



DEPARTMENTAL REGULATIONS  
CONCORD POLICE DEPARTMENT

PROCEDURE 1  
EFFECTIVE

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I.D. NUMBER: 383

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Chief of Police

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**LEAVE REQUEST/REPORTING OF SICKNESS, OR INJURY/MODIFIED WORK**

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**A. POLICY STATEMENT**

In order to maintain an adequate staffing level for emergency services, it is important that the Department establish guidelines for the request of leave and the reporting of injuries or illness to its employees. These guidelines help to ensure enough personnel are on-duty to provide for the safety of our employees and the citizens who rely on us for police services.

**B. GENERAL**

1. The purpose of this order is to establish a uniform procedure for requesting leave, reporting sickness, injury, or death of departmental personnel and the notification to families.
2. The Field Operations Division shall track leave taken by its members in the Daily Patrol Calendar (TeleStaff computerized schedule). Employees requesting leave shall make their request electronically via the TeleStaff computerized schedule. The following leave/events shall be approved in the TeleStaff Daily Patrol Calendar by the Watch Commander or supervisor who approves the leave/event.
  - .1 Vacation
  - .2 Compensatory Time Taken
  - .3 Sick Leave
  - .4 Military Leave
  - .5 Jury Duty
  - .6 Schedule Adjust (including the reason)
  - .7 Training (including the type of training/school)
  - .8 Shift Trades
  - .9 Any overtime required to meet staffing requirements (including the reason for the coverage)

**C. REQUESTING LEAVE**

1. When it is anticipated that an employee will be off on leave; i.e., vacation, jury duty, etc., a request shall be made by the employee in the TeleStaff system. If the request is made less than 16 hours before the leave, a Leave Authorization form (FIN-78) should be filled out and submitted to the employee's immediate supervisor prior to the event. The proper box should be checked indicating the type of leave. It should indicate the date and time the leave is to begin and end, and the total leave time.

- .1 Failure to submit the application prior to the leave may result in the leave request being denied.
  - .2 The time off is to be entered into the patrol calendar by the approving supervisor if staffing is sufficient to cover the needs of the department.
  - .3 The affected supervisor must approve the entry in the Daily Patrol Calendar (TeleStaff).
2. The Watch Commander or supervisor who approves time off for a member of the Field Operations Division is responsible for documenting the time off in the Daily Patrol Calendar (TeleStaff).
  3. If a previously approved entry into the Daily Patrol Calendar changes, it is the responsibility of the Watch Commander, or in his/her absence the Patrol Supervisor, who approves the change to document the change in the Daily Patrol Calendar.

**D. REPORTING A SICKNESS OR INJURY WHILE ON DUTY**

1. When an employee becomes ill and must leave work, he/she shall notify an on duty supervisor.
2. When an employee receives an injury or suffers a recurrence of an old job incurred injury, he/she must report it to an on duty supervisor.
  - .1 The supervisor shall do the following:
    - .01 Notify the on-duty Watch Commander
    - .02 Ensure that the Employee's Report of Occupational Injury/illness form (per 34), Supervisor's Report of Accident/illness form (per 34), Employee's Claim for Worker's Compensation Benefits form (DWC form 1), and medical records release are completed and forwarded to the Field Operations Division secretary.
      - .001 The Field Operations Division secretary will then forward the forms to Investigations and Administration Division Services.
    - .03 The shift supervisor, or in the supervisor's absence, the Watch Commander, is to enter the injured employee's name into the patrol calendar for the dates the employee will miss work.
  - .2 The shift supervisor, or in his/her absence, the Watch Commander, shall do the following:
    - .01 Ensure that the name of the employee and the anticipated date the employee is to return to work are entered in the computerized daily log.
    - .02 For Field Operations personnel, ensure the employee's name is placed in the Daily Patrol Calendar (TeleStaff) for each day they will be away from their normal duty assignment as a result of their injury/illness.
  - .3 The necessary forms are to be signed by the Chief of Police and they will then be forwarded to the Human Resources Office.
    - .01 The Investigative and Administrative Division shall maintain a file on all reported on-duty injuries.
3. When an employee who is assigned to a division other than Field Operations receives an injury or suffers a recurrence of an old job injury, he/she must report it to their immediate supervisor or, in the absence of their immediate supervisor, to their division manager.

- .1 The supervisor shall ensure that the Employee's Report of Occupational Injury/illness form (per 34), Supervisor's Report of Accident/illness form (per 34), Employee's Claim for Worker's Compensation Benefits form (DWC form 1), and medical records release are completed and forwarded to the division secretary.
  - .01 The division secretary will then forward the forms to Investigations and Administration Division Services for processing according to City policy.

