

RENO POLICE DEPARTMENT GENERAL ORDER

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Chief of Police: Kathryn Nance /s/		
Approving Deputy Chief: Tom Robinson /s/		
General Order No: E-330-04	Issued: Dec 11, 2007	Re-Issued: August 23, 2023
General Order Title: WORKERS' COMPENSATION		

I. POLICY

To ensure smooth processing and protection of employee rights and benefits, the Reno Police Department provides procedures for the handling of work-related injuries and exposure to communicable diseases. The Department strives to comply with state law regarding Workers' Compensation rights and procedures as per NRS 616 and 617, as may be amended. See City Policy 601 for further information.

II. DEFINITIONS

Approved Provider – A doctor, medical facility or treatment provider that has been approved by the City and the City's TPA for use by employees that have suffered an on duty injury, illness and/or exposure.

Employee Notice of Injury or Occupational Disease (C-1 Form): This is a state required form for employees to report work-related injuries, illnesses and/or exposures.

Modified Duty Lieutenant – The lieutenant collaterally assigned the responsibility of monitoring the department's modified duty assignments and employees on modified duty.

Supervisor's Report of Accident Investigation Form – This report is required by the City of Reno and is used by supervisors to document their investigation into the report injuries or illnesses and/or exposures. The form can be found on the City of Reno's Intranet.

Third Party Administrator (TPA) – The City's designated workers' compensation administrator.

Workers' Compensation Representative – The departmentally designated employee responsible for assisting employees with workers' compensation claims and coordinating with the City on employee's workers' comp claims.

III. PROCEDURES

A. Employee Responsibilities – In order to maintain benefits, employees and the department are required to comply with NRS 616 and 617 as may be amended. The City also requires its employees to comply with additional responsibilities that include but aren't limited to:

1. Notifying their supervisor as soon as practicable of any work related injuries, illnesses and/or exposures and no later than the end of shift whenever possible. Immediate notification is necessary to enable the supervisor to ensure the employee is appropriately and immediately cared for and to also provide the supervisor the ability to investigate the cause of the injury, illness and/or exposure so that they may mitigate any causal factors to prevent injury, illness or exposure to other employees.
2. Reporting work related injuries, illnesses and/or exposures within the timeframes required by law, using the C-1 Form.
3. Seeking treatment from an Approved Provider except in cases of emergency. In cases when an employee is critically injured or injured to the extent that immediate medical treatment is necessary, the employee may seek treatment from the nearest emergency room or trauma center.
4. Injured employees must be examined by Approved Providers who will determine work status. Employees may not take time off work under workers' compensation without first being placed in off-work status by an Approved Provider.
5. If the employee does not use an Approved Provider, the employee may be responsible for any expenses incurred.
6. If the Approved Provider recommends treatment, the employee is required to comply with the treatment program and attend all scheduled appointments in order to maintain current and/or future workers' compensation benefits.
7. If the Approved Provider prescribes a treatment program that requires a change in work hours or days, employees will be given a work schedule that allows them to attend required treatment appointments and complete the remainder of their designated work hours. This schedule will be provided to the employee by the Modified Duty Lieutenant. Any alteration of the treatment schedule must be reported to the Modified Duty Lieutenant as soon as practicable so that they can adjust the employee's work schedule.
8. If the Approved Provider recommends that an employee be removed from duty, or released to work with restrictions, the employee will obtain written documentation from the doctor every 30 days, unless otherwise stated by the Approved Provider, indicating the type of injury, anticipated date of return to work, or if working with restrictions, what the work restrictions are, and the anticipated length of these restrictions. The employee will submit this written documentation to the Modified Duty Lieutenant within 24 hours or the next regular shift after receipt. If the off-duty status or restrictions occur when the Modified Duty Lieutenant is not available, the employee must notify a supervisor.

B. Supervisor Responsibilities – Whenever a supervisor is notified of or becomes aware of an injury, illness or exposure to an employee that supervisor will ensure the employee is appropriately and immediately cared for. The supervisor's responsibilities also include but aren't limited to the following:

1. Immediately investigating the cause of the injury, illness and/or exposure.
2. Taking any action necessary to mitigate the risk of injury, illness and/or exposure to other

employees.

3. Ensuring that the C-1 Form is completed. The supervisor will ensure that the employee reads and completes the form and related attachments. The supervisor may assist with form completion if the employee is injured to the extent that he/she has difficulty filling out the paperwork.
4. Completing the Supervisor's Report of Accident Investigation and ensuring that this form is completed and delivered to the Workers' Compensation Representative within 24 hours after notification of injury or exposure.
5. Notifying the department's Workers' Compensation Representative or Modified Duty Lieutenant in all instances when an injured employee is transported by ambulance to a hospital or trauma center, or if injuries are serious enough to warrant hospital admittance. If the supervisor is unable to complete notification, the supervisor should inform appropriate hospital personnel that the injury is work-related and the forms have been completed. Supervisors should strive to notify the injured employee's association in these cases as well.

C. Workers' Compensation Representative Responsibilities – The department's Workers' Compensation Representative's responsibilities include but aren't limited to the following:

1. Ensuring forms have been completed properly and ensure they are submitted appropriately.
2. Completing all other forms required by the TPA and the City's Risk Management Unit.
3. Acting as liaison between the TPA and department personnel.
4. Maintaining, compiling and posting all records as required by State and Federal law, including entry into an approved database system, and keeping these records confidential.
5. Ensuring that the forms required by NRS 616 and/or 617 as amended are accessible for employees.