



Alexandria Police Department

Directive 4.1A



ACCIDENTS AND INJURIES

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4.1A.01 POLICY/PURPOSE

The purpose of this directive is to establish responsibilities and procedures for reporting, recording and handling of employee personal injuries, occupational disease, vehicular/equipment accidents, and other City property damage.

4.1A.02 AUTHORITY

Administrative Regulation 6-27, Workers' Compensation, governs the reporting of personal injury and property damage.

4.1A.03 DEFINITIONS

Rented, Leased or Borrowed Property or Equipment - All approved rented, leased or borrowed property or equipment used by Department employees during their official duties will be governed by all the provisions herein unless provided for by other legal considerations.

Communicable Disease - A disease that can be readily spread from one person to another. A disease can be infectious but not communicable. Communicable diseases are spread by direct and/or indirect contact. Direct contact is the transmission of infected blood or bodily fluids from one person to another. Indirect contact is the transmission of infected blood or bodily fluids from one person to an object and then to another person.

Exposure Incident (bloodborne pathogens) - A specific eye, mouth, mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious material that results from the performance of an employee's duties.

Investigation Package - May consist of either City property damage reports or personal injury reports or both, depending on the circumstances involved in the incident.

A. City Property Damage Reports - Consists of Offense/Incident Report (APD-7) and a State Vehicle Accident Report (FR-300).

B. Personal Injury Reports - Consists of: Employer's Accident Report (*formerly called the State First Report of Accident*); Workers' Compensation Claims City Designated Physicians Form and a current list of City physicians; Physical Capabilities Statement (C-2) (completed by the attending physician); Medical Records Release Form; a Supervisor's Investigation Report (C-4); Employee Statement of Job Related Injury/Illness (C-1); and an Offense/Incident Report (APD-7).

Disciplinary Package - consists of: Offense/Incident Report (APD-7); Commendation /Complaint/Inquiry (APD-67); and a Supervisor's Internal Investigation Memorandum. **(This package is separate and distinct from the investigation package.)**

4.1A.04	INJURY/ILLNESS/EXPOSURE
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- A.** Workers' Compensation benefits are provided for injuries by accident, which arise out of and occur in the course of one's employment. Also covered by workers' compensation are occupational diseases that are defined as diseases arising out of and in the course of employment, but not ordinary diseases of life to which the general public is exposed outside of the employment.
- B.** For all **exposure incidents**, the reporting requirements are found in Police Directive 10.5, Infection Control.
- C.** All medical information will be kept confidential and forwarded in closed envelopes at all times.
- D. Injured employees seeking treatment will**, before the end of the shift or as soon as practical:

1. Report the injury immediately to their supervisor, unless physically unable;
2. Complete an Offense/Incident Report (APD-7) in all instances, to include vehicular accidents. Failure of an employee to report an accident/injury within 30 days may jeopardize the workers' compensation benefits of that employee. If the injury resulted from an incident that requires an APD-7, the injury will be included (i.e., grand larceny auto/injured officer/employee) and the employee would be included as a victim. If the injury is not in conjunction with a reportable offense, i.e., robbery, burglary, the report should be titled injured officer/employee; [Review the panel of City doctors and](#) complete a Physicians [Selection](#) Form even if *NOT* seeking treatment (found on "[Forms](#)" in the P&T Folder).
3. Sign the Medical Records Release Form;
4. [Complete an Employee Statement of Job Related Injury/Illness \(C-1\);](#)
5. Have a Physical Capabilities Statement (C-2) completed by the attending [City approved](#) physician. This form will be completed by the initial physician and by each additional physician at every *subsequent* follow-up visit to a [City approved](#) physician. The C-2 should be turned in to the employee's supervisor [and/or directly to P&T](#) the next workday. In cases of extended disability leave, the C-2 should be dropped off by the injured employee or mailed to the immediate supervisor after the appointment.
6. Employees must complete a Leave Request (F-OMB-5007) requesting disability leave for each doctor's appointment and/or physical therapy while *on-duty* and attach both the original copy and the supervisor's copy to *either* the Physical Capabilities Statement or Therapy Report, whichever is applicable and send immediately to P&T; and
7. Employees will not be compensated in addition to workers' compensation for doctors' appointments or physical therapy while *off-duty*.

