


<b>NORTHAMPTON POLICE DEPARTMENT</b> <b>Administration &amp; Operations Manual</b>		
<b>Policy: Work Related Injuries</b>		<b>AOM: P-156</b>
Massachusetts Police Accreditation Standards Referenced: [22.2.4]		Issuing Authority <hr/> Jody Kasper Chief of Police
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## I. Introductory Discussion

It is the policy of the City of Northampton to make provisions for immediate medical attention for Police personnel who are injured, and to ensure continuing treatment and compensation for those employees who are incapacitated for duty as a result of job related injuries. Therefore, the purpose of this directive is to familiarize department personnel with procedures for reporting work related injuries as set forth in the City Personnel Regulations 800-2 and 800-3. Also see **Section 9.6** of the Northampton Police Department's ***AOM P100 Rules & Regulations***.

## II. Injured Employee's Responsibilities

- A. Any employee (sworn or civilian) covered by this regulation who injures themselves on the job must immediately file a report in writing on the Department's approved form (*Employee's Injury Report*) to the immediate supervisor or Officer-in-Charge (OIC) who shall submit such report to the Administrations Division Commander (ADC) after review. If the employee is physically unable to make such report, they shall submit one as soon as physically able to do so; in the interim the OIC shall complete and submit a report to the ADC.

### III. Supervisor Responsibilities

- A. The OIC or immediate supervisor shall ensure that all injured employees requiring medical attention are sent for treatment to the city's designated occupational health services provider for non-emergency injuries during regular business hours, or the Emergency Department of the CDH for injuries of an emergency nature or during those hours when AEIOU is not open for operation. Employees shall ensure that they bring all appropriate forms with them upon receiving medical treatment. The OIC or immediate supervisor shall provide injured employees with those forms.
- B. **Sworn Employees**
  1. Sworn employees shall have the following two forms with them upon arrival to the hospital or place of treatment:
    - a. *Authorization For Medical Treatment/Record of Medical Visit* (I.O.D.#1): The Authorization for Medical Treatment section of this form shall be completed by the immediate supervisor or OIC prior to being sent to the hospital or place of treatment. The Record of Medical Visit section is to be completed by the attending physician. This form is to be returned after treatment by the employee to their immediate supervisor or OIC and forwarded to the ADC.
    - b. *Medical Authorization & Directions To Pay* (I.O.D.#2): This form is to be completed by the injured employee's immediate supervisor or OIC and signed by the employee. The original of this form is to be sent with the employee to the hospital or place of treatment. A copy is to be made and forwarded to the ADC.
  2. The Supervisor who reviews and signs the Employee's Injury Report will be responsible for investigating the circumstances surrounding the incident and for making any appropriate recommendations. The supervisor shall then complete a *Supervisor's Investigation of Employee Injury Report* (I.O.D. #3) submit it along with the following documents to the ADC:
    - a. The Employee's Injury Report.
    - b. *Authorization for Medical Treatment Form/Record of Medical Visit Form*.
    - c. Copy of the *Medical Authorization Form/Directions to Pay Form*.
  3. The ADC shall review these reports and sign the Employee Injury Report *and the Supervisor's Investigation of Employee Report* in acknowledgement of this review. The ADC will then forward these reports to the Director of Human Resources Department (HRD) or designee for review and determination of whether or not the injury is to be considered work-related.
    - a. If, in the opinion of the ADC, the injury cannot be substantiated as being work related, they shall notify the Director of the HRD accordingly in writing.

### **C. Civilian Employees**

If a civilian employee is injured while working, the Supervisor shall ensure the following paperwork is completed:

1. MIIA Supervisors Report of Accident Intake Form.
2. MIIA Medical Authorization form.

These forms, as well as the Employee Injury Report, shall be submitted to the ADC. The ADC will review these reports and forward them to the Director of Human Resources Department (HRD) or designee for review and determination of whether or not the injury is to be considered work-related.

## **IV. Injury Leave [22.2.4]**

- A. Before being placed on “no-work injury leave” a review of the employee’s medical status will be made by the Chief of Police or their designee to see if they can perform any duty listed in the job description. No light duties will be created to accommodate the employee unless provided for in a collective bargaining agreement.
  1. When police personnel are out of work due to an injury sustained on duty, they must be carried as “sick” on the daily roster, until which time the Human Resource Director or designees can review the injury and make a determination if the personnel are to be placed on “injury leave”.
  2. In order to be able to be considered for injury leave, the injured employee must complete and sign a *Medical Authorization Form* (I.O.D. #2 or MIIA Medical Authorization, as applicable).
- B. Once an employee has been placed on Injured on Duty Leave, they may be referred for a medical evaluation by a City designated physician, as the situation dictates, to determine their fitness to return to full duty, as provided by the statute.
- C. An employee whose evaluation indicates that they are permanently disabled may apply for retirement, or application for retirement may be made at the option of the City.