


Haverford Township Police Department Operations Manual		
Issue Date February 2021	Review Date February 2022	Directive Number 6.1.5
Accreditation Index:		Rescinds: Directive 6.1.5 of November 2019
Chapter: Six – General Procedures	Section: One – Organization and Management	
Chief of Police: <i>John F. Viola</i>		

SUBJECT: TREATMENT OF INJURIES RECEIVED WHILE ON DUTY

I. PURPOSE

The purpose of this Directive is to provide information to all employees and supervisors on their responsibilities whenever an employee is injured while on duty.

II. POLICY

Prompt, quality care of employees injured on duty is a primary objective of the Department. It shall be the policy of this Department to provide for medical treatment for all employees injured while on duty and to facilitate the return of employees to full duty status as soon as possible. This Directive provides guidelines for reporting the injury to the Department, initial medical treatment, follow up treatment, returning to duty after treatment, and the reoccurrence of a previously reported injury.

III. DEFINITIONS

Police Physician – when used in this Directive this term shall refer to the medical treatment facilities or physicians contracted by Haverford Township to provide worker’s compensation medical treatment to employees of the township.

IV. PROCEDURES

A. Reporting Injuries

1. Personnel who are injured in the performance of their duties shall notify their supervisor immediately of the injury.
2. Supervisors shall complete an incident report documenting the circumstances, nature and extent of injuries to the employee. Even minor injuries not requiring treatment shall be documented on an incident report with a notation that treatment was not necessary.
3. Supervisors shall complete a detailed supplemental report outlining how the injury reportedly occurred, where the injury occurred, any environmental or weather related factors that may have contributed to the injury and any other facts pertinent to the injury to the employee.
 - a) If there are environmental or weather related factors contributing to the injury the supervisors shall take photographs of the venue where the injury occurred.
 - b) This supplemental report shall be forwarded to the Division Commander, the Deputy Chief of Police, and the Chief of Police.
4. A copy of the incident report shall be forwarded to the Human Resources office on the next business day.
5. All injuries shall be noted on the Departmental Daily Log.
6. The Duty Commander shall be notified of employee injuries requiring hospitalization, or in the event the employee is unable to return to full duty the following scheduled work day.
7. The employee is responsible for obtaining documentation from the treating physician detailing current duty status. A copy of this documentation shall be forwarded to the Human Resources office and the Chief of Police office as soon as reasonably possible.

B. Treatment of Injuries

1. Employees injured on duty requiring medical treatment shall be treated at the designated contracted medical facility.

Note: – In the case of serious medical emergencies employees shall be treated first by Haverford Township Paramedics, if available. After initial emergency medical treatment by the paramedics the employee shall be transported to the nearest, or the most qualified medical facility available to treat the emergency.
2. When an employee is placed on an injured on duty status the employee must obey any instructions given by the treating physician. While on injured on duty status an employee must not

engage in activities that would prevent a return to full duty status. Acceptable activities will be determined by the treating physician.

3. Employees injured on duty and placed in a no duty status shall be prohibited from engaging in outside employment.
4. The injured employee must continue to visit and be treated by the Police Physician or a designated physician for a period of thirty (30) days from the date of the first visit.
5. After this thirty (30) day period, should the injured employee need or desire treatment by a personal physician other than a Township designated physician, the following requirements shall be met:
 - a) The physician chosen must be a licensed physician as understood by current Pennsylvania laws and regulations.
 - b) Notification by the injured employee to the Human Resources office, in writing, of the change of physician before the first visit.
 - c) Sign an Authorization for Medical Records and Reports Form which shall be kept on file in the Human Resources office.
6. If these requirements are met, the Township, or its insurance provider, shall pay for reasonable medical expenses for treatment of the injuries sustained while the employee was working.
7. The Police Physician shall be notified by the Human Resources officer when the employee is treated by a personal physician. The Police Physician shall consult with this physician as to the treatment and prognosis of the injured employee. While under the care of a personal physician, the employee shall submit to examination by the Police Physician when requested to do so.

C. Treatment of Injuries Not Requiring Immediate Medical Treatment

1. Officers who have made a report of an on duty injury and did not require immediate medical treatment shall comply with the following procedures if non emergency medical treatment is necessary at a later time:
 - a) The officer shall notify his/her immediate supervisor of the need for medical treatment for the reported injury.
 - b) The officer shall contact the Human Resources office to have medical treatment scheduled.
 - c) The Human Resources office shall notify the officer of the date, time and location of the appointment for this medical treatment. The Human Resources office shall also send an e-mail to the officer's immediate supervisor, and the

commanding officer of the division to which the officer is assigned, notifying them of this information.

- d) At the completion of the medical treatment appointment the officer shall submit copies of any reports given to the officer by the attending physician listing the work status of the officer. These reports shall be forwarded to the Human Resources office and the office of the Chief of Police by the officer as soon as reasonably possible after treatment.

D. Return to Duty

1. When the original treatment instructions provided by the treating physician specify a specific date for the return to full duty, an employee shall not be required to return to the treating physician before returning to duty.
2. When the original treatment instructions state light or limited duty status, or recommend further treatment, the employee shall return to the treating physician before returning to full duty. The treating physician shall prepare a report outlining whether the employee can perform limited or full duties.
3. When an employee's original treatment instructions specify a return to full duty but an employee does not feel fit for full duty on the specified date, the employee shall notify his/her supervisor of this fact and make arrangements with the Human Resources office for an appointment with the treating physician for reevaluation. The treating physician shall prepare a report outlining whether limited or full duties can be assumed by the employee. The employee shall present this report to the Human Resources office and the Chief of Police office as soon as reasonably possible after the examination.

E. Reoccurrence of Previously Reported Injury

1. When an employee who has been released from treatment and returned to duty, develops any further problems connected with the reported injury, or develops any new disorder related to the reported injury, the employee shall report this immediately to his/her supervisor and make arrangements with the Human Resources office for an appointment for medical treatment.
2. The Police Physician shall, after reexamination, make a determination whether the injury is a reoccurrence of the previously reported injury. Until a medical report is received by the Human Resources office, the employee shall be carried as sick. When the medical report is received from the Police Physician by the Human Resources office, and it is determined that the injury is related to the previous injury the employee shall be carried as injured on duty from the first day of the reoccurrence.

3. In the event that an employee fails to report a reoccurrence, or if the employee fails to follow the outlined procedures for reporting a reoccurrence, the employee shall be carried as sick.
4. Haverford Township will not be responsible for payment of any bill incurred if the outlined procedures have not been followed.

BY ORDER OF THE CHIEF OF POLICE