

MANCHESTER TOWNSHIP POLICE GENERAL ORDER				
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SUBJECT: ON-DUTY INJURY REPORTING				
EFFECTIVE DATE: 09/10/2015	ACCREDITATION STANDARDS: 2.1.5	REVISION DATE 6/20/2018	PAGE # 3-8	
BY THE ORDER OF: Chief Lisa D. Parker				
SUPERSEDES ORDER #:				

PURPOSE: The purpose of this General Order is to ensure the timely notification and proper documentation of an injury or illness suffered by an employee as a result of the performance of his/her official duties. Additionally, the protocols established in this General Order serve to ensure that the appropriate level of emergent and secondary medical care is afforded to the employee by defining the necessary reporting protocols and identifying the appropriate care providers.

POLICY: Recognizing the enhanced likelihood of injury and/or illness resulting from performance of duty in the law enforcement profession, the Township has established reporting protocols which are to be employed whenever an employee of this department suffers an injury or exposure or contracts an illness as a result of the performance of duty. Strict compliance with the reporting protocols and accompanying procedures are essential in ensuring that a timely notification is made to the township's insurance carrier and that the effected member receives the appropriate level of medical care at an authorized facility. The prompt and proper treatment of injuries and/or illnesses will likely result in a reduced recuperation period and facilitate a prompt return to full duty.

PROCEDURE:

I. Definitions of Terms

- A. **Exposure Incident** - means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials (OPIM) that result from the performance of an employee's duties.
- B. **Health Care Provider** – a physician, psychologist, psychiatrist or other licensed health care professional deemed appropriate by the Township of Manchester and/or their insurance provider.
- C. **Occupational Injury** – an event that results in an injury to a department employee while the employee is on-duty that requires medical attention.
- D. **Occupational Exposure** - is reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- E. **Other Potentially Infectious Materials (OPIM)** - include, but are not limited to, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. It also includes any unfixed tissue or organ (other than intact skin) from human (living or dead) and HIV-containing cell or tissue cultures, organ cultures and HIV-HBV-containing culture medium or other solutions and blood organs or other tissues from experimental animals infected with HIV or HBV.

II. Notification and Reporting Procedures for Employees Reporting to Duty Sick or Injured

- A. Employees are required to provide timely notification to their immediate supervisor upon reporting for duty if such employee has suffered an injury off-duty that might diminish his/her ability to perform assigned duties or if the injury is of such a character that the performance of duty would likely aggravate the injury.
- B. Likewise, an employee is required to provide notification to his/her immediate supervisor upon reporting for duty with an illness or disease that may likely diminish the employee's ability to perform assigned duties or if such illness/disease is likely to result in the infection of co-workers.
 - 1. Employees are reminded that the Rules and Regulations of this agency also required a notification to an employee's immediate supervisor whenever such employee is required to take medication that might diminish their alertness or impair their senses.
- C. The supervisor receiving notifications of either of the conditions defined in A & B above shall be required to immediately consult with the respective Bureau Commander to arrive at a decision regarding the effected member's fitness for duty.

III. Notification and Reporting Procedures for Employees Injured On-Duty

- A. The following reporting procedure shall be adhered to by any employee injured while on-duty:

1. Any time an employee is injured, no matter how minor; becomes ill; or has been bitten by someone or something, he/she will immediately advise the Watch Commander or another on-duty supervisor of his/her injury as well as the circumstances surrounding it (i.e., type and location of injury, witnesses, contribution factors, etc.).
2. The injured employee will request first aid and/or paramedics if his/her injury requires transportation to a medical facility.
3. The injured employee will complete a Manchester Township Police Department Incident/Law Report documenting the circumstances surrounding the injury incident.
4. If the injured employee is unable to make notification, due to the circumstances surrounding the injury, he/she will make notification as soon as capable and/or practical but in no case more than 24 hours after the injury.
5. In cases where an injury from an on-duty incident is not immediately known or recognized, the injured employee shall make immediate notification to the on-duty Watch Commander at the point that he/she realizes that he/she has sustained an injury.
 - a. In these cases, the injured employee shall immediately complete an Incident/Law Report documenting the circumstances surrounding the injury.
 - b. If the injured employee is not working at the time that he/she realizes that he/she is injured, the injured employee will complete an Incident/Law Report on the next day that he/she returns to work.

