

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 10 OPERATION PROCEDURES

SUBJECT: 1004 EMPLOYEE INJURY

EFFECTIVE: 11/20/2013

1. **EMPLOYEE INJURY REPORT.** In case of an incident involving personal injury to a member, regardless of how minor, a supervisor shall be notified as soon as possible. A report of an injury not requiring medical attention shall be completed as soon as possible. A report of an injury requiring medical attention shall be submitted to the shift supervisor prior to the end of the shift or as soon as practical. Reporting procedures shall also be consistent with city policy.

2. **PROCEDURES FOR REPORTING ACCIDENTS.** Injury / Accident packets will be provided to all Supervisors.

A. Supervisors are required to complete the following forms in detail:

1. Supervisor Report of Injury (All blanks must be completed in detail)
2. Accident Investigation
3. Refusal of Medical Attention (if applicable)

B. Employees are required to complete the following:

1. Employee Certificate of Compliance
2. Authorization for Medical Information
3. Choice of Physician Form
4. Workers Compensation Fraud Notification
5. Medical History Questionnaire

3. **DRUG / ALCOHOL TESTING.** Drug and alcohol test are required on ALL “on the job injuries”. Employees are to be sent to Cenla Occupational Medicine for testing. If the incident occurs after hours the employee is to go to Rapides General Hospital Emergency Room for medical treatment and testing.

By order of

Darrell Basco
Chief of Police