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Illness to Corrections Employee
Injury/Illness to Corrections Employee

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INJURY OR ILLNESS TO CORRECTIONS EMPLOYEE

I. POLICY

- A. To provide for the administering of emergency first-aid and the immediate evacuation of an ill or injured employee to the nearest medical facility, while maintaining security within the employee's assigned area; preserving any crime scene; and thoroughly investigating the incident whether accidental, or the result of a deliberate act.
 - 1. When there is a serious injury to an employee, the Facility Supervisor shall notify the Corrections Division Commander and, when present, the on duty Corrections Lieutenant, at the first available opportunity.
 - 2. Where there is injury to an employee as a result of direct or indirect participation by an inmate, the Facility Supervisor shall cause a crime report to be taken.
- B. Copies of all relative documentation concerning both serious and non-serious employee injuries, whether involving inmates or not, shall be forwarded to the Corrections Division Commander.

II. PROCEDURES

- A. On-The-Job Incident Of Possible Injury Or Illness
 - 1. In the event of illness or injury to an employee occurring within the correctional facility or adjacent grounds, the discovering personnel will render immediate first-aid and notify the Control Deputy, briefly describing the nature of the injury or illness and the location of the employee.
 - 2. The Control Deputy will make immediate notification to the Facility Supervisor who will be apprised of the nature of the injury or illness, location of the employee, and need for further assistance.

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3. The discovering personnel and/or Facility Supervisor will request an ambulance, if necessary, through the Control Deputy.
4. Medical Staff shall be notified of the incident and shall be requested to respond to the location of the injured/ill employee.
 - a. In the event an ambulance is needed, attending personnel will be advised of the nature of the illness or injury.
5. The employee who is injured on duty will be required to complete an Incident Report .
 - a. The Facility Supervisor will be responsible for completing the "County Accident Report" form.
 - b. The Facility Supervisor will also be responsible for providing the injured employee an "Employee Claim for Workers' Compensation Benefits" form. This form must be provided to the employee within 24 hours of the Facility Supervisor's knowledge of the injury.
 - (1) The Facility Supervisor will fill in lines #1, 9 thru 12 on the "Employee Claim for Workers' Compensation Benefits" form, remove the Department's Temporary Receipt, which is to be immediately forwarded to the Personnel Secretary. (Do not wait until the "County Accident Report" is completed and then include this temporary receipt with the package, the Personnel Secretary needs it immediately.) The Facility Supervisor will give the remainder of the form to the injured employee.
 - (2) The injured employee will fill in lines #2 through 8 and retain the Employee's Temporary Receipt. The employee shall return the form as soon as possible to the Facility Supervisor. It is not imperative that the form be returned to the Facility Supervisor that provided the form.
 - (3) The Facility Supervisor receiving the completed form shall fill in the date they received the form back from the employee on line #13.
 - (4) The injured employee receives the back copy.

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- (a) The Facility Supervisor shall then forward the remaining copies to the Personnel Secretary as soon as possible. (This form does not have to go through the chain-of-command, and does not have to be attached to the Incident Report.)
 - (b) The Personnel Secretary will review the form and be responsible for disseminating the remaining copies.
 6. If an employee is transferred to an emergency room and/or clinic for medical attention, will be examined by a physician. The employee must submit a medical release form to the Facility Supervisor prior to returning to work.
 - a. In the event the injured employee cannot complete the first report of injury, the Facility Supervisor will be responsible for obtaining the information and submitting the report.
 - b. All reports will be submitted through official channels to Risk Management.
- B. Investigation of the Injury
 1. The Facility Supervisor, or designee, shall remain at the scene and shall be responsible for the investigation of the injury.
 - a. When the injury or illness is accidental or natural, an Incident Report will be completed by the injured/ill staff member, if he is able to do so, and submitted to the Facility Supervisor, without unnecessary delay.
 - (1) Staff members who witnessed the incident, may be required to prepare written supplemental reports at the direction of the Facility Supervisor.
 - b. When the injury is determined to be deliberate, the Facility Supervisor will attempt to determine the responsible party. An Incident Report will be completed and submitted to the Corrections Division Commander via the chain-of-command.

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2. When the injury or illness is of such a nature death is likely or imminent, the Facility Supervisor will immediately notify the Corrections Division Commander and the Field Services Division of the nature and location of the occurrence.

C. Off-Duty Injuries

1. Any member who is injured off-duty and is unable to perform his duties, shall immediately notify or cause the on duty Facility Supervisor to be notified.
2. Any member receiving notification of such injury shall, as soon as practical, notify or cause the injured member's immediate supervisor to be notified.
3. Any member who has been off work more than three days due to an injury will be permitted to return to work only with a signed release from a doctor stating that they can return to full and unrestricted duty as a Corrections Deputy.

D. Return To Work After An Injury

1. Those members who have been evaluated by their doctor as having a partially corrected health condition may assume restricted duties upon written release from their doctor and with approval from the Corrections Division Commander or designee.
2. Members must provide a physician's note that outlines specific limitations to their duties.

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