



# Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**Policy #** 302B

**Effective Date** 11/24/2021

**Policy Name** Line of Duty Injury Reporting/Leave

**Approved Date** 11/22/2021

**Approved by** *Wendell Franklin, Chief of Police*

**Previous Date** 08/10/2010

## PURPOSE OF CHANGE:

To update policy format.

## POLICY:

Officers must report an illness caused by conditions encountered while on-duty or any injury incurred on-duty. Exposure to a communicable disease will be reported in accordance with 31-302D, Exposure to Communicable Disease. It is the responsibility of the officer's supervisor to ensure that all job-related injuries, illnesses, or diseases are promptly reported and investigated.

Injury leave benefits for officers are based on the provisions of the City of Tulsa Personnel Policy and Procedures, Section 313, Leave for Injury in the Line of Duty and the current Collective Bargaining Agreement, Article 16, Injury Leave.

Officers awaiting a final decision from the Claims Administrator are eligible to use all accumulated sick, vacation, and compensatory leave accruals available to them. Officers without such leave accruals may have their salaries continued at the discretion of the Chief of Police, or designee, until the Claims Administrator has rendered a final decision.

While on injury leave, officers will be entitled to all vacation, sick, and other leave benefit accruals. The officers' credits for computing time in grade for pay increases and promotional seniority considerations will not be affected.

To aid in the reduction of the frequency and severity of on-duty injuries, the Tulsa Police Department requires the review of all on-duty injuries at the divisional level through the Injury Repeaters Program. This program is administered by the Police Safety Committee in accordance with the City of Tulsa Safety & Health Manual, Section 831A, On-the-Job Injury Review/Injury Repeater Policy for the Tulsa Police Department.

**SUMMARY:** Procedures for reporting a line-of-duty injury and for requesting injury leave.

**APPLIES TO:** All sworn police personnel

## DEFINITIONS:

**INJURY REPEATER** – officers who have had two (2) or more lost time injuries or temporarily modified duty assignments, or three (3) or more injuries/illnesses of any type (including health related transfers) in a twelve-month period.

**INJURY REPEATER PROGRAM** – an individualized program for an employee who has been designated as an injury repeater, the purpose of which is to correct safety performance problems.

## PROCEDURES:

### A. WHEN REPORTING AN ON-DUTY INJURY:

1. Officers are to report all on-duty injuries to a supervisor prior to leaving the scene of the injury, even if medical treatment is not required.
2. A supervisor will respond to the scene of the injury to determine the need for medical treatment and/or scene processing.
3. The supervisor will identify all witnesses to the injury producing incident and obtain witness statements.

**B. COMPLETE THE FOLLOWING REPORTS WHEN AN ON-DUTY INJURY IS SUSTAINED:**

1. The officer will call the City of Tulsa Injury Reporting Service, refer to 31-302B, Line of Duty Injury Reporting/Leave Attachment, to report the details of the injury before the end of the shift. It will be the responsibility of the officer's supervisor to make this call if the officer is unable to do so.
2. The Worker's Compensation Section will generate the Injury Report and send it to the supervisor for incident investigation and employee/supervisor signatures.
  - a. The supervisor will return the Injury Report to the City of Tulsa's Worker's Compensation Section through the chain of command.
3. If the injury results from a crime committed against the officer, complete an Incident Report before the end of the shift. If the officer is unable to complete the report, it will be the responsibility of the officer's supervisor to ensure that one is made.
4. Injured TPR officers will:
  - a. Notify the City of Tulsa Injury Reporting Service of the details of the injury and that they are a TPR officer and not an employee of the City of Tulsa.
  - b. Inform the Service of the name, address, and phone number of their paying job, with current wages.
  - c. Notify the TPR coordinator as soon as possible. If after regular working hours, leave a voice mail message.
5. The officer's supervisor will send the original Injury Report and a copy of the Incident Report (if applicable) through the chain of command to the officer's division commander. If the officer is a TPR, the reports will be sent to the TPR coordinator.
6. The division commander will review and forward the reports to the Administrative Bureau Deputy Chief as soon as possible.
7. The Administrative Bureau Deputy Chief will review the report and return the original signed report to the Worker's Compensation Section. A copy will be retained for the officer's personnel file.

