employee is to report to the nearest open clinic. A list of the clinics can be found in the Workers' Compensation Report Injury Instructions. The physicians at these locations are designated to coordinate the necessary medical treatment.
 3. Upon arrival at the clinic, it is necessary for the employee to present their City employee identification and the Workers' Compensation Information card for insurance purposes. The employee should follow up at the same clinic where initially seen.
 4. In the case of serious emergencies, or if treatment is outside of the clinic operating hours, the employee should be taken to the nearest hospital emergency room as identified in Workers' Compensation Report Injury Instructions. Physicians at these locations are designated to coordinate the necessary medical treatment.

5. If the employee is transported via ambulance due to severe trauma, the employee should be taken to the nearest emergency room that can best provide care, as may be determined by the treating paramedics. This is the only exception for an injured employee to be treated at another facility other than those identified.
6. The employee's immediate supervisor will review the Medical Disposition/Treatment Plan received from the treating physician or facility and determine if the employee full, light, or no duty.

IV. LIGHT OR NO DUTY STATUS PROCEDURES

If the injured employee is light or no duty per the Medical Disposition/Treatment Plan, the assigned employee's immediate supervisor will immediately notify the Senior Operations Analyst, Fiscal Services Division.

- A. If the Medical Disposition/Treatment Plan indicates work is available to the employee in a light duty capacity and lists any restrictions, this information and all original paperwork is to be forwarded, along with the initial notification in a "confidential" envelope to the Senior Operations Analyst.
- B. The injured employee is required to obtain a Medical Disposition/Treatment Plan report from the treating physician or facility every time they go for medical treatment. This form is to be turned in to the Senior Operations Analyst, immediately following each visit.
- C. The injured employee must, at all times, keep the Senior Operations Analyst informed of all visits for medical treatment pertaining to the work-related injury, including physical therapy, massage therapy appointments, etc.
- D. The employee's original Chain of Command is responsible for obtaining the employee's take-home cruiser, computer, and portable radio (and batteries) when the employee goes out on a light or no duty status.
- E. Attempts will be made to allow employees who are injured on-duty to remain on their assigned work schedule and days off while working in a light duty status capacity in the Telephone Reporting Unit (TRU). Their assignment will be decided upon their transfer to TRU; varying dependent on the employee's work restrictions. Accommodations can be made for various injuries while assigned to TRU.
- F. Vacation taken while on a no-duty work status must be approved by the Chief of Police, or designee, and the employee's attending physician (See *City Rules and Regulations*, Section 6-6, F., 2, h.).

V. DOCUMENTATION PROCEDURES

- A. A supervisor must complete all information in full on the *Report of an Injury to an Employee form* within 24 hours of the date of the injury/illness.
 1. The employee's supervisor will give the *Workers' Compensation Facts for Florida's Injured Employees* brochure to the employee within three (3) days after the employee informs the supervisor of the injury. The employee will acknowledge receipt of the brochure by signing the *Report of an Injury to an Employee*.
 2. The employee's original Chain of Command will also complete any necessary FMLA paperwork associated with the Workers Compensation Injury if the employee loses time from work due to the injury (other than the date of the injury). This can be found on the City's Intranet and includes:
 - a. Workers' Comp FMLA Designation Notice
 - b. Workers' Comp Notice of Eligibility and Rights and Responsibilities
 - c. Workers' Comp FMLA Memo
 3. The supervisor completing the report will electronically transmit the injury report and then forward the original *Report of an Injury to an Employee* to the Senior Operations Analyst, Fiscal Services Division after it has been signed by the supervisor and the employee. *Note: If the Report of an Injury to an Employee form is accompanied by any medical document issued by a doctor or a hospital, the materials sent to the Senior Operations Analyst, Fiscal Services Division will be sent in a sealed envelope marked "confidential" or hand delivered.*
 4. The completed original report will be scanned by Senior Operations Analyst, Fiscal Services Division to Commercial Risk Management. The paperwork will also be scanned to a secured confidential drive.

VI. CONFIDENTIALITY

- A. The actual *Report of Injury to an Employee* is not confidential, although it may contain protected information.
- B. ALL documents, other than the actual *Injury Report*, pertaining to initial or follow-up medical treatment are considered CONFIDENTIAL; e.g., the hospital's *Initial Medical Plan of Treatment* form (commonly referred to as the doctor's slip).
- C. ALL forms and documents pertaining to initial or follow-up medical treatment will be routed through the internal mail system in sealed envelopes that are marked **CONFIDENTIAL** to protect the injured employee's personal information and sent to the Senior Operations Analyst, Fiscal Services Division.
- D. Any form pertaining to initial or follow-up medical treatment will be forwarded to the Senior Operations Analyst, who will note the current duty status of the employee and any additional follow-up information needed on the document(s), and then,
 1. Forward the original documents to Commercial Risk Management (CRM), and
 2. Place a copy of the file(s) in the employee's confidential medical file in the Fiscal Services Division.

VII. LAW ENFORCEMENT SPECIAL PROVISION

- A. Sections 112.18 and 112.181, Florida Statutes provide additional provisions for sworn law enforcement officers regarding Workers' compensation claims relative to disability for any condition or impairment caused by tuberculosis, heart disease, or hypertension.
- B. To ensure compliance with the time requirements established by the State of Florida's Division of Workers' Compensation, incidents involving the above conditions will be reported once the supervisor is aware of them.
- C. Even if the officer indicates they do not want it handled as Workers' Compensation, the supervisor must still report the injury.
- D. Commercial Risk Management will contact the officer to secure the necessary information to document the records accordingly.

VIII. PROCEDURES FOR RETURN TO WORK

- A. The employee will provide the Senior Operations Analyst with a *DWC-25 Florida Workers' Compensation Uniform Medical Treatment/Status Reporting Form*, stating they are full-duty and may return to work, with a return to work date.
- B. The Senior Operations Analyst will email the employee's original Chain of Command notifying them of the employee's return to work.
- C. The employee's original Chain of Command is responsible for reissuing any equipment (take-home vehicle, computer, portable radio) that was taken from the employee during their Workers' Compensation leave.
- D. The employee is responsible for contacting the Major, Training Division, and ensuring all training is current and no certifications have lapsed while they were on leave. All training, qualifications, and certifications must be reinstated prior to returning to full duty.
- E. Reintegration for employees out of work for an extended period of time will be conducted in accordance with the procedures outlined in GO II-29, Family Leave and Medical Act (FMLA).
- F. Medical files will be kept on a secure electronic drive only accessible by the Senior Operations Analyst and backup Human Resources Specialist.

IX. GENERAL INFORMATION

- A. The Senior Operations Analyst, Fiscal Services Division:
1. Acts as the Department's liaison for the Workers' Compensation program and is responsible for coordinating Workers' Compensation training.
 2. Is also responsible for facilitating patient/healthcare provider communication when the injury involves possible exposure to an infectious disease.
 3. Will ensure that injury reports and related offense reports involving possible exposure to an infectious disease are forwarded to the Training Division when training needs should be addressed.
- B. The Police Training Specialist will coordinate the Department's bloodborne pathogens training and related Hepatitis B vaccine program.
- C. The City of St. Petersburg is self-insured for Workers' Compensation Benefits. All Workers' Compensation issues and claims are governed pursuant to Chapter 440 of the Florida State Statutes and administered by Commercial Risk Management.

Anthony Holloway
Chief of Police