


POLICY 404	REPORTING ON-DUTY INJURIES	
	REVISED: 1/93, 08/01, 07/05	RELATED POLICIES: 405
	CFA STANDARDS:	REVIEWED: 07/05, 05/10

A. PURPOSE

The purpose of this policy is to provide guidance to employees and supervisors in the proper reporting of injuries incurred by any employee in the performance of their duties.

B. POLICY

It is the policy of the City of Fort Lauderdale Police Department that any employee suffering an on-duty injury receives immediate and appropriate medical treatment. Such injury must be reported promptly both in an offense report and to the City Risk Management office.

C. COLLECTIVE BARGAINING AGREEMENTS

The FOP and Teamsters contracts provide detailed guidelines related to on-duty injuries. Employees are advised to consult their collective bargaining agreement for more information.

D. DEFINITIONS

1. On-duty injury

Any injury incurred by a City employee while engaged in the performance of the duties of their employment.

2. FORM RM-FIN-122

Florida Department of Labor and Employment Security, Division of Workers' Compensation – First Report of Injury or Illness.

E. REPORTING INJURIES

1. All injuries require a written report.

2. Procedures for all employees

a. Any department members who sustain an on-duty injury shall:

(1). Prepare or obtain an Offense/Incident Report documenting the cause of the accident/injury.

(2). Complete the Department of Labor and Employment Security, First Notice of Injury form (RM-FIN-122).

- (3). The completed offense report and Department of Labor form shall be submitted to their immediate supervisor prior to the end of their current tour of duty.
 - (4). If the Department member is injured while working under an offense report (OR number), a supplement to the OR will be written. A separate OR is not necessary.
 - (5). If the Department member is not working under an OR number, an OR will be written.
- b. In an emergency, or for injuries incurred after hours, the employee should seek competent medical attention at a local hospital emergency room.
 - c. All employees, suffering on-duty injuries and not already hospitalized, shall contact the Risk Management office for assignment of a physician or hospital prior to the end of the current tour of duty. If the on-duty injury occurred after business hours, the employee shall contact Risk Management on the next business day.

F. SUPERVISOR'S DUTIES

1. The injured employee's supervisor is responsible for ensuring the injured employee receives appropriate emergency medical treatment.
2. Supervisors shall forward a completed Department of Labor and Employment Security, First Report of Injury or Illness form to the Police Department Payroll/Personnel Office, via the chain of command, with a copy of the offense report. If the injured employee is physically unable to prepare the required reports, their immediate supervisor shall arrange for reports to be completed for them.
3. The supervisor shall ensure that all accident scenes are properly photographed and documented as soon as possible.
4. If the injury is a result of damaged, faulty, etc., City equipment or property, documentation of the details is mandatory.
5. If an employee's on-duty injuries are of such severity that they cannot notify Risk Management themselves, the supervisor shall be responsible for notifying Risk Management.

G. CITY PERSONNEL RULES

1. In the case of recurrences of previous injuries and in those cases where an injury results in lost time at a later date, the Risk Manager is to be notified at once. If an employee is disabled for more than seven calendar days, an Employee Disability Elective Form must be signed as the employee has the option of utilizing sick

and/or vacation leave to supplement the amount he/she receives from Workman's Compensation to equal his/her biweekly salary.

2. After an employee returns to work, any sick and/or vacation leave used may be reinstated. Specific policies governing each employee are outlined in their respective collective bargaining agreements and personnel rules.
3. Anyone taking time off from work due to an on-the-job injury will be required to use sick or vacation leave UNLESS they have forwarded the proper injury form and have the authorization from Risk Management. It is mandatory, that an authorized doctor be consulted on any injury serious enough to cause the employee to be absent from work.