E. Injured employees NOT seeking treatment will:

1. Report the injury immediately to their supervisor;
2. Include the events of the injury in the APD-7 if it is related to a reportable event; otherwise, an Injured Employee APD-7 is needed; and
3. Sign and date the [Physician Selection Form](#). **This should be completed even if the employee elects not to initially seek treatment. In those cases, the employee will write in, "Not seeking treatment" on the line to be used for Physician Selected and sign and date the form.**

NOTE: This list is updated April 1, each year.

F. The supervisor of injured employee(s) seeking treatment will:

1. Respond to the scene of the injury if on-duty; otherwise, a patrol supervisor will respond and conduct an investigation. When patrol supervisors are called to handle on scene investigations, they will be responsible for handling the rest of the investigation package and disciplinary package (unless otherwise directed);
2. Before the end of the tour or as soon as practical, supplement the APD-7 with the findings of the investigation when there is no disciplinary action. If a Commendation/Complaint/Inquiry (APD-67) and a supervisor's Internal Investigation Memorandum are initiated, the supplement need only reflect that "an APD-67 was initiated";
3. Complete the *Employer's Accident Report (formerly the State First Report of Accident)*, scan a copy to the appropriate P&T personnel, and **forward the hard copy original of the completed report to Personnel and Training Office before the end of the shift.** Supervisors are to submit a copy of the *Employer's Accident report* with the completed investigation package to their commander through channels. The **supervisor**, not the injured employee; **MUST** complete the *Employer's Accident Report*;
4. *Ensure employees receive a current list of City physicians and acknowledge receipt by signing and dating the physician selection form. **The City physicians' list should be completed even if the employee elects not to initially seek treatment.** Forward the completed City physicians list to Personnel and Training before the end of the shift;*
5. *Complete a Supervisor's Investigation Report (C-4);*
6. When disciplinary action is warranted, complete an APD-67, and a supervisor's Internal Investigation Memorandum to the police chief through channels;
7. Ensure that all necessary paperwork is completed when the employee is physically incapable;
8. Notify the City's risk manager when the injury may be permanently disabling (i.e., lost limbs, lost sight) or is fatal;
9. Ensure employees with workers' compensation claims *select disability leave on the leave slip* for each doctors' appointment *and/or* Physical Therapy session attended during work hours. Attach both the original and supervisor copies *of the leave slip* to the original Physical Capabilities Statement **or** Therapy Report and forward immediately to P&T. It is essential employees complete a Leave Request (F-OMB-5007) for disability documenting the time they are away from work. The initial visit at the emergency room does **NOT** require a disability leave

slip; however, if the doctor or a follow-up doctor orders more time off from work, then that additional time will require a disability leave slip; and

10. Ensure their employees have the treating physician complete a Physical Capabilities Statement (C-2) and the appropriate Medical Essential Functions each time they are seen, *addressing their work status and any work restrictions in place*. If the employee is attending Physical Therapy, a Therapy Report is required for each session attended *during work hours*. Supervisors will collect these forms, verify the attachment of a disability leave slip if during work hours, and forward them to Personnel and Training as soon as they *are received*. *No copies of medical paperwork will be kept in the employee's squad file.*

G. Supervisors of injured employees NOT seeking treatment will:

1. Complete the *Employer's Accident Report (formerly the State First Report of Accident)*, scan a copy to the appropriate P&T personnel, and forward the *hard copy* original of the completed report to Personnel and Training before the end of the shift.
2. Ensure employees receive a current list of City physicians and acknowledge receipt by signing and dating the form. **The City physicians' list should be completed even if the employee elects not to initially seek treatment.** Forward the completed City physicians list to Personnel and Training before the end of the shift.
3. If at a later date the employee wants to seek treatment for this injury, follow the steps in section (F) above.

H. The commander of the supervisor conducting the investigation will:

1. Review the investigation package and the disciplinary package investigation if any, and make appropriate comments by supplementing the APD-7 and/or making an addendum to the disciplinary package investigation memorandum;
2. Forward the investigation package, including the disciplinary package investigation, to the appropriate deputy chief in the organizational chain of command; and
3. Assume the responsibilities of the deputy chief as outlined below in instances where there are none in the organizational chain of command.

