

NEW HAVEN DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS



GENERAL ORDER 2.03

EFFECTIVE DATE: January 13, 2016

EMPLOYEE INJURIES

2.03.01 PURPOSE

The purpose of this General Order is to establish standard procedures for the reporting, documentation and investigation of injuries sustained by sworn personnel.

2.03.02 POLICY

It is the policy of the New Haven Department of Police Service that all injuries, either on duty or directly en route to or from duty, regardless of the nature or extent of the injury, should be reported, documented and investigated immediately.

2.03.03 PROCEDURE

REPORTING OF INJURIES

- Any member of the Department sustaining an on-duty injury will immediately notify their supervisor regardless of the nature or extent of the injury.
- Any member of the Department sustaining an off-duty injury while directly en route to or from duty, will notify his/her on-duty supervisor as soon as possible.
- The Chief of Police will be notified whenever any member of the Department sustains a serious injury.

MEDICAL ASSISTANCE

- Whenever a supervisor is notified of an on-duty injury sustained by a member of the Department, he or she will immediately offer medical treatment.
- Whenever the injury is of a serious nature, the injured employee will be provided IMMEDIATE medical care and transported to the closest hospital.
- If the injury is of a non-serious nature requiring only FIRST AID, the employee may wait to be examined by Occupational Health at the next available date.
- Supervisors are responsible to ensure that officer's weapons and equipment are secured and held for safekeeping whenever officers are transported to medical facilities for treatment.

2.03.04 DOCUMENTATION

All work related injuries will be reported to his/her on-duty supervisor whose duty it will be to call the following number, 1-800-652-4762 (1-800-OK-CIRMA), to report a first report of injury and provide the following information:

- Employee's Name
- Department (Police)
- Nature of Injury (to the extent known at the time)
- The circumstances which led to the injury
- Hospital or First Aid

The supervisor will also be responsible for completing the Supervisor's Incident Report and a brief memo describing the incident, which will be forwarded through the chain of command to the Chief's Office.

The injured employee is required to call CIRMA and provide additional information as soon as possible regarding his/her release from treatment. In the event the employee is admitted for treatment, the supervisor will be responsible for obtaining follow-up information.

2.03.05 BLOODBORNE PATHOGEN EXPOSURE

When any member of this Department has occasion to come into contact with blood, he/she will file a First Report of Injury with his/her on-duty supervisor and seek immediate medical attention. The supervisor and employee will complete a "Bloodborne Pathogen Exposure Incident Report." For further information, please see General Order 2.04 Bloodborne Pathogens Policy.

2.03.06 RECURRENCES

Employees will report recurrences of previously reported injuries to the employee's unit supervisor or the Front Desk Supervisor, at which time the employee will contact CIRMA. NO SUPERVISORY REPORT OR CALL TO CIRMA FROM A SUPERVISOR IS REQUIRED ON RECURRENCES.

2.03.07 MEDICAL STATUS FORMS

A Medical Status Form has been developed to provide the Department a summary of medical treatment received by an injured employee, along with their work duty status. A written report from Yale-New Haven Hospital/St. Raphael's Campus Occupational Health will serve in lieu of a Medical Status Form.

It is the responsibility of the employee to pick up and return the Medical Status Form from the Chief's Office before and after every visit to their physician. Medical Status Forms are not required for Physical Therapy or second opinions. If the injury makes it difficult for the employee to pick up and return the Medical Status Form from the Chief's Office, arrangements will be made upon notice from the employee to the Chief's Office.

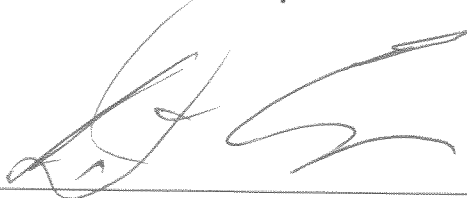
2.03.08 COOPERATION

It is the obligation of the injured employee to cooperate with the Department and City Worker's Compensation or its agents in providing information relative to their injury. This also includes the cooperation of attending appointments such as Independent Medical Examinations, Pension Examinations, Fitness for Duty Examinations and/or Functional Capacity Examinations as provided under the Worker's Compensation Act.

2.03.09 LIGHT DUTY POLICY

The Department provides "Light" or "Limited Duty" assignments on a limited and temporary basis. These positions facilitate the employee in his or her return to full duties.

This General Order supersedes 96-1.



Dean Esserman
Chief of Police



Date