**E. REPORTING A SICKNESS OR INJURY OR INTENT TO RETURN TO WORK WHILE OFF DUTY**

1. Any time a member who is assigned to a bureau/unit with 24 hour-a-day responsibility becomes ill, is injured, or suffers a recurrence of an old on-duty injury while off duty and it is evident that he/she will not be able to report for duty as scheduled, he/she must immediately notify the on-duty Watch Commander, patrol sergeant or dispatcher.
  - .1 If the employee who is calling in sick or injured speaks with a dispatcher, the employee shall advise of the reason for calling in and leave a call back number.
  - .2 Dispatchers receiving a call for sick or injured time off from an employee will make up a Call History noting the complaint type as "SICK" and direct it to the on duty supervisor.
    - .01 The supervisor receiving the notification/call will assess whether or not a call back to the employee is necessary.
    - .02 The supervisor shall verify the known staffing level for the employee's work group and when necessary make the necessary arrangements to cover shortages.
      - .001 If the employee calling in sick or injured is assigned to a patrol squad, the supervisor shall ensure that an entry is made in the Daily Patrol Calendar TeleStaff.
  - .3 Notification, when possible, should be made at least six (6) hours prior to the normal reporting time and should provide the following information:
    - .01 The nature of the sickness or injury.
    - .02 Address and telephone where the employee can be contacted.
    - .03 The doctor's name and telephone number if one is in attendance.
    - .04 Name of hospital if the employee is confined to one.
    - .05 An employee reporting a non-emergency, duty-related injury shall also contact the Human Resources Office (671-3308) to arrange for medical treatment.
  - .4 Notification shall be required daily; except in those cases where the seriousness of the illness/injury is known and the recovery time will be lengthy.
2. It will be the responsibility of the Watch Commander, or in his/her absence the shift supervisor to see that a notation is entered in the Daily Patrol Calendar (TeleStaff). The Community Service Desk Officer shall notify the Watch Commander as soon as possible of an employee's illness or injury.
  - .1 The Watch Commander will ensure that the employee's supervisor is notified of the absence by forwarding a note to him. The Watch Commander (unless the employee's supervisor is available) will make the necessary arrangements for the vacant shift.

3. When the supervisor is made aware of a recurrence of an old on-duty injury, he/she shall complete the required forms as outlined in D.2.1.02 of this policy.
4. Upon recovery from long term sickness or injury, the employee shall notify the on-duty Watch Commander, or in his/her absence the Community Service Desk Officer, and state his/her intention to return to work. When the employee is assigned to a division other than Field Operations, the notification shall be made to the Bureau Commander or supervisor.
  - .1 When assigned to a unit/bureau that operates on a 24 hour a day schedule, such notification should be made at least six (6) hours prior to normal reporting time.
  - .2 When assigned to organizational units which operate only one shift of the day, notification should be made a day before returning, whenever possible.
5. Pursuant to City of Concord Policy & Procedure No. 41, any Police Department employee who misses more than two (2) consecutive scheduled work days, or two days consisting of the employee's final scheduled work day of one week and the first scheduled work day of the following week, may be requested to render evidence in the form of a physician's certificate, or other evidence, of the adequacy of the reason for his/her absence during the time for which sick leave is requested.
6. Pursuant to City of Concord Policy & Procedure No. 41, any employee absent from work for a period of seven (7) consecutive days due to illness or accident, shall submit to a physical examination at City expense before return to active duty.

#### **F. MEDICAL TREATMENT FOR ON-DUTY PERSONNEL**

1. The most important responsibility of a supervisor or manager in these situations is to ensure that the employee receives necessary and prompt medical attention when needed. This does not mean that all injuries require medical attention; some minor ones may not. This evaluation is left up to the discretion of the employee and the supervisor/manager. If an employee is injured to the degree that they must leave work, then it is the supervisor's responsibility to ensure that they see a City approved medical provider to ensure prompt and necessary treatment. An employee should not be sent home without first receiving medical clearance from a provider approved by the City. If any employee is sent home on paid leave, the supervisor should notify a member of the command staff.
  - .1 All employees with injuries requiring immediate emergency medical treatment should be referred to the nearest hospital. The employee's supervisor and/or Watch Commander and the Human Resources Office should be notified as soon as possible after the emergency care of the employee has been arranged.
    - .01 Where an employee is so seriously injured as to make this impossible, the notification shall be made by the employee arranging for transportation to the hospital.
  - .2 Perceived orthopedic injuries including strains and sprains should be referred directly to an orthopedic specialist. To arrange for an appointment with an orthopedic specialist, contact the City Human Resources Office at 671-3308.
    - .01 If the perceived orthopedic injury occurs after business hours, the employee shall be seen at the Mt. Diablo Emergency Room or, if preferred, his personal physician.
  - .3 Minor non-emergency injuries occurring during normal office hours may be treated at the Centers for Occupational Medicine (925-685-7744) between 8:00 a.m. and 7:00 p.m. on weekdays and 9:00 a.m. to 3:00 p.m. on Saturdays.

