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|  | <b>MESQUITE POLICE DEPARTMENT</b>  |
|   | <b>106.00 REPORTING OF EMPLOYEE ILLNESS OR INJURY TO SUPERVISOR</b>  |
|   | <b>Effective Date: January, 2019</b>   |
|   | <b>Approved:</b> _____<br><div style="text-align: center;"> <br/> <b>Chief of Police</b> </div> |

- I. Illness or Injury
  - A. Sick leave may only be used during actual personal illness, to secure necessary medical treatment, or as stipulated in the City of Mesquite's family sick leave policy.
  - B. Operations personnel shall notify the on-duty Watch Commander at least one hour prior to duty time of an inability to report to work. All other employees shall notify his supervisor at least one hour prior to duty time of an inability to report to work.
  - C. If he is unable to notify his supervisor, he shall notify the ranking on-duty supervisor who shall in turn relay the information to the absent employee's supervisor.
  - D. The employee shall inform the supervisor of the nature of the illness, injury, or other circumstance and the location and telephone number where he may be reached if he will not be at his normal place of residence.
  - E. The employee shall provide the supervisor with his best estimate of the expected length of his absence. The employee shall thereafter keep the supervisor informed of any changes in that expectation.
  - F. An employee absent for more than three days during any 30-day period as a result of illness or injury may be required to submit a physician's release to return to work.
  - G. An employee who is hospitalized as a result of illness or injury may require a physician's release to return to work.
- II. Line of Duty Injury
  - A. A police supervisor, upon learning of a line of duty injury or possible injury, shall take any required action to ensure that medical attention is available to the employee.
    1. Employees sustaining injury shall be examined and receive emergency treatment, if necessary, by such medical provider as requested by the employee.
    2. Should an employee be unconscious or otherwise incapable of rational decision making, the supervisor shall direct that the employee be taken to the nearest medical facility which can handle the type of injury suffered. Adherence to standard procedures established by the Mesquite Fire Department Paramedic Branch, where their services are utilized, is recommended.
    3. Should an employee decline medical attention which the supervisor feels is warranted, the supervisor should urge the employee to accept medical attention and treatment. This is particularly important in cases of potential back or head injuries. Refusal to accept medical attention could have an adverse impact on future insurance benefits.
  - B. If the injury occurs during business hours, the supervisor should notify the city personnel office, which will normally be called on to verify workmen's compensation applicability. During non-business hours, the treatment facility will normally accept the supervisor's verification.
  - C. The employee's immediate supervisor is responsible for completing a City of Mesquite Report of Employee Injury. In the absence of the immediate supervisor, an on-duty supervisor shall complete the report, fully describing how the injury occurred. The report shall be completed before the end of the tour of duty. The report shall be faxed to the Human Resources Department by the bureau secretary immediately if the injury is reported during business hours. If the injury is reported during non-business hours, the report shall be faxed at the beginning of the next business day. In addition an injury

report shall be completed following any employee on-duty illness which requires immediate medical treatment.

- D. The employee shall complete a special report, in accordance with General Order 103.00 detailing the circumstances of the injury. That report is due by the end of the tour of duty if the employee returns to work; otherwise by the end of the employee's next tour of duty.
- E. In the event that a previously reported injury is re-injured or aggravated to the point that additional lost time results or is likely to result, the employee shall notify his supervisor and shall submit a written report of the re-injury as soon as possible.

### III. Modified Duty

- A. All modified duty assignments must be approved by the Chief of Police.
- B. Modified duty releases not "definitively outlined" by the injured worker's treating doctor are unacceptable. This means the physician must outline limitations for lifting, walking, stooping, bending, carrying, and driving, and/or other specific limitations of the injured worker.
- C. Bureau Commanders provided a definitive modified duty release will follow-up by discussing the treating physician's duty restrictions and typical duties of the proposed duty assignment with the Chief of Police.
- D. The assignment of modified duty will be at the discretion of the Mesquite Police Department, dependent on the availability of appropriate duties.
- E. Employees on modified duty assignments are not permitted to operate city owned marked vehicles. Employees assigned unmarked city owned or leased vehicles may operate the vehicle in a non-enforcement capacity with prior approval of a command level officer.

### IV. Return to Work from Line of Duty Injury

- A. It is a statutory requirement of the Texas Department of Workers' Compensation to receive notification within three (3) days of the return to full and/or modified duty, by an employee who has suffered a lost time line of duty injury. In order for the City of Mesquite to comply with this requirement, supervisors must immediately notify the Office of Risk Management of the date and time injured employees return to work in a modified duty or full duty capacity. The preferred method of notification is an e-mail sent to an employee in the Risk Management Division of the Human Resources Department. The Lieutenant and Bureau Commander should also be sent the Return to Work Notification.

EFFECTIVE: May, 1984, April, 1986; REVISED: September, 1990; FORMERLY: B/84-35 and B/86-61; REVISED: January, 1996; REVISED: July, 2000; REVISED: August, 2003; REVISED: August, 2011; REVISED: March, 2013; REVISED: January, 2019