PURPOSE

The purpose of this Policy is to establish procedures for reporting and handling the injury or death of an employee or a volunteer.

POLICY

It is the policy of the Office to ensure that in the event of an injury or death of an employee or a volunteer, that proper reporting is made and that support and assistance is provided to cope with the incident.

DEFINITIONS

Critical Incident: An event producing emotional or psychological distress sufficient to overwhelm an individual’s psychological defense mechanisms. Typically these incidents are sudden, powerful events which are outside the range of ordinary experiences. Because they are so sudden and unusual, they can have strong psychological effects, even on well trained, experienced employees. The term “critical incident,” as used in this Policy, is not to be confused with the term specified in Policy GJ-2, Critical Incident Investigations.

Employee: A person currently employed with the Office in a classified, unclassified, full-time, part-time, contract, or probationary status.

Industrial Injury: An injury or illness that the employee or volunteer reports as having arose out of the course of employment.

Line-of-Duty Death: The unnatural death of an employee or volunteer while performing his duties for the Office.

Non-Line-of-Duty Death: The non-work-related death of any active or retired employee or volunteer. This includes the natural death of an on-duty employee or volunteer.

Peace Officer Capacity: Working as a peace officer performing law enforcement functions.

Volunteer: A person who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered.

PROCEDURES

1. Reporting and Documenting an Industrial Injury: When an industrial injury occurs, whether the injury was treated with first aid or by medical personnel, the incident shall be immediately reported to the employee’s or volunteer’s supervisor.
   A. Injured Employee or Volunteer Responsibilities: The employee or volunteer shall immediately notify their supervisor that the industrial injury has taken place. Unless incapacitation from the injury does not make this possible, the employee or volunteer shall:
1. Complete and submit an *Industrial Injury/Significant Exposure Memorandum* to the supervisor prior to the end of shift or upon return from medical treatment, if applicable. This memorandum can be found on the U:\Drive in the folder Occupational Safety Division\Forms\Incident and Exposure Forms.

2. If there was a significant exposure to bodily fluids, with or without injury, the employee or volunteer shall complete a *Report of Significant Exposure to Bodily Fluids* form and submit it to the supervisor prior to the end of shift or upon return from medical treatment, if applicable. This form can be found on the U:\Drive in the folder Occupational Safety Division\Forms\Incident and Exposure Forms.

3. If medical treatment is obtained for the injury or exposure incident, the supervisor shall be provided with a work status from the medical provider indicating whether the employee or volunteer is released to return to full duty/no restrictions or return with medical restrictions, and the scheduled date of any follow-up evaluation, if applicable.

B. Supervisor Responsibilities: Prior to the end of shift, the supervisor shall:

1. Complete and submit the Maricopa County Risk Management Online Claim Form found on the EBC Portal at [http://ebcportal.maricopa.gov/Pages/default.aspx](http://ebcportal.maricopa.gov/Pages/default.aspx). The form can be located after selecting Index, then scrolling down to Risk Management Documents\Online Claim Form. The form can also be found by going to the *Online Claim Form for Industrial Injuries* icon located on the LANdesk Portal Manager.

2. In the event the employee or volunteer was exposed to blood or other potentially infectious materials, provide the employee or volunteer the Fact Sheet for Significant Work Exposures. This document provides information regarding timelines for testing and requirements in the event that the employee or volunteer later develops a medical condition resulting from the exposure incident. The Fact Sheet is located on the U:\Drive in the folder Occupational Safety Division\Forms\Injury and Exposure forms.

3. Complete an entry in the Early Intervention System (EIS) Blue Team Other Tracked Behavior application documenting the injury. Only the injury and the cause of the injury shall be documented. Supervisor shall not document the employee’s or volunteer’s medical information, as specified in Health Insurance Portability and Accountability Act (HIPAA).

4. E-mail the following documents to the Occupational Safety Division (OSD), MCSOSafety@mcso.maricopa.gov and to the Employee Medical Leave Section (EMLS), EMLS@mcso.maricopa.gov:

   a. *Industrial Injury/Significant Exposure Memorandum* completed by the employee or volunteer.
   
   b. *Report of Significant Exposure to Bodily Fluids* form completed by the employee or volunteer, if there was a significant exposure to bodily fluids, with or without injury.
   
   c. Any paperwork received from the medical provider regarding the employee’s or volunteer’s work status. This paperwork must indicate whether the employee or volunteer is released to return to full duty/no restrictions or return with medical restrictions, and the scheduled date of any follow-up evaluation, if applicable.
5. Email or fax any paperwork received from the medical provider regarding the employee’s or volunteer’s work status to the Employee Medical Leave Section (EMLS), EMLS@mcsoc.maricopa.gov or via fax 602/876-0062. This paperwork must indicate whether the employee or volunteer is released to return to full duty/no restrictions or return with medical restrictions, and the scheduled date of any follow-up evaluation, if applicable.