IV. Notification and Reporting Procedures for Employees Involved in an Exposure Incident

- A. The following reporting procedure shall be adhered to by any employee involved in an exposure incident:
 1. Any time an employee is exposed to an infectious disease or unknown chemical substance; becomes ill as result of such exposure; or has been bitten by someone or something which may lead to the transfer or contraction of a communicable disease, he/she will immediately advise the Watch Commander or another on-duty supervisor of his/her exposure as well as the circumstances surrounding it (i.e., type and location of injury, witnesses, contribution factors, etc.).
 - a. The use of the word "illness", as used in this written directive, is intended to include the potential for illness as a result of an exposure to any person known or suspected of being infected with a communicable disease.
 - b. Employees reporting exposure to body fluids who at any time test positive to the presence of HBV, HIV or any other bloodborne or airborne communicable disease, (i.e., TB, SARS, etc.), shall be presumed to have contracted the virus/disease as a result of the exposure.
 2. Request first aid and/or paramedics if the exposure requires transportation to a medical facility.
 3. Complete a Manchester Township Police Department Incident/Law Report documenting the circumstances surrounding the exposure incident.

4. If the employee is unable to make notification, due to the circumstances surrounding the exposure, he/she will make notification as soon as capable and/or practical but in no case more than 24 hours after the exposure.
5. In cases where an illness from on-duty exposure incident is not immediately known or recognized, the exposed employee shall make immediate notification to the on-duty Watch Commander at the point that he/she becomes ill.
 - a. In these cases, the exposed/ill employee shall immediately complete an Incident/Law Report documenting the circumstances surrounding the exposure.
 - b. If the ill employee is not working at the time that he/she realizes that he/she is ill, the employee will complete an Incident/Law Report on the next day that he/she returns to work.

V. Supervisor's Responsibilities Upon Being Notified of an On-Duty Injury or Exposure Incident

- A. The supervisor receiving notification of an on-duty injury or exposure incident shall be required to conduct a preliminary investigation of any incident where an injury involving an employee occurred, to include a visual inspection of the incident location whenever possible.
 1. The investigating supervisor shall document the results of this investigation on a CSG First Report of Injury (FROI) Report Form. In the event of a serious injury requiring a substantial investigation, a detailed narrative shall be attached to this report form.
 2. When appropriate, in response to a serious injury or substantial property damage, witness statements and photographs shall be included in the investigation package.
- B. Additional duties of the police supervisor include:
 1. Ensure that the injured employee receives appropriate medical treatment and that his/her family is notified, if requested.
 2. Ensure that the injured employee's vehicle and duty gear, including all weapons are secure, if the injured employee is a sworn officer and requires transportation to a medical center.
 3. Ensure that any contributing factors to the injury are collected, preserved and/or memorialized. This includes collecting any evidence that may exist including mobile video; photographing the scene and/or the employee's injuries; interviewing witnesses, etc.
 4. Ensure that all of the proper notifications are made to the Command Staff.
 5. Complete the Consolidated Services Group (CSG) First Report of Injury Report (FROI) in its entirety. The form contains fillable fields and can be found at https://www.csg-inc.net/pdfs/first_report_injury.pdf
 - a. Supervisors must ensure that all possible fields are completely and accurately filled out.

