

<p style="text-align: center;"><b>East Haven Police Department</b></p> 	<b>Type of Directive:</b> <b>Policies &amp; Procedures</b>		<b>No. 107.2</b>
	<b>Subject/Title:</b>  <b>Injured On Duty</b>	<b>Issue Date:</b> <b>July 29, 2014</b>	
		<b>Effective Date:</b> <b>September 1, 2014</b>	
	<b>Issuing Authority:</b> <b>Honorable Board of Police Commissioners</b>	<b>Review Date:</b> <b>Annually</b>	
<b>References/Attachments: N/A</b>		<b>Rescinds:</b> <b>107.1</b>	<b>Amends:</b> <b>N/A</b>

## I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department regarding the Department's administrative procedures for officers injured in the line of duty.

## II. POLICY

- A. It is the policy of the East Haven Police Department that members of the Department have a uniform system of reporting and documenting work related injuries and illnesses.

## III. PROCEDURES

- A. First Report of Injury
1. When any member of the Department is injured in the line of duty, the following reporting procedures shall be followed.
    - a. If the injury is non-debilitating, it is mandatory that the employee or a supervisor complete an injury report prior to the end of the injured member's tour of duty.
    - b. If the injury is serious and the employee cannot complete the report, a supervisor shall complete a report before the end of his or her following tour of duty.
  2. The supervisor receiving the first report of injury will review and then forward the completed form through the chain of command to the Deputy Chief of Police.
  3. The report shall include the case number of the incident in which the injury occurred, if applicable.

4. The shift supervisor shall check with the employee to ensure, that a minor injury, will not inhibit the department member from performing his or her duties.

B. Injury preventing performance of normal duties.

1. When a work related injury will prevent the department member from performing their prescribed duties, the shift supervisor shall do the following.
  - a. Relieve the member from duty.
  - b. Obtain medical attention for the employee.
    - 1) During the normal business hours, the officer will be sent to Occupational Health Services.
    - 2) After normal business hours the supervisor will have the employee treated at a local hospital.
  - c. Notify the Head of the Patrol Division.
  - d. When the injury is an emergency, the affected department employee will be provided emergency hospital care.
  - e. The injured employee shall submit the Medical Status Forms and Notes to the on-duty supervisor.
    - 1) The form will provide a brief summary of the medical status of an injured officer for the Department's records.
    - 2) The form will indicate when the officer can return to duty.
    - 3) The information will enable the Department to properly plan its manpower needs.
    - 4) The form will be completed within a reasonable time.

C. Supervisor Responsibilities

1. The supervisor will complete a Worker's Compensation First Report of Injury or Illness, all additional associated town injury forms, and forward the completed forms to the Deputy Chief of Police.
2. All completed forms and the Officer's Incident Report will then be copied and forwarded to the finance and personnel office at town hall not later than the second business day after written notification, absent exigent circumstances.

D. Return to Duty from Injury Status

1. Whenever the authorized medical provider determines an employee is fit for full duty, they shall note the return to work date on the medical status forms or notes.
2. Recurrence of an Injury

- a) Whenever an officer finds it necessary to secure treatment due to what they believe is a previous duty related injury, whether such recurrence or treatment requires being relieved from duty or not, the employee will complete a recurring injury report.
  - b) The report will be forwarded through the chain of command to the Deputy Chief.
  - c) An appointment with the Worker's Compensation approved medical provider will be made for the injured officer in accordance with the above procedure.
  - d) An officer who is relieved of duty for a recurring injury will be considered totally incapacitated until such time as the Worker's Compensation approved medical provider examines them and determines the injury. The employee will bring the medical status report and will follow the procedure outlined within.
- E. Injury leave will be regulated as stated above, and in accordance with the Collective Bargaining Agreements, and/or applicable law.