

CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL: POLICE

Subject: HANDLING OF ON-DUTY EMPLOYEE INJURIES AND DEATH

INTRODUCTION

The purpose of this procedure is to outline the department's policy regarding on-duty injuries/illnesses sustained by department employees. Every effort will be made to handle such unfortunate incidents in as sensitive and responsive a manner as possible.

EMERGENCY MEDICAL INFORMATION CARDS

Each member of this department will complete an emergency medical information card which will be kept on file and readily accessible to department supervisors. The information will be treated in a confidential manner and will be used only when necessary. The file will be kept in the Dispatch area, and access to such information shall be limited to the duty supervisor.

NOTIFICATION OF STAFF

In case of the serious injury or death of an employee while on duty, the appropriate Division Commander shall be notified by the on-duty supervisor. The Division Commander shall ensure that the Chief of Police is notified.

NOTIFICATION OF RELATIVE/NEXT OF KIN

In cases involving injury or illness, the employee, if able, will be encouraged to make his/her own notification to relative, etc., via telephone. In cases of death or serious injuries in which the employee is unable to personally contact relative/friend, in-person contact will be made by a staff member of the department with the emergency contact listed in the Emergency Information Card. A person of the officer's choosing will accompany the staff member in making such notification if at all possible. Every effort will be made to provide comfort and appropriate assistance to the injured or deceased employee's relative. In all cases of serious injury or death involving an employee, notification shall be made in person, not by telephone. A member of the department may transport the employee's emergency contact to the hospital where the employee is being treated if such action is in the best interests of the emergency contact.

In all cases involving death of an employee, the Chief of Police or a designated representative thereof shall notify the Personnel Officer no later than four hours following the time of the employee's death.

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RELEASE OF INFORMATION TO THE PRESS

It shall be the policy of this department not to release any information regarding the identity of injured or ill personnel until the employee's emergency contact (relative, next of kin) has been notified. In any case in which an employee will be admitted to a hospital, this department shall not release information to the press concerning the name and/or location of the hospital. Members of the press shall be discouraged, in the interests of the officer's safety and welfare, from disseminating the name of the hospital to which an employee is confined if the press is able to ascertain that information from other sources.

LIAISON WITH ADMINISTRATIVE SERVICES

An injured employee's division commander shall provide liaison with the Personnel Department regarding Workman's Compensation, insurance and other benefits. Every effort will be made on behalf of the employee to minimize inconvenience or disruption to the employee during his/her period of recuperation.

SUPERVISOR'S ACCIDENT REPORT

The employee's immediate supervisor will initiate the appropriate injury report as specified in this manual and in the Personnel Policies and Procedures of the City of Barstow.

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