- C. Prior to conducting a documented review of the incident, the on-duty supervisor will make the appropriate entry related to officer's injury, illness or exposure in the Guardian Tracking Early Intervention System as required by General Order 2:16.
- D. The Watch Commander shall review the Incident/Law Report and any other associated reports/documentation, to include any available MVR footage for accuracy and completeness and shall complete an Administrative Review of the incident via the Guardian Tracking system as a means of promptly addressing any issues that may pertain to policy changes, training, weapons or equipment, and/or discipline.
 - 1. In instances where the supervisor is injured, the Administrative Review shall be completed by the next level of supervision. Supervisors injured SHALL NOT review/approve their own reports or complete their own Administrative Reviews. Said reports and forms shall always be reviewed and/or completed by a supervisor one rank above the officer involved.
- E. Supervisors who determine a need to address policy changes, a need to apply additional or remedial training, a need for weapons or equipment changes and/or a need to apply discipline shall document their recommendation thoroughly and forward them through the chain of command.
- F. All completed incident related reports, to include the Incident/Law Report as well as any statements, medical records, etc. shall be forwarded electronically via Spillman to the Bureau Commander of the officer(s) involved in the incident. The Bureau Commander shall then administratively review the incident so as to independently and impartially determine if there are any issues which may require a policy change, a need for training, a need to change weapons or equipment, and/or a need for discipline.
- G. If the Bureau Commander sees a need for any of the aforementioned, he/she will consult with the Commander of the Office of Professional Standards so as to determine the appropriate course of action to be taken. If the Bureau Commander agrees with the supervisor who initially completed the Administrative Review that there is no need for policy changes, additional training, weapons or equipment changes and/or discipline, he/she will indicate this in Guardian Tracking under the Administrative Review which had been completed by the involved officer's supervisor. Regardless of whether or not any action is taken, the Bureau Commander will update the Administrative Review in Guardian Tracking.
- H. Additionally, the Office of Professional Standards will review the incident to note any trends or issues that need to be studied, analyzed, and/or addressed and after doing so, update the Guardian Tracking entry. Any recommendations relative to policy changes, additional or remedial training, weapons or equipment changes and/or discipline will promptly be addressed by the Office of Professional Standards with the approval of the Chief of Police.
- I. Supervisors will also forward a copy of the CSG First Report of Injury (FROI) Report Form to the Township Personnel Officer for processing and notification to the Township's insurance carrier.
 - 1. The First Report of Injury Report Form should be emailed to the Township Personnel Officer at personnel@manchestertwp.com
 - 2. It is imperative that the First Report of Injury Report Form be forwarded to the Township Personnel Officer in a timely matter so as to ensure that the

Township's insurance carrier is notified in a timely manner. It is not necessary to wait for the officer's Incident/Law Report to be completed to send First Report of Injury Report Form to the Personnel Officer.

VI. On-Duty Injury Follow-up Procedures:

- A. Following a duty related injury, the Township of Manchester will make available, at no cost to the employee, follow-up care to include but not limited to medical evaluations, exams, tests, physical therapy, etc. for the treatment and/or rehabilitation of the reported and documented duty related injury.
- B. The aforesaid follow-up care will be scheduled by the duly assigned case worker from the Township's insurance provider. It is important for the injured employee to communicate his/her needs with the case worker as follow-up care scheduled without the approval of the case worker will not be covered by the Township.
- C. Employees injured on-duty are not permitted to receive treatment for said injury without first receiving approval from the assigned case worker. If the injured employee would like to utilize the services of a specific health care provider, he/she must first discuss this with their assigned case worker and receive approval to do so.
- D. Injured employees may not return to full, unrestricted duty until such time as the Township's designated Health Care Provider has completed the Manchester Township Police Physicians Treatment / Return to Work Form indicating such.

VII. Infectious Disease Exposure Follow-up Procedures:

- A. Following a report of an exposure incident, the Township of Manchester will make available a confidential medical evaluation, and follow-up documentation of the incident will be made on the CSG First Report of Injury (FROI) Report Form that will include, at a minimum, the following:
 - 1. Documentation of the routes of entry and circumstances under which the exposure incident occurred.
 - 2. Identification and documentation of the source individual, if possible.
- B. The source individual's blood will be tested as soon as possible after consent has been obtained in order to determine HBV and HIV infectivity. If consent cannot be obtained, the employer will establish that legally required consent was not available.
- C. The exposed employee's blood will be tested as soon as possible after consent has been obtained in order to determine HBV and HIV infectivity. If consent cannot be obtained, the employer will establish that legally required consent was not available. All results of the exposed employees testing will be made available to the exposed employee.
- D. The Township of Manchester will use a designated physician as the healthcare professional responsible for providing medical evaluation and follow up as well as vaccines for employees. The Township of Manchester will ensure that the healthcare professional responsible for the exposed employee's Hepatitis B vaccination will be provided with a copy of the bloodborne standard regulation as well as a description of the exposed employee's duties as they relate to the exposure incident, documentation of the routes of exposure and circumstances under which exposure occurred, results of the source individual's blood testing, if available, and all relevant medical records.

