

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**ON THE JOB INJURIES**  
**SUBJECT**

**DATE:** October 28, 2020

**NO:** S-1

**FROM:** CHIEF ERIC JONES

**TO:** ALL PERSONNEL

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**INJURIES ON THE JOB**  
**INJURIES, REPORTING REQUIREMENTS**  
**FORMS, ON THE JOB INJURIES**

**I. POLICY**

- A. All employees of the Stockton Police Department injured while on-duty will receive treatment and medication in accordance with the guidelines of the City of Stockton and per requirements of the labor code.
- B. To provide an established procedure for documenting incidents involving employees who are injured, assaulted and/or involved in vehicle accidents during the course of their employment.

**II. PROCEDURE**

- A. Employees of the Stockton Police Department injured while on-duty will immediately notify their supervisor.
- B. Employees injured to such a degree to require medical attention will go to the hospital/urgent care facility or a predesignated physician. CAL/OSHA must be notified within eight hours if an employee's injury requires inpatient hospitalization for a period in excess of 24 hours other than medical observation (refer to General Order R-01 – Industrial Injuries).
  - 1. Work Status Reports will be completed in accordance with General Order A-11 (Modified Duty Program).
  - 2. A copy of the Worker's Compensation handbook can be located online:  
[http://www.stocktongov.com/files/Employee\\_Workers\\_Compensation\\_Handbook\\_2018.pdf](http://www.stocktongov.com/files/Employee_Workers_Compensation_Handbook_2018.pdf)
- C. Required Forms:
  - 1. After a supervisor is advised that a subordinate has been injured, he/she will complete the following:
    - a. Advise the injured employee to report the injury via phone to (844) 490-4712. If the injured employee is unable to make the phone report, the injured employee's supervisor is to make the phone report.
    - b. "Supervisor's Report of Vehicle Accident" (CS-69)
      - 1. Only applies when the employee is involved in a vehicle accident.
    - c. "Law Enforcement Officers Killed or Assaulted"
      - 1. Applies only when the officer is assaulted or killed in the line of duty.

2. Applies whether a charge or arrest was made or not. This includes off-duty officers and reserves who are acting in the capacity of an officer at the time of the injury/assault.
  3. This form is not applicable for civilian personnel.
  4. This form will be completed in conjunction with the guidelines established in the F.B.I. Uniform Crime Reporting Handbook (Pages 147-159).
    - a. A copy of the F.B.I. Uniform Crime Reporting Handbook-can be located online: <https://www.fbi.gov/services/cjis/ucr>.
  5. Completing the form.
    - a. Open Tiburon on any Police Department computer and sign on. In the "Tiburon Menu," expand the "Police System" folder. Then open the folder labeled, "UCR California." Double click on "Law Officer Assaulted Entry." Enter the DR Number, and then populate the fields using the F1 help key, if needed. Make an entry for each officer that this form applies to for the Dr Number.
- d. "Employees Claim for Workers Compensation Benefits" (DWC-1)
1. This form will be emailed to the injured employee by the Third-Party Administrator. The injured employee is responsible for completing the top portion of the DWC-1. The injured employee should send the partially completed DWC-1 to the Personnel Sergeant who will complete the bottom portion of the DWC-1 and submit it to the Third-Party Administrator.
  2. When applicable, this form must be provided to the employee within one working day of receiving notice or knowledge of the injury.
  3. It is the employee's responsibility to return the claim form to the Third-Party Administrator or the Personnel Sergeant.
  4. When the employee returns the completed form to the Personnel Sergeant, the Personnel Sergeant will complete the "Employer's Section, and email a copy to the employee.
- e. "Claim Form Log"
1. This log will be completed each time an "Employee's Claim for Workers' Compensation Benefits" form is provided to an employee.
2. In addition to the above, the Third-Party Administrator will be responsible for completing the following reports:
- a. "Employer's Report of Occupational Injury or Illness." (Form 5020)
    1. This form applies only when the employee's injury results in medical treatment beyond first-aid.
      - a. Under this form, first-aid is defined as any one-time treatment of minor scratches, cuts, burns, splinters, or other minor industrial injury by other than a physician.

2. This form will be completed immediately upon obtaining knowledge of the treatment if medical care is needed at a later date for a "first-aid" claim.
- b. "Log and Summary of Occupational Injuries and Illnesses." (CAL/OSHA No. 200).
1. This form will be completed in conjunction with the guidelines listed on the form.
  2. It requires every occupational death; nonfatal occupational illness; and those nonfatal occupational injuries which involve one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment (other than first-aid), be documented on the log.
    - a. It does not, however, include first-aid treatment (one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care) even though provided by a physician or registered professional.

### III. **DISTRIBUTION OF FORMS**

- A. Each Division/Section Secretary will be responsible for distributing the forms as follows:
1. "Supervisor's Report of Vehicle Accident"
    - a. Original copy, along with a copy of the vehicle accident report, to the Traffic Section.
  2. "Law Enforcement Officers Killed or Assaulted"
    - a. This form is distributed electronically.
  3. "Claim Form Log"
    - a. Upon request from the City of Stockton Personnel Department, Employee's Benefit Section, each Divisions/Sections log will be forwarded through the Office of the Chief of Police.
  4. "Employer's Report of Occupational Injury or Illness"
    - a. One copy is retained in the Office of the Chief of Police.
    - b. The three remaining copies will be forwarded to the City of Stockton Human Resources Department, Employee Benefits Section.
  5. "Log and Summary of Occupational Injuries and Illnesses"
    - a. A copy of each completed page will be forwarded to the City of Stockton Safety Officer. In addition, at the end of the calendar year, a copy of the current log, whether full or not, will be forwarded in the same manner.
    - b. The original copy of the log will be retained by the Office of the Chief of Police.