



# *San Diego Community College District Police Department Policy and Procedures*

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5.02 INJURY & ILLNESS REPORTING

EFF. 10/01/19

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## **I. PURPOSE**

This Department procedure establishes guidelines for reporting on-duty illness or injuries, and for obtaining appropriate medical benefits.

## **II. SCOPE**

This procedure applies to all members of the Department.

## **III. BACKGROUND**

- A. The health, safety and well-being of its members is of paramount importance to the Department. It is the intention of the San Diego Community College Police Department to create and maintain a safe and healthful working environment for its members.
  - B. The Department is responsible for investigating the cause of accidents or events resulting in employee injury. It is also responsible for training, taking corrective measures, and ensuring that employees work in an environment that has been made as safe as possible.
  - C. The Department is responsible for collecting information that is used to determine eligibility for employee benefits. These determinations are made by the Risk Management Department. The Police Department does not grant or deny benefits. Police supervisors/managers must provide complete, timely information to assist Risk Management with benefit determinations.
  - D. Employees should be encouraged to file claims when they believe they may be entitled to receive benefits. No supervisor shall discipline, transfer, or threaten – implicitly or explicitly - an employee because the employee has filed an application for benefits.
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**IV. OCCUPATIONAL ILLNESS/INJURY REPORTING**

- A. Members are encouraged to report any unhealthful or unsafe condition found in the work place or on property under District ownership or control.
- B. Members shall immediately report any on-the-job injury or illness to their supervisor.
  - 1. Members will complete within 24 hours the workers' compensation packet for on-the-job injuries, or the appropriate District form for illnesses.
  - 2. For on-the-job injuries, supervisors will complete the Supervisor's Report of Accident and forward it, via fax, to Risk Management. The original workers' compensation packet and one copy is then forwarded to Risk Management via the Chief of Police and the Assistant Chancellor, Facilities Management.
- C. Members, when off duty and unable to report for duty because of illness, injury or other circumstance shall report the fact immediately to the College Police Dispatch Center, no later than one hour prior to the beginning of their scheduled shift.
- D. The College Police Dispatch Center shall be contacted each subsequent workday unless a supervisor indicates that frequent contacts are satisfactory.
- E. Members shall not feign or falsely report illness or injury, or attempt to deceive any member of the Department as to the condition of their health.
- F. Supervisors may visit a member off-duty with an illness or injury if abuse is suspected. Unless the attending physician recommends otherwise, supervisors shall be granted access to the member at any reasonable hour.
- G. Members having any contagious disease in their families shall immediately notify their command for approval to report for duty.
- H. Members temporarily unable to work full duty due to illness, injury or medical condition may be assigned to work light duty if:
  - 1. Work which is necessary to Department operations is available, and
  - 2. The work is medically suitable. (The employee must be capable of performing the work without violating medical restrictions.)

**V. COMMUNICABLE DISEASES EXPOSURE REPORTING****A. General Information**

1. Employees are entitled to preventive care and/or medical treatment and consultation when exposed to communicable diseases in the course of their employment.
2. Exposure to a communicable disease may require immediate "on the spot" treatment and depends upon the level of exposure and injury of the employee; however, treatment should be given as soon as practicable - within three to seven days from the time of initial exposure.
3. Treatment must be obtained at one of the District's designated providers of occupational health services or the employee's pre-designated physician.