



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



254.01 REPORTING ON-DUTY INJURIES 02-02-2024

PURPOSE

The purpose of this general order is to establish procedures for reporting on-duty injuries and securing treatment for injured employees.

POLICY

It shall be the policy of the Sacramento Police Department (SPD) to document all on-duty injuries and illnesses and secure medical treatment for injured employees in accordance with federal and/or state laws.

PROCEDURE

A. DEFINITIONS

1. ON-DUTY INJURY- An injury or illness resulting from an event or exposure that occurs while an employee is acting in the course and scope of their employment.
2. PERSONAL PHYSICIAN- a licensed medical doctor who has previously directed the treatment of and who retains the employee's medical records and history, within a reasonable geographic area of the City of Sacramento.

B. GENERAL

1. The City's policy is to not accept liability for the payment of any medical treatment provided to employees other than as outlined in this order. When a situation arises that is not covered by this order, supervisors should contact the Personnel Services Division (PSD) or the City's Workers' Compensation Division (WCD).
2. Employees who receive medical treatment for an on-duty injury or illness must be cleared to return to duty by the attending physician.

C. REPORTING INJURIES

1. Employees sustaining on-duty injuries, no matter how slight, should notify their immediate supervisor as soon as possible and provide the information needed to document the injury.
2. Supervisors shall document the incident as follows:
 - a. Report of Industrial Injury (WC001).
 - (1) The WC001 form shall be used, and the proper box checked, indicating if medical treatment is being or will be sought.
 - (2) The completed form(s) shall be uploaded to the City's Workers' Compensation portal. Contact the PSD for the most up to date link.
 - (3) In more severe injury cases that cause lost time from work, or where injuries require immediate or emergency medical attention, the employee's supervisor shall complete the WC001 form as soon as practical.
 - b. Employee's Claim for Workers' Compensation Benefits (DWC1).
 - (1) A supervisor shall provide a DWC1 form to an employee within 24 hours of an on-duty injury when any supervisor becomes aware of either of the following:
 - (a) An employee filing a Report of Industrial Injury or reporting an industrial injury or illness; or
 - (b) The employee is seeking, or intends to seek, medical treatment.
 - (2) Failure to provide this form to the injured employee within the specified time frame may result in a penalty to the city.
 - (3) Before giving the DWC1 form to the injured employee, the supervisor shall complete lines 9 through 18 on page 4 of the form.
 - (4) If the employee completes sections 1-7 of the DWC1 form at the time the report is made, the supervisor shall:
 - (a) Immediately upload the DWC1 form to the City's Workers' Compensation portal.



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- (b) Provide the employee with the "Medical Treatment Facilities for City Employees Injured at Work" document found on the Department's Automated Manual System (AMS).
- (c) Provide the employee with the Duty Status Report (SPD 165) to bring to their medical appointment. (See below).
- (5) If the employee does not complete the DWC1 at the time the report is made, the supervisor shall give the employee the entire DWC1 Packet, (completed according to subsection (2) above).
- c. Duty Status Report (SPD 165).
 - (1) An employee injured on duty and receiving medical treatment shall obtain a completed SPD 165 form from their treating physician.
 - (2) The SPD 165 form is required for each visit made to a doctor until the employee is released from care by the treating physician.
 - (3) The employee shall submit the SPD 165 form to their immediate supervisor, or the on-duty supervisor.
 - (4) Upon receipt of the SPD 165 form, the supervisor shall immediately upload a copy to the City's Workers' Compensation portal.
 - (5) When serious/incapacitating injuries requiring immediate hospitalization or doctor's care render an employee unable to obtain a copy of an SPD 165 form, their immediate supervisor shall ensure that a copy of this form is completed by the treating physician as soon as practical.

D. EMERGENCY CARE OF MAJOR MEDICAL TRAUMA, INJURY, OR ILLNESS

1. When ambulance transport is required for an on-duty illness/injury, the injured/ill employee shall be consulted regarding choice of hospital.
2. In cases where the employee is not able to make a hospital preference known, the supervisor on the scene shall notify the Communications Shift Supervisor of the employee's name, badge number, and where the employee was taken.
3. The employee's supervisor will notify PSD immediately in the event an employee is transported to a hospital for medical care.
4. PSD will notify the city's Risk Management Division and will remain in continuing communication with the Risk Management Division until the employee is admitted to a hospital or treated and released.
5. If the employee is admitted to a hospital for treatment, the Risk Management Division will monitor the employee's progress.
6. All standard industrial injury reporting procedures shall apply once the immediate emergency is accommodated.

E. TREATMENT FOR OTHER ILLNESS/INJURY

1. If an injury/illness occurs at a time a physician of the city's choosing is unavailable, the approved medical treatment facilities can be obtained from the employee's supervisor, PSD, the Communications Center or on the Department's Automated Manual System (AMS).

F. MEDICAL CARE OR CONSULTATION BY A PERSONAL PHYSICIAN

1. Employees who choose to be treated by their personal physician for an industrial injury shall have a completed Notice of Pre-designation of Personal Physician (WC 9783) on file prior to the date of the reported injury. This notice must have been dated and signed by both the employee and the employee's personal physician.
2. A copy of the form shall be filed in the employee's watch file.
3. The original shall be forwarded to the PSD for filing in the employee's personnel file. The PSD shall forward a copy to the City's Workers' Compensation Division
4. If an employee uses a personal physician for an industrial injury without first notifying the Department, the city may refuse any claims for payment.
5. Claims for payment shall be referred to the City's Workers' Compensation Division.