2. **Investigation of the Industrial Injury:** The injured employee’s or volunteer’s supervisor shall initiate an investigation of the incident leading to the injury. The supervisor shall determine whether or not the injury was preventable. If the injury was preventable, the supervisor shall recommend, through the chain of command, specific safety measures be implemented to prevent a recurrence. Recommendation may include revision of work practices, the addition or elimination of equipment, or additional training for personnel. These findings and recommendations shall be documented in the supervisor’s *Industrial Injury/Significant Exposure Memorandum.* This form shall be e-mailed to both the OSD and the EMLS upon completion.

3. **Medical Treatment Options:**

   A. In the event of a minor or non-serious injury, for which treatment by a medical provider is not required, the supervisor shall respect the employee’s or volunteer’s decision. However, if the supervisor believes that medical attention is necessary, the supervisor may discuss the concern with the employee or volunteer.

   B. In the event of a non-serious injury for which immediate treatment by a medical provider is not required, a referral may be made to one of the industrial health clinics designated by Maricopa County Risk Management for treatment during regular business hours. It is preferable that the injured employee or volunteer visit a designated/contracted facility for an on-the-job injury.

   C. In the event of a non-serious injury, for which immediate treatment by a medical provider is required, a referral shall be made to one of the 24-hour contracted industrial health clinics or hospitals designated by Maricopa County Risk Management.

   D. In the event of a serious or life-threatening injury, call 9-1-1. The closest medical facility shall be used. If paramedics are providing medical treatment and transportation for the injured employee or volunteer, they shall transport the employee or volunteer to the medical facility of their choice.

   1. When a serious industrial injury occurs, the supervisor shall ensure that the employee’s or volunteer’s designated emergency contact person is notified, unless the employee or volunteer requests otherwise. Within Maricopa County, assistance may be granted to the employee’s or volunteer’s immediate family, such as transportation to and from a medical facility, or arranging for care of minor children.

   2. When an employee or volunteer has been examined and treated at a hospital, but not admitted, the supervisor shall direct the employee or volunteer to report to one of the designated industrial health clinics for follow-up treatment on the next business day.

   3. When an injured employee or volunteer requires in-patient hospitalization, the employee’s or volunteer’s supervisor shall promptly notify the appropriate division or bureau commander, and OSD. Notification must be provided to OSD within eight hours of the incident, to ensure that the Arizona Division of Occupational Safety and Health (ADOSH) reporting requirements are met.
4. In the event of an exposure to blood or other potentially infectious materials, refer to Policy CP-6, *Bloodborne Pathogens*. In the event of exposure to chickenpox or other airborne pathogen, refer to Policy CP-7, *Airborne Pathogens*.

4. **Medical Treatment of the Industrial Injury:** Once an employee or volunteer receives medical treatment for an industrial injury, the following shall occur:

   **A. Employee Responsibilities:**

   1. Promptly provide the supervisor with written documentation of the work status from the medical provider indicating whether the employee is released to return to full duty/no restrictions or return to work with medical restrictions, and the scheduled date of any follow-up evaluation, if applicable.

   2. If the medical provider has placed the employee on no work status, verbally inform the supervisor immediately regarding the anticipated duration of no work status and the date of the next follow-up visit.

   3. If the medical provider has issued medical restrictions, submit a *Request for Temporary Modified Duty Status* memorandum to the supervisor.

   4. Provide the supervisor with updated work status notices from the medical provider as they are received.

   5. Keep all appointments with the medical provider or reschedule in a timely manner.

   6. Abide by all medical restrictions, both at work and outside of work.

   **B. Volunteer Responsibilities:** Volunteers must provide to their supervisor a medical provider’s written release in order to return to providing volunteer services.

   **C. Supervisor Responsibilities:**

   1. Promptly forwarded to the EMLS, through e-mail, notification and documentation of the employee’s hospitalization, medical treatment, and any follow-up medical treatment including, but not limited to, the provider’s report and/or return to work authorization.

   2. If the employee has submitted a *Request for Temporary Modified Duty Status* memorandum, process this, as specified in Policy GD-16, *Modified Duty*.

