

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

ON THE JOB INJURIES
SUBJECT

DATE: March 1, 2005

NO: S-1

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

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I. POLICY

- A. All employees of the Stockton Police Department injured while on-duty will receive treatment and medication in accordance with the guidelines of the City of Stockton.
- B. To provide an established procedure for documenting incidents involving employees who are injured, assaulted and/or involved in vehicle accidents during the course of their employment.

II. PROCEDURE

- A. Employees of the Stockton Police Department injured while on-duty will immediately notify their supervisor.
- B. Employees injured to such a degree to require medical attention will go to the hospital or physician of their choice.
 - 1. PD Form 1600 (Work Status Report) will be completed in accordance with General Order A-11 (Modified Duty Program).
- C. Required Forms:
 - 1. After a supervisor is advised that a subordinate has been injured, he/she will complete the following forms:
 - a. "Supervisor's Report of Accident" (F-1161, Revised 05/31/01)
 - 1. This form is required in all cases, regardless of the severity of the employee's injury and/or illness.
 - b. "Supervisor's Report of Vehicle Accident" (CS-69, large blue form)
 - 1. Only applies when the employee is involved in a vehicle accident.
 - 2. A copy of the accident report will be forwarded with the "Supervisor's Report of Vehicle Accident."
 - c. "Law Enforcement Officers Killed or Assaulted"
 - 1. Applies only when the officer is assaulted or killed in the line of duty.
 - 2. Applies whether a charge or arrest was made or not. This includes off-

duty officers and reserves who are acting in the capacity of an officer at the time of the injury/assault.

3. This form is not applicable for civilian personnel.
 4. This form will be completed in conjunction with the guidelines established in the F.B.I. Uniform Crime Reporting Handbook (Pages 65-70).
 - a. A copy of the F.B.I. Uniform Crime Reporting Handbook is maintained in the Patrol Sergeant's Office and Records Division.
 5. Completing the form.
 - a. Open Tiburon on any Police Department computer and sign on. In the "Tiburon Menu," expand the "Police System" folder. Then open the folder labeled, "UCR California." Double click on "Law Officer Assaulted Entry." Enter the DR Number, and then populate the fields using the F1 help key, if needed. Make an entry for each officer that this form applies to for the Dr Number.
 - d. "Employees Claim for Workers Compensation Benefits" (DWC-1, 5-part form)
 1. This form is necessary only when the employee's injury results in medical treatment beyond first-aid.
 - a. Under this form, first-aid is defined as any one-time treatment of minor scratches, cuts, burns, splinters, or other minor industrial injury by other than a physician.
 2. When applicable, this form must be provided to the employee within one working day of receiving notice or knowledge of the injury.
 3. It is the employee's responsibility to return the claim form to his/her supervisor.
 4. When the employee returns the completed form, the supervisor will complete the "Employer's Section," date stamp all copies and give the employee the "Employee's Copy" and the "Employee's Temporary Receipt."
 - e. "Claim Form Log"
 1. This log will be completed each time an "Employee's Claim for Workers' Compensation Benefits" form is provided to an employee.
 2. The employee's supervisor is responsible for making sure the information is documented on the Claim Form Log.
 3. Each Division/Section will be responsible for maintaining their own log.
 4. Each Divisions/Sections "Claim Form Log" will be collected on a periodic basis, as requested by the City of Stockton Personnel Department, Employee Benefits Section.
2. In addition to the above, the Office of the Chief of Police will be responsible for completing the following reports:

- a. "Employer's Report of Occupational Injury or Illness." (Form 5020)
 - 1. This form applies only when the employee's injury results in medical treatment beyond first-aid.
 - a. Under this form, first-aid is defined as any one-time treatment of minor scratches, cuts, burns, splinters, or other minor industrial injury by other than a physician.
 - 2. This form will be completed immediately upon obtaining knowledge of the treatment if medical care is needed at a later date for a "first-aid" claim.
- b. "Log and Summary of Occupational Injuries and Illnesses." (CAL/OSHA No. 200).
 - 1. This form will be completed in conjunction with the guidelines listed on the form.
 - 2. It requires every occupational death; nonfatal occupational illness; and those nonfatal occupational injuries which involve one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment (other than first-aid), be documented on the log.
 - a. It does not, however, include first-aid treatment (one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care) even though provided by a physician or registered professional.

III. DISTRIBUTION OF FORMS

- A. Each Division/Section Secretary will be responsible for distributing the forms as follows:
 - 1. "Supervisor's Report of Accident"
 - a. Pink copy to Personnel & Training
 - b. White & Yellow copies to the Office of the Chief of Police
 - (1) The yellow copy will be retained in the Office of the Chief of Police.
 - (2) The white copy will be forwarded to the City of Stockton Personnel Department, Employee Benefits Section.
 - 2. "Supervisor's Report of Vehicle Accident"
 - a. Original copy, along with a copy of the vehicle accident report, to the Traffic Section.
 - 3. "Law Enforcement Officers Killed or Assaulted"
 - a. This form is distributed electronically.
 - 4. "Employees Claim for Workers Compensation Benefits"

- a. The employee receives the "Employee's Copy" and the "Employee's Temporary Receipt."
 - b. The remaining three copies are forwarded to the Office of the Chief of Police.
 - (1) The "Employer's Receipt" will be retained in the Office of the Chief of Police.
 - (2) The "Employer's Copy" and the "Insurer/Administrative Agency Copy" will be forwarded to the City of Stockton Personnel Department, Employee Benefits Section.
5. "Claim Form Log"
- a. Upon request from the City of Stockton Personnel Department, Employee's Benefit Section, each Divisions/Sections log will be forwarded through the Office of the Chief of Police.
6. "Employer's Report of Occupational Injury or Illness"
- a. One copy is retained in the Office of the Chief of Police.
 - b. The three remaining copies will be forwarded to the City of Stockton Human Resources Department, Employee Benefits Section.
7. "Log and Summary of Occupational Injuries and Illnesses"
- a. A copy of each completed page will be forwarded to the City of Stockton Safety Officer. In addition, at the end of the calendar year, a copy of the current log, whether full or not, will be forwarded in the same manner.
 - b. The original copy of the log will be retained by the Office of the Chief of Police.