I. The Deputy Chief will:

1. Review the investigation package and make any necessary comments by supplementing the APD-7 or making an addendum to the disciplinary package investigation Memorandum;

2. Forward the investigation package to the commander of Personnel and Training within five (5) calendar days of the incident; and
3. Forward the disciplinary package, if any, to the commander of Internal Investigations.

J. The commander of Personnel and Training will:

1. Make the necessary copies of the forms/reports in the investigation package in accordance with AR 6-27 and Police Directive 4.1B, Safety Committee;
2. Complete a Personnel Action Form, (OMB-5011) in the event the injury requires more than one year of disability leave; and
3. Ensure all appropriate forms are forwarded to the Risk Management Division. The State First Report of Accident forms will be forwarded within 24 hours.

K. The commander of Internal Investigations will:

1. Review the disciplinary package investigation and make appropriate comments; and
2. Forward the disciplinary package investigation to the police chief for approval.

4.1A.05

ACCIDENT/PROPERTY DAMAGE

- A. The operators of vehicles** or users of equipment will immediately report the accident/damage to their immediate supervisor unless physically unable.

If the motor vehicle crash occurs outside the City and a Department vehicle is involved, the local police will be contacted and requested to take a report. The employee will then contact their supervisor to report the automobile accident at their earliest convenience. If the employee cannot contact their supervisor, they will contact the on-duty watch commander.

- B. The Investigating Officer** (a crash reconstruction officer should be used if on duty and available and the accident was serious in nature) will, before the end of the tour or as soon as practical:

1. Complete an APD-7;
2. Complete a State Vehicle Accident Report (FR-300); and

3. Submit a copy of the APD-7 and FR-300 to the supervisor of the vehicle operator or the responding patrol supervisor.

C. Supervisor responsibilities:

1. If any Police Department employee is involved in a motor vehicle accident in the City in a Department owned or leased vehicle, on or off-duty, a police supervisor is to respond and conduct the accident investigation. If the employee's supervisor is not available, a patrol supervisor will respond and conduct an investigation. Subordinate officers may be assigned to assist in the investigation, but the supervisory officer will be carried as the investigating officer on the report. The supervisor will exercise discretion as to traffic charges.
2. If disciplinary action is warranted, promptly contact the Internal Investigations office by phone or in writing to determine if the employee is eligible for a Non-Investigative Matter process, or if a PD-67 will be initiated. (See Police Directive 2.3, Complaints And Disciplinary Actions for procedures and an example of an investigation memorandum).
3. Ensure all necessary paperwork is completed if the operator/user is physically incapable.
4. Submit the investigation package, including any disciplinary package investigation, to their commander.
5. Send a copy of the accident report APD-7 to the fleet manager; and
6. Make a notation in the vehicle damage log, noting damage, date, case number, and signature.

D. The commander of the division/section/sector which the investigating supervisor is assigned will:

1. Review the investigation package and disciplinary package and make any necessary comments by supplementing the APD-7 or making an addendum to the disciplinary package Investigation Memorandum; and
2. Forward both packages to the appropriate deputy chief.

E. The Deputy Chief will:

1. Review the investigation package and disciplinary package and make any necessary comments by supplementing the APD-7 or making an addendum to the disciplinary package investigation memorandum;

2. Forward the investigation package to the Commander of Personnel and Training within five (5) calendar days of the incident; and
3. Forward the disciplinary package, if any, to the Commander of Internal Investigations.

F. The Commander of Internal Investigations will:

1. Review the disciplinary package investigation and make appropriate comments;
2. Forward the disciplinary package investigation to the police chief for approval.

G. The Division Chief of Personnel and Training will ensure the necessary copies are made of the forms/reports in the investigation package in accordance with AR 6-27 and Police Directive 4.1B, Safety Committee.

H. The Fleet Manager or designee will obtain estimates for repair of damage and arrange for repairs following the current established guidelines.

By Authority Of:

**Earl L. Cook
Chief of Police**