



# POLICY AND PROCEDURE

# NO.80

## Injured on Duty

Date Issued October 24, 2019	Date Effective October 24, 2019	Revision No. 3	No. of pages 3
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### GENERAL CONSIDERATIONS AND GUIDELINES:

It is the policy of this department to provide all officers who are injured in the line of duty with necessary medical treatment, hospitalization and other medical care and to facilitate their expeditious return to duty.

Police Officers who become incapacitated for duty because of injuries sustained in the performance of their duty without fault of their own are entitled to leave without loss of pay under the conditions and provisions of Massachusetts General Law Chapter 41, Section IIIIF.

Officers qualifying for Injured on duty Status will be indemnified for all reasonable hospital, medical, surgical, chiropractic, nursing, pharmaceutical, prosthetic and related expenses which are the direct result of the injury sustained in the line of duty.

This is providing the injured officer conducted him/herself in a legal manner and in compliance with Rules and Regulations and administrative policies governing the department.

### PROCEDURE:

Any disability, injury or illness incurred by an officer or employee during the lawful execution of police duties shall be reported in accordance with departmental directives. Hospitalization and other medical care and indemnification for such medical care shall be requested in accordance with Departmental directives and law.

Officers are to notify a supervisor within 24 hours of realized injury. Additionally after receiving an injury, officers will either make out or have made out “Worcester Police Department Report of Work-Related Injury”, both the injured employee and his/her commanding officer must sign this report. Additionally, the injured employee shall also sign the “Medical Records Release Authorization”, located at the bottom of the report.

In cases of minor injuries where no medical treatment is requested and no request for injured on duty status is expected, the officer may submit a written report only. Unless instructed by a supervisor to receive medical treatment and examination at a medical care facility no further reports are necessary.

All requests for injured on duty status should be forwarded to the Chief’s Office for review and approval. Attached to the request should be the following:

- Original injury form
- All incident reports
- All medical reports relating to the injury
- Recommendation of department head

After review by the City Manager, the requesting officer will be advised, in writing, as to whether the request for injured on duty status has been approved or disapproved.

Officers will be carried sick until the request is approved. When Injured on Duty status is approved sick time will be credited back to original date of initial disability.

If a member of the Police Department is treated at a Hospital for injuries received while on duty, the following procedure shall be used:

1. If the injury is non-disabling and minor in nature, the Officer shall be treated and allowed to return to duty.
2. In the event that the injury is of a more serious nature, the Officer should receive appropriate care and either be released or admitted.
3. Hospital personnel are not authorized to give an Officer time off from work beyond the shift during which he/she was injured.
4. If another physician takes over the case, a letter confirming the diagnosis and probable period of disability will be forwarded to the Chief's Office as soon as possible.
5. In the event forms cannot be completed at the Medical Care Facility during the treatment, a photocopy of the I.O.D. form (Worcester Police Department Report of Work-Related Injury) shall be forwarded to the Chief's Office within twenty-four (24) hours of the injury, even though the portion for the report of attending physician or hospital has not been completed. If the officer is physically unable to make a report, a Supervisor shall fill it out and send the copy to the Chief's Office within a twenty-four (24) hour period.
6. When making application for injured-on-duty status the name and address of any parties responsible for the injury and the name and address of their Insurance Company(s) must be noted and the Subrogation part of form (Worcester Police Department Report of Work-Related Injury) will be signed by the injured officer.

Once a claim is approved and after the Officer has been out seven (7) days, the Officer shall be automatically transferred to the Injured-on-Duty Status Pool maintained in the Chief's Office. The member will no longer be carried by the Unit on any roster or Morning Reports. If out in excess of seven (7) days, a clearance letter from the City Physician is required before returning back to Duty.

When returning, the Officer shall notify the Office of the Chief to be processed back to duty.

At all times throughout the period of incapacitation, the officer will make himself available for appointments with the City Physician or with a physician appointed by the City Manager when notified by the Office of the Chief.

Unit commanders are responsible for the procurement and return to the Supply Unit of all issued equipment in possession of members of this Department who are in sick or I.O.D. status in excess of fifteen consecutive days or when notified by the Office of the Chief of Police. Firearms will be turned into the Department's Armorer.

In the event an officer is so injured while performing an Off Duty Assignment, he shall immediately call for an Operations Division Official to come to the scene and investigate the incident. The Official so investigating shall make out a full report concerning the matter and send it through channels to the Deputy Chief in charge of the officer's division or unit. The

officer shall make out a complete report as outlined in the above procedures. The report shall contain the circumstance surrounding the injury and shall be forwarded together with the injured-on-duty form through channels to the Chief of Police.


Upon receiving notification of the injury the Off Duty Assignment Official will forward a copy of the prior written approval to perform the duty on file with them, together with a copy of the bill sent out to the officer's Off Duty Employer, through channels, to the Chief of Police, upon request.

All reasonable bills incurred as a result of an injury or disability, which has been approved, shall be submitted to the Human Resources Department, City Hall, Attn. Workers Compensation Agent for approval and payment.

Officers shall continue to receive their regular compensation during the period of their absence from duty because of temporary incapacity resulting from injury or illness arising out of and in the course of the performance of their duty. No sick leave payment or reduction of sick leave credit shall be made for any period during which regular compensation is paid under this section. No payment shall be made under this section until approved by the Chief of Police and the City Manager.

Per:

*Per:*



Steven M. Sargent  
Chief of Police

SMS: KJD

(Policy Revision on October 18, 2019, *Officers are to notify a supervisor within 24 hours of realized injury.* Added to Procedure Section)

(Policy #80 Injured On Duty October 15, 1993 was revised on January 15, 2003).