- E. The healthcare professional will provide the employee with a copy of a written opinion within fifteen (15) days of completion of the evaluation of the employee.
- F. If a post-exposure prophylaxis is medically indicated, it shall be followed as recommended by the United States Public Health Service.
- G. If the employee consents to a baseline blood collection, but does not consent to HIV testing, the blood sample shall be preserved for at least 90 days, and the employee shall have that much time to request that HIV testing be performed.
- H. The healthcare professional's written opinion for post-exposure evaluation and follow up shall be limited to the following:
 - 1. That the employee has been informed of the results of the evaluation and;
 - 2. That the employee has been told about any medical conditions resulting from exposure to blood or other OPIMs, which require further evaluation or treatment.
- I. Any and all other findings or diagnosis shall remain confidential and shall not be included in the written report.
- J. Any and all medical records required by this General Order as well as the Manchester Township Exposure Control Plan shall be maintained as required under OSHA Standard 29 CFR 1910.20 (Retention of Records).
- K. A post-exposure evaluation and follow-up checklist will be used to insure that proper procedures have been followed.

VI. On-Duty Injury Reporting Requirements:

- A. The injured employee whether seeking medical attention or not shall complete, at a minimum, a Manchester Township Police Department Incident/Law Report documenting the circumstances surrounding his/her injury.
- B. If the employee is injured and requires treatment at a medical facility, the supervisor shall complete the CSG First Report of Injury (FROI) Report Form.
- C. Furthermore, if the injured employee is transported to a medical facility, he/she will bring with him/her the following forms:
 - 1. The Consolidated Services Group (CSG) Prescription Form
 - a. The use of this form ensures that the injured employee does not have to pay for any prescriptions associated with the duty injury.
 - 2. The Consolidated Services Group (CSG) / Consolidated Health Network CGN PPO Patient Billing Card.
 - a. This card ensures that the Township's insurance provider is billed for medical services rendered and not the employee or his/her insurance carrier.
- D. When an injured employee seeks medical attention, a Manchester Township Police Physicians Treatment / Return to Work Form must be completed by the attending physician. Injured employees may not return to work in either a light-duty capacity or to

full, unrestricted duty until such time as the attending physician or the Township's designated Health Care Provider has completed the form.

- E. If the employee is injured and **DOES NOT** require or seek medical attention at a medical facility, the supervisor shall complete the Consolidated Services Group (CSG) No Treatment Requested form.
- F. Complete a documented Administrative Review as outlined in section V, C - F of this General Order.

VI. On-Duty Exposure Incident Reporting Requirements:

- A. The exposed employee whether seeking medical attention or not shall complete, at a minimum, a Manchester Township Police Department Incident/Law Report documenting the circumstances surrounding his/her exposure.
- B. If the exposed employee requires treatment at a medical facility, the supervisor shall complete the CSG First Report of Injury Report.
- C. Furthermore, if the exposed employee is transported to a medical facility, he/she will bring with him/her the following forms:
 - 1. The Consolidated Services Group (CSG) Prescription Form
 - a. The use of this form ensures that the injured employee does not have to pay for any prescriptions associated with the duty injury.
 - 2. The Consolidated Services Group (CSG) / Consolidated Health Network CGN PPO Patient Billing Card
 - a. This card ensures that the Township's insurance provider is billed for medical services rendered and not the employee or his/her insurance carrier.
- D. When an injured employee seeks medical attention, a Manchester Township Police Physicians Treatment / Return to Work Form must be completed by the attending physician. Injured employees may not return to work in either a light-duty capacity or to full, unrestricted duty until such time as the attending physician or the Township's designated Health Care Provider has completed the form.
- E. If the employee is injured and **DOES NOT** require or seek medical attention at a medical facility, the supervisor shall complete the Consolidated Services Group (CSG) No Treatment Requested form.
- F. Complete a documented Administrative Review as outlined in section V, C - F of this General Order.