


FAIRFAX COUNTY POLICE DEPARTMENT  GENERAL ORDER	SUBJECT: REPORTING INJURIES		NUMBER: 330
	EFFECTIVE DATE: April 21, 2023	REVIEW: April, 2026	
RESPONSIBLE ENTITY: ADMINISTRATIVE SUPPORT BUREAU			<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised: 04-01-13
ACCREDITATION STANDARDS	CALEA:	VLEPSC:	

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the timely and accurate reporting of any injury that may be covered under the provisions of the Virginia Workers' Compensation Act.

II. POLICY

It is the policy of the Fairfax County Police Department that all employees report any job-related illness or injury to their immediate supervisor as soon as possible, as all Department employees are covered by provisions of the Virginia Workers' Compensation Act. Supervisors shall report any employee's job-related injury or illness in strict accordance with the procedures outlined in this General Order.

III. GENERAL PROCEDURES

A. **Performance of Duty Injuries:** Department employees who sustain any personal injury during any tour of duty or Department assignment shall orally report the circumstances to their immediate supervisor in a timely manner. Where the immediate supervisor is not available, employees shall inform the next supervisor or commander in the employee's chain of command. Where the nature of the injury requires medical treatment, the notified supervisor shall ensure the employee's commander is immediately notified of the injury, or if unavailable, the acting Duty Officer.

1. **High-Blood Pressure:** Where high blood pressure (HBP) is detected in any employee during a Department or private physical examination, the employee shall promptly request an appointment with the Fairfax County Public Safety Occupational Health Center (OHC). This is done to establish a monitoring period in order to determine whether a HBP condition exists for the employee.

- B. **Reporting Requirements:** To report either an on-duty or off-duty work related injury for purposes of determining Virginia Worker's Compensation coverage, all supervisors shall ensure the first report of injury documentation is reported to [Corvel](#) (the Workers' Compensation third party administrator for claims management). The first report of injury for on-duty injuries/illnesses may be made through the Corvel Corporation's toll-free telephone claims reporting system at any time (1-866-252-4654).
- C. **Employer Accident Reports:** Supervisors shall confer with the injured employee to complete the online Employer's Accident Report (EAR) to ensure all provided information is both accurate and complete. The report shall be completed and submitted prior to the conclusion of the employee's workday.
- D. **Submission of Claims:** The Corvel Corporation will send the injured employee's information to the Virginia Worker's Compensation Commission (VWCC) and mails the injured employee all forms required to file a claim with the VWCC. The forms contain a summary of the benefits the injured employee may be entitled to when the injury is determined to be compensable (aka approved). A claim is not considered to be filed until the employee has completed and returned the forms to the VWCC.
1. It is the employee's responsibility to file a claim with the Virginia Workers' Compensation Commission within two (2) years from either the date of the injury, or the date a doctor diagnoses any occupational disease.
- E. **Supervisor Requirements:** Documenting and reporting supervisors shall ensure the injured employee is provided with (1) an [Approved Physician's Panel](#) form and (2) Medical Status Report (MSR) form. These documents can be found on BlueNET. Employees must submit a physician completed MSR to their supervisor whenever any medical treatment is performed. The online report form and all related MSRs shall be emailed within 24 hours of the initial injury to the ASB – HRD at FCPDRiskManagement@fairfaxcounty.gov.
- F. **Follow-Up Procedures:** All emergency and/or follow-up medical treatment for law enforcement-related injuries must be performed by one of the facilities or physicians approved through the Risk Management Division listed on the Authorized Physicians' Panel. The names of all VWCC approved physicians and facilities are available online, at each district station, and through the Police Liaison Commander (PLC). The eligible list is updated annually via distribution from the County's Risk Management Division. Employees must obtain prior approval from the Risk Management Division for any medical treatment rendered by a facility or physician not listed or else they may be personally liable for any

associated costs or payments with the treatment and any subsequent treatment(s).

- G. **Billing Procedures:** Employees who receive medical bills for reported job-related injuries or illnesses shall forward the bills in a timely manner to the Corvel claims adjuster assigned, who will submit the invoice for payment as well as contact the treating provider's billing department to correct the billing address. Employees should not assume that any bill received at their home address have been sent to the Corvel Corporation by the treating vendor.
- H. **Overtime Authorization:** Commanders for medical restricted duty personnel may authorize limited Department-related overtime that does not involve the use of police authority for medical restricted duty employees, nor is outside the work restrictions of the employee. This overtime shall be strictly confined to administrative tasks that relate directly to the restricted duty assignment.
- I. **Courtesy Officers:** Employees who contract to provide secondary law enforcement employment services as part of a bartered housing contract ("Courtesy Officer") shall notify the affected lease holder, as well as their commander, whenever they are on any work status other than full duty. The affected lease holder may either charge full or prorated rent until the employee becomes capable of resuming contracted secondary employment duties.