**C. IF MEDICAL TREATMENT IS REQUIRED:**

1. During normal business hours, the supervisor will send an injured officer in need of medical treatment to the City Physician. Contact the City Physician if a question exists regarding the need for medical attention.
2. After being examined by the City Physician:
  - a. Injured officers will obtain a City Medical Route Sheet from the City Physician. Officers will submit the route sheet to their immediate supervisor on the day it was received.
  - b. If unable to deliver the sheet, officers will request that the route sheet be faxed to their division and forwarded to their supervisor.
3. After normal business hours, refer to 31-302B Att., Line of Duty Injury – Attachment and notify the City

Physician as soon as possible.

**D. WHEN MEDICAL TREATMENT IS DELAYED:**

1. If the injury or illness has not yet been reported, notify a supervisor, and follow the reporting requirements of procedure #2.
2. The officer will complete an Interoffice Correspondence explaining why treatment was delayed.
3. The officer will forward the Interoffice Correspondence and a copy of the Investigation of Injury Report, generated by the Worker's Compensation Section, through the chain of command to the Administrative Bureau Deputy Chief.
4. When the Administrative Bureau Deputy Chief is notified of the need for delayed medical treatment, forward a copy of the Interoffice Correspondence and the Investigation of Injury Report to the Worker's Compensation Section.

**E. WHEN RETURNING TO WORK AFTER AN ABSENCE CAUSED BY AN ON-DUTY INJURY:**

1. Injured officers will obtain a Release to Return to Work Form from the City Physician. When returning to work, officers will give the form to their immediate supervisor.
2. The supervisor will forward a copy of the City Medical Route Sheet and the Release to Return To Work Form to the administrative lieutenant. Copies will be placed in the officer's divisional file with a copy forwarded to Police Personnel and to the officer's shift commander and division commander.

**F. WHEN REQUESTING INJURY LEAVE:**

1. Officers will submit a completed Injury Leave Request to their immediate supervisor within thirty days after the first regularly scheduled workday missed.
2. If the officer is unable to complete the request, the officer's supervisor will ensure that an Injury Leave Request is completed and forwarded to the officer's division commander through the chain of command.
3. The division commander will review the request and forward the original to the Administrative Bureau Deputy Chief.
4. The Administrative Bureau Deputy Chief will review the request and forward the original to the City of Tulsa Worker's Compensation Section and retain a copy for the officer's personnel file.

**G. OFFICERS WHO DESIRE TO FILE FOR WORKER'S COMPENSATION BENEFITS IN LIEU OF OR AFTER CITY BENEFITS EXPIRE, WILL:**

1. Contact the Human Resource Worker's Compensation Section.
2. Complete the Worker's Compensation Form 3 (obtain from the City Human Resource Department) in triplicate.
3. Mail this form to the Worker's Compensation Commission. The officer must file this form within deadlines established under title 85A, Workers' Compensation pursuant to Oklahoma Statutes.

**H. INJURY REPEATER PROGRAM:**

1. The division commander will investigate the facts pertaining to the on-duty injury.
2. After the initial investigation, if deemed necessary, the division commander will conduct a formal injury review

with the officer, the officer's supervisor, and a FOP representative (if requested by the officer). The formal injury review may be requested within thirty days of the officer's report of an injury.

3. The purpose of the review is to determine:
  - a. Exactly how the injury occurred.
  - b. If the injury could have been prevented.
  - c. If similar accidents or injuries can be prevented in the future.
  - d. If the officer should be placed in the Employees' Injury Repeater Program.
  - e. If any corrective actions are required (e.g., retraining, physical evaluation by the City Physician, physical fitness program).
4. When placed in the Injury Repeater Program, the officer's division commander, the officer's supervisor, and a Police Safety Committee member will meet with the officer each quarter for a period of twelve months. The committee will review the officer's progress and determine the need for any further action.
5. If the safety performance shows a continuous pattern of personal injuries and/or accidents after an injury review period of at least twelve months, an officer may be deemed unable to safely and satisfactorily perform their normal job duties and could be scheduled for a pre-termination hearing.

## **REGULATIONS:**

1. To obtain City of Tulsa injury leave or medical payments, officers shall see the City Physician.
2. Officers who are unable to keep an appointment with the City Physician, shall make the necessary schedule changes.
3. Officers shall comply with the orders of the City Physician.

## **REFERENCES:**

City of Tulsa Personnel Policy and Procedure, Section 313, Leave for Injury in the Line of Duty  
City of Tulsa Safety and Health Manual  
31-302B Att, Line of Duty Injury – Attachment  
Collective Bargaining Agreement, Article 16