- .4 On-duty non-emergency injuries occurring after business hours should be seen at the Mt. Diablo Hospital Emergency Room or, if preferred, by the employee's personal physician.
  - .5 Any question as to the seriousness of injury shall be resolved by opting for emergency treatment.
  - .6 If the injured employee has filed a "Designation of Personal Physician," he/she may be treated by the named physician without notification to the Human Resources Office.
2. The type of transportation used to take injured personnel to the hospital shall be determined by the nature of the particular injury.
    - .1 A police car may be used; however, an ambulance should be summoned in any case where it appears that the injury might be aggravated by movement in a car.

#### **G. ASSIGNMENT OF INJURED PERSONNEL (MODIFIED WORK)**

1. Any employee who is unable to perform their regularly assigned duties because of either an off-duty or on-duty injury will be temporarily reassigned to the Investigations and Administrative Services Division. Temporarily and for administrative purposes, the employee's work schedule will be Monday through Friday, 8:00 a.m. to 5:00 p.m. during his/her temporary assignment to the Investigations and Administrative Services Division. (This will not affect the coding of the time card. The employee should continue to charge against the account to which they are permanently assigned.) This schedule is for the duration of the time that the employee is unable to return to work, in any capacity, as a result of the injury.
2. After the employee has been cleared for modified work by the treating physician, the Investigations and Administrative Services Division will attempt to locate modified work that fits the employee's skill level and the needs of the department.
  - .1 The temporary modified work will be identified and the length of the assignment established prior to the employee starting in the position.
  - .2 The temporary modified work assignment will be reevaluated every 60 days.
  - .3 The employee's work schedule will be adjusted to meet the needs of the modified work assignment.
3. While on temporary assignment to the Investigations and Administrative Services Division, the employee will be under the command of the Division Commander, or his/her designee, of that division.
4. The employee assigned to modified work shall obtain a statement from their treating physician that includes a description of the injury/illness, diagnosis, prognosis, work restrictions, and length of time the employee may work in a modified work assignment.
  - .1 The physician's statement is required and must be submitted to the Investigations and Administrative Services Division Commander, by the employee, within 72 hours after the initial diagnosis, and thereafter whenever there is a significant change in the employee's ability to work.
5. When an employee is placed in a modified-duty work assignment, they shall be attired in the appropriate businesslike and professional clothing addressed in General Order 38, Section D1.
6. All modified-duty employees shall adhere to the restrictions set forth by the Investigations and Administrative Services Division Commander until such time as they are released for full-duty by their treating physician.

#### **H. RESPONSIBILITIES UPON RETURN TO FULL-DUTY**

1. When a sworn officer returns to full-duty, after any form of leave (i.e. injury, administrative leave, authorized leave without pay, etc.) in excess of 30 calendar days, the employee shall contact the Training Bureau Manager to assess the need for evaluation and/or training in any of the critical task areas.
  - .1 Critical tasks are duty responsibilities that include, but are not limited to:
    - .01 Officer safety skills such as use of firearms, use of non-lethal weapons, ability to apply weaponless defense techniques as normally instructed through departmental in-service training, etc.
    - .02 Driving skills, both normal and high speed.
    - .03 CPR and first aid.
  - .2 The returning employee shall contact the Training Bureau Manager prior to his/her first day of full-duty.
2. When a sworn officer returns to full-duty, after being off as a result of any type of physical injury that might influence the officer's ability to perform any of the critical tasks, he/she shall contact the Training Bureau Manager to assess the need for evaluation and/or training in any of the critical task areas.
  - .1 The returning employee shall contact the Training Bureau Manager prior to his/her first day of full-duty.
  - .2 The contact with the Training Bureau Manager shall take place regardless of the length of time the employee was off as a result of the physical injury.
3. If it is determined, by the Training Bureau Manager, that the returning employee is unable to satisfactorily perform in any of the critical task areas, the employee's Division Commander shall immediately be notified in order to determine what further action might be necessary.

## **I. DEATH NOTIFICATIONS**

1. Refer to Concord Police Department Procedure 76 (Line of Duty Death) for the notification process.