IV. INJURY LEAVE

- A. Employees who are injured during their performance of duty without fault or negligence on their part shall immediately be placed on injury leave when a doctor has fully disabled the officer and the workers' compensation claim has been made within 24 hours of the incident. Injured employees who are not fully disabled may be placed in temporary assignments whenever possible without loss of regular pay to perform duties that fall within all prescribed, written medical restrictions as outlined in County Personnel Procedural Memorandum No. 23 – [Injury Leave](#).
 - 1. Commanders of employees using the injury leave pay type shall ensure an MSR has been submitted, the MSR reflects the absence time frame and anticipated return to duty date as signed by the attending physician.
 - 2. Injury leave begins on the first date of injury if supported by a treating physician and shall expire no later than twelve (12) calendar months from the first date of injury. Recurring injury does not extend the period of eligibility for injury leave. Temporary, seasonal, and exempt employees are not eligible to

receive injury leave. Employees who are in injury leave status are not eligible to accrue annual or sick leave benefits.

3. Extensions of injury leave beyond twelve (12) months shall only be granted by the Chief of Police, in consideration of the following elements:
 - a. The circumstances under which the injury occurred.
 - b. Nature and extent of the injury.
 - c. Nature and extent of prescribed treatment, where the employee's treatment has regularly continued under the authorized physician, requiring an office visit at least once every three (3) months, and providing that the medical records substantiate a relationship between prescribed treatment and the original injury.
 - d. Likelihood of the employee's return to full duty status.
 - e. The employee's past injury, leave, and service record.
 - f. The employee's compliance with injury leave policies and requirements.
 - g. The employee has a remaining balance of injury leave. Employees are granted use of Injury Leave up to 2,080 hours.
4. Employees on injury leave are specifically prohibited from engaging in activities that may potentially impair their recovery, to include (1) engaging in strenuous recreational or other physical activities without the approval of the treating authorized physician(s), and (2) being employed or self-employed to perform work of any kind without prior written approval of the authorized physician and the Human Resources Director.

V. NON-REGULAR EMPLOYMENT INJURIES

- A. Employees injured during any form of non-regular employment, as defined in [FCPD General Order 340](#), Non-Regular Employment, shall report any incurred injury or illness in accordance with this General Order.
 1. Absence from duty due to injury or illness incurred during non-regular employment may require the employee's use of personal sick, annual, compensatory leave, or paid family leave if requested.

2. Employees engaged in general off-duty employment or self-employment are not covered under the Virginia Workers' Compensation Act. Employees engaging in general off-duty employment are responsible for ensuring that the employer has sufficient workers' compensation and liability insurance coverage.
3. Injuries incurred during secondary law enforcement employment from causes other than the lawful exercise of law enforcement authority may not be covered under the Virginia Workers' Compensation Act. Commanders shall ensure appropriate coverage exists at all secondary employment sites prior to approving any Employer Permit Application.

B. **Covered Workers' Compensation Injuries:** Per the [Code of Virginia](#), any officer that is injured during an incident that occurs during non-regular employment, or while engaging in law enforcement or rescue activities as required or authorized by [FCPD General Order 340](#), Non-Regular Employment, shall be deemed to have been acting within the course of their employment for workers' compensation benefits. This shall include:

1. Injuries that occur during Fairfax County Public School functions or any other employment approved by the Chief of Police or their designee, in which an agreement has been made to provide a specific number of employees who are compensated through the County payroll system.
2. Injuries that occur to employees working for nonprofit organizations approved through the established permit process.

VI. OFF-DUTY INJURIES

- A. All sworn and non-sworn employees shall report in writing to their commander the facts and circumstances of any personal injury sustained while off-duty which may interfere with the performance of duty. The report shall be made within 48 hours of the injury occurrence, or as soon as the employee is physically capable of doing so.
- B. Where an off-duty injury renders the employee incapable of reporting to their next scheduled assignment, this shall be reported to the employee's immediate supervisor prior to the assignment's schedule date and start time. Upon returning to duty, the employee shall submit a signed MSR form from their attending physician that indicates their duty status.
- C. The MSR and memorandum shall be forwarded to the ASB Commander and Human Resources Division Director.

VII. LEGAL REFERENCES

- A. [Va. Code Ann. § 65.2-102](#); Coverage of firefighters and law-enforcement officers in off-duty capacity.

General Order 330 becomes effective on the above date and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:

APPROVED BY:



Chief of Police



County Executive