

## REPORTS OF INJURY

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<i>Effective Date:</i> <b>April 15, 2013</b>	<i>Directive Number:</i> <b>10-1-17</b>	
<i>Special Instructions:</i>		
<i>Distribution:</i> <b>All Sworn &amp; Civilian Personnel</b>	<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 1

### **I. PURPOSE**

The purpose of this directive is to provide officers with the guidelines for reporting injuries on and off-duty.

### **II. POLICY**

It is the policy of this department that all officers report any on or off-duty injuries as soon as practical. The availability and physical well-being of all officers is of vital interest to the department.

### **III. PROCEDURES**

1. All on-duty injuries to an officer shall be immediately reported to the Chief of Police or supervisor on duty.
2. A written report of circumstances surrounding the injuries will be made immediately by the supervisor, or as soon as practical, and forwarded to the Chief of Police. Any injury requiring immediate medical attention will be treated at the nearest Medical Center
3. A workers compensation form shall be completed with the Human Resources Department within 48 hours.

ORDERED and EXECUTED this 15<sup>th</sup> day of APRIL, 2013

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Christopher Workman  
Chief of Police