
GENERAL ORDER

FAIRFAX COUNTY POLICE DEPARTMENT



SUBJECT: REPORTING PERSONAL INJURIES	NUMBER:	330
CANCELS ORDER DATED: 10-1-04	DATE:	7-1-10

I. PURPOSE

To ensure prompt and accurate reporting of any injury which may be covered under the provisions of the Worker's Compensation Act.

II. PROCEDURES

A. Law Enforcement-Related Injuries

1. Initial Reporting

- a. On-Duty Injuries - Department employees who sustain a personal injury during their normal tour of duty shall report the circumstances orally to their immediate supervisor. If the immediate supervisor is not available, the next level supervisor in the employee's chain of command shall be notified.
- b. Off-Duty Injuries - Law Enforcement Related - Any Department employee who sustains a personal injury during the performance of a law enforcement or rescue function shall notify an on-duty supervisor.
- c. In instances where the nature of injury requires medical treatment, the supervisor shall ensure that the employee's commander is immediately notified of the incident. If the commander is unavailable, the Duty Officer shall be notified.
- d. If high blood pressure is detected during a private physical examination, an appointment will be made as soon as possible with the Fairfax County Public Safety Occupational Health Center. This is to conduct a monitoring period at the end of which time a determination will be made as to the existence of a high blood pressure condition.

2. To report an on-duty or off-duty work related injury for purposes of Virginia Workmen's Compensation coverage, the employee or supervisor shall as soon as practical contact The Corvel Corporation

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using the telereporting system or the online injury reporting system. The telereporting system is a toll-free telephone claims reporting system available 24-hours a day. The telephone number for this service is 1-877-927-7871. The online claim reporting system is accessed through www.claimline.com/fairfaxcounty.

3. The supervisor will confer with the affected employee in the completion of the Report of Work Related Injuries/Illness Form, review the completed form for accuracy and completeness, and then ensure the information is conveyed promptly to the Corvel Corporation by no later than the end of the work day.
4. The Corvel Corporation sends the injured employee's information to the Virginia Workers' Compensation, who in turn, mails the injured employee forms required to file a claim. These forms contain a summary of the benefits the injured employee may be entitled to if the injury is determined to be compensable. A claim has not been filed until the employee has completed and returned these forms to the Virginia Workers' Compensation Commission.

NOTE: The injured employee should provide a copy of the completed claim to the Administrative Support Bureau for record keeping purposes. It is the responsibility of the injured employee to file a claim with the Virginia Workers' Compensation Commission within two years from (1) the date of the injury or (2) the date a doctor diagnoses an occupational disease.

5. The supervisor responsible for documentation and reporting an injury is required to submit a "Medical Status Report" form when applicable. This form is to be submitted when medical treatment is obtained. The treating physician will be requested to complete the "Physician's Initial Report" section.
6. The report form (either the Report of Work Related Injury/Illness Form or a copy of the online report form) and any related Medical Status Report shall be faxed within 24 hours of the initial injury to the Administrative Support Bureau at 703-273-6231.

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7. Emergency and follow-up medical treatment for law enforcement related injuries must be performed by one of the facilities or physicians approved by the Office of Risk Management. The names of approved physicians and facilities are available at each district station and DPSC. The eligible list is periodically updated by memorandum as changes occur. Employees must obtain prior approval for treatment rendered by a facility or physician not listed or they will be personally liable for any payments due.
8. Personnel who receive medical bills for job-related injuries/illnesses shall forward the bills to the Administrative Support Bureau who will forward the bills to Risk Management for payment.

B. Injury Leave Administration

1. Employees who are injured while performing the duties of their position without fault or negligence on their part will immediately be placed on injury leave, if the injury prevents a return to duty.

When possible, employees who have been injured, but are not totally disabled, will be placed in temporary assignments without loss of pay to perform duties that fall within the medical restrictions prescribed.

2. Commanders of employees who are on injury leave shall ensure that the Medical Status Report form reflects the injury leave data and the return to duty date signed by the attending physician.
3. Injury leave begins on the first day of injury and shall expire not later than 12 calendar months from the original injury date. Re-injuries do not extend the period of eligibility for injury leave. Temporary, seasonal and exempt employees are not eligible to receive injury leave. When assigned to injury leave status, no other leave benefits will accrue.

Extensions of injury leave beyond 12 calendar months may be granted by the Chief of Police. In evaluating such requests, the following elements shall be considered:

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- a. The circumstances in which the injury occurred, to include consideration of the nature and extent of the injury.
 - b. The nature and extent of treatment, providing that the employee has continued under the regular care of the authorized physician requiring an office visit at minimum intervals of at least once every three months; and providing that the medical records clearly substantiate a relationship between prescribed treatment and the original injury.
 - c. The likelihood of the employee's return to duty.
 - d. The employee's past injury, leave and service record.
 - e. The employee's compliance with injury leave policies and requirements.
4. Employees on injury leave are specifically prohibited from engaging in activities that may impair their recovery. These include:
- a. Engaging in strenuous recreational or other physical activities without the approval of the authorized physicians.
 - b. Being employed or self-employed to perform work of any kind without the prior written approval of the authorized physician and the Human Resources Director.
- C. Off-Duty Injuries - Not Law Enforcement Related

All Department employees, both sworn and civilian, shall report in writing to the Chief of Police the facts and circumstances of any personal injury sustained while off duty which may interfere with the performance of duty. Such report shall be made within 48 hours of the injury, or as soon as the employee is physically capable of doing so. If the off-duty injury renders the employee incapable of reporting to the next scheduled tour of duty, this shall be reported to the employee's immediate supervisor no later than the time scheduled for the beginning of the tour of duty. The employee, upon returning to duty, shall submit a "Medical Status Report" form indicating the employee's duty status and signed by the attending physician.

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III. LEGAL REFERENCE

Code of Virginia, Title 65.2

IV. ACCREDITATION STANDARDS REFERENCE

VLEPSC
PER.
03.03

This general order becomes effective July 1, 2010 and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:

APPROVED BY:

Handwritten signature of the Chief of Police, appearing as "M. M. M." in cursive.

Chief of Police

Handwritten signature of the County Executive, appearing as "Atty. Gen. H. B." in cursive.

County Executive