

Geneva Police Department <b>GENERAL ORDERS</b>		<b>ILLNESS AND INJURY PROCEDURES</b>	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure – SECTION 74 <input type="checkbox"/> amends:		<b>cross-reference:</b> City-Local 3471 AFSCME Contract	
<b>effective date:</b> 2.14.06		<b>issue/amend/review date:</b> 2.4.06 / 2.19.15 / 10.19.17 10.18.19 / 2.23.22	
		<b>Accreditation/Recognition standards:</b>  NYS L.E.A.P.:	

<b>I. PURPOSE</b>	The purpose of this General Order is to establish and describe policies and procedures for reporting illnesses and injuries of Geneva Police Department (GPD) personnel.
<b>II. POLICY</b>	<p><b>A.</b> Personnel of the GPD will report sick or injured and unable to report for duty only when suffering from an illness or injury that would prevent performance of regular duties.</p> <p><b>B.</b> Personnel will not feign illness or injury, nor will they deceive any supervisor, physician, or other medical personnel concerning their physical or mental condition.</p> <p><b>C.</b> Personnel must report to the on-duty Supervisor any suspected medical, physical or mental condition that may affect their fitness for duty, whether or not that person has consulted a physician, the condition is diagnosed, or a course of treatment has been prescribed.</p> <p><b>D.</b> Personnel who are out of work due to injury or illness, or are on light duty status, will adhere to any restrictions or limitations on activities at all times whether on or off duty.</p>
<b>III. PROCEDURE</b>	<p><b>A. <u>Notification and Reporting Procedures</u></b></p> <ol style="list-style-type: none"> <li>1. Personnel who become ill or injured while off duty and are unable to report for their next scheduled tour of duty will either personally, or if physically incapable, by representative, report their unavailability to on-duty Supervisor as soon as possible, giving if it is an illness or injury and anticipated length of absence. This notification must be made as soon as the employee knows that he or she will be unable to report for duty. Personnel will make the notification <b><u>no later than one (1) hour</u></b> prior to their next scheduled tour of duty.</li> <li>2. Upon receiving notification of such illness or injury, the duty supervisor will check the daily duty schedule to determine if the employee’s absence will create a shortage. In the event it does create a personnel shortage, the supervisor will advise a Command Officer.</li> <li>3. The duty supervisor will ensure that the employee’s immediate supervisor(s) is notified about the employee’s absence.                     <ol style="list-style-type: none"> <li>a. The employee’s immediate supervisor(s) will ensure that upon the employee’s return to work from their illness or injury, the employee fills out a Geneva Police Department Absence Report (GPD#45), noting whether injury or illness and certifying with their signature that such time was taken off.</li> </ol> </li> </ol>

**III. PROCEDURE  
(CONT.)**

4. If an employee uses three (3) or more consecutive sick days due to an illness or injury, he/she must submit a physician's certificate upon returning to work. If an employee knows prior that he/she will be off for more than three consecutive days, they must submit the physician's certificate upon request.

a. The physician's certificate must include the following:

1. Whether absence is due to illness or injury.
2. Certification that the employee is unfit for duty.
3. Estimation of the date of the employee's return to duty.
4. Statement that the employee is fit for duty when he/she has recovered from their illness or injury.

b. The physician's certificate shall be given to the employee's immediate supervisor or in his/her absence, the duty supervisor.

**Note:** If an employee has a prolonged absence due to illness or injury, the procedures as set forth in *Section 10.5 – SICK LEAVE*, of the City of Geneva and Geneva City Police Officers Contract shall be followed.

5. If an employee becomes sick during a tour of duty, he/she shall be charged with one-half (1/2) day sick leave and sent home. Otherwise, sick leave will be taken in full day segments or as stated in the employee's current contract.

**B. Injured on Duty Leave**

1. An officer who claims to be injured in the performance of duty will verbally notify the duty supervisor as soon as possible regardless of the severity of the injury.
2. The supervisor receiving such report will ensure that a Control Report Number (CR#) is assigned in the PD Manager System for an "Officer Injury" and see that an incident report is completed by the injured officer.
3. In addition to the incident report, the injured officer must also complete a City of Geneva Workers' Compensation Program form (GWC-5). The duty supervisor must also fill out the Supervisors Report of Accident Investigation section that is included with the GWC-5.
  - a. In the event the injured officer is incapable of filing the reports, the duty supervisor will file the reports. In the event the injured employee is the duty supervisor, an officer of equal or high rank shall complete the reports.
4. All required paperwork will be forwarded to the Uniformed Lieutenant for proper distribution.
5. The facts and circumstances of a claimed duty-related injury will be investigated and reviewed in accordance with the standard Departmental procedures.
6. In the case of serious injury, the on-duty supervisor will ensure that a full investigation is completed, including photographs and other evidence work as appropriate. The duty supervisor will see that the Chief of Police and Department Lieutenants are notified and request any additional assistance, e.g., Detective Bureau, Evidence Technicians, etc.

**III. PROCEDURE  
(CONT.)**

7. The duty supervisor will immediately notify the Chief and Department Lieutenants of any serious physical injury sustained by an officer, or any hospital treatment/admission of an officer for a duty-related condition.
  - a. In the event an officer is admitted to a medical facility, the duty supervisor will ensure that the officer's duty belt with associated equipment is secured and taken to the Public Safety Building for safekeeping.

**C. Light or Limited Duty**

1. The Chief of Police may assign an officer who is off duty due to a job-related injury or illness to a light duty assignment consistent with his/her medical or physical condition if it is determined by a physician that the officer is capable of performing a light duty assignment.
2. The seriousness of the injury or illness and the availability of a suitable assignment, which the officer might fill while recovering, shall determine the assignment to which the officer is returned.
3. The officer's physician must specify limitations on the types of activities or duties that can be performed.
  - a. It is the responsibility of any officer who is injured on duty to advise their attending physician of the possibility of a light duty assignment, so that the officer can be properly assigned with professional medical consideration given to duty limitations.

**D. Officer Wellness**

1. All sworn and civilian personnel will be provided access to officer wellness and mental health programs and resources, prevention and intervention, peer involvement and support through the Employee Assistance Program (EAP), which is provided by the City of Geneva and is free to all members.

Approved By

**MICHAEL J. PASSALACQUA**  
*CHIEF OF POLICE*