5. **Absence due to an Industrial Injury:** In the event that an employee or volunteer shall be absent due to an industrial injury, the following shall occur:

   **A. Employee Responsibilities:**

   1. Upon returning to work, the employee shall submit a Maricopa County Employee Leave Request Form along with supporting medical documentation to the supervisor. If leave for the industrial injury has been determined by the EMLS as qualifying leave under the Family and Medical Leave Act (FMLA), designate the leave as such by checking the boxes for FMLA and the Employee’s Own Serious Health Condition on the Maricopa County Employee Leave Request Form.
2. When absent from duty for more than seven calendar days and it is unknown when the employee may be able to return to work, the employee must report their work status to the immediate supervisor at least once a week.

3. Prior to returning to work, the employee shall obtain and submit to the supervisor, the medical provider’s release authorizing the employee’s return to work. The release must indicate whether there are any medical restrictions.
   a. If medical restrictions impact the employee’s ability to perform the essential functions of the job, the employee shall submit a Request for Temporary Modified Duty Status to the supervisor, as specified in Policy GD-16, Modified Duty.
   b. If returning to full duty, the employee shall provide the supervisor the medical provider’s written release to return to full duty.

4. Once an employee returns to work, medical treatment for the industrial injury must be made on the employee’s own time, or covered with paid leave if taken during the employee’s normal scheduled work shift, as specified in Policy GC-1, Leaves and Absences.

B. Volunteer Responsibilities: Volunteers shall provide to their supervisor a medical provider's written release in order to return to providing volunteer services.

C. Supervisor Responsibilities:
   1. Upon submission by the employee, forward all Employee Leave Requests Forms through the chain of command to the EMLS, along with additional medical documentation that was received.
   2. When the employee is absent from duty for more than seven calendar days and it is unknown when the employee may be able to return to work, ensure that the employee is checking in at least once a week with their work status.
   3. When the employee has submitted a medical release authorizing his return to work, determine whether a Request for Temporary Modified Duty Status is necessary. Complete any necessary paperwork and forward it through the chain of command to EMLS.
   4. Upon submission by a volunteer, forward the medical provider's written release through the chain of command to EMLS.

6. **Contracted Industrial Health Clinics:** It shall be the responsibility of EMLS to distribute updated lists of designated contracted industrial health clinics as they are advised by Maricopa County Risk Management, but no less frequently than once a year. Each division commander shall be responsible for ensuring the information is posted in a prominent place.

7. **Maricopa County Risk Management:** Maricopa County Risk Management shall make the determination as to whether a reported industrial injury or illness is accepted for coverage under workers’ compensation. Maricopa County Risk Management shall evaluate workers’ compensation claims, as specified in Maricopa County Policy A2223, Funding and Payment of Workers’ Compensation Claims.

8. **Fatality, Hospitalization, Amputation, or Loss of an Eye due to a Work-Related Incident:** Reporting requirements for fatalities, hospitalizations, amputations, and loss of eye/eyes as a result of work-related incidents are mandated by ADOSH.
A. For emergency incidents listed below, supervisors shall contact OSD through the Communications Division as soon as possible, no later than the end of the work shift or within eight hours of the incident, whichever is sooner. If the supervisor does not learn of a reportable incident at the time it occurs, the supervisor shall notify OSD as soon as he becomes aware of the incident.

1. Work-related employee or volunteer fatality;
2. In-patient employee or volunteer hospitalization;
3. Amputations; or
4. Loss of an eye and/or eyes.

B. When reporting an injury or death, the following information shall be provided:

1. The location of the incident;
2. The time of the incident;
3. The number of fatalities or hospitalized employees or volunteers;
4. The contact person;
5. The contact person’s phone number; and
6. A brief description of the incident.

9. Critical Incident Stress Management (CISM) Program: The Office’s Critical Incident Stress Management (CISM) Program attempts to hasten the rate of recovery for people who are having normal reactions to abnormal events. Supervisory personnel shall ensure that the CISM coordinator is notified as specified in Policy GC-22, Critical Incident Stress Management Program.

10. Line-of-Duty Death: When a line-of-duty death occurs, it shall be reported immediately through the chain of command to OSD, a Public Information Officer (PIO), and the Sheriff. The deceased employee’s or volunteer’s supervisor shall be responsible for initiating notification procedures, and ensuring that the employee’s next of kin are notified. Next of kin notifications shall be made by Office command staff or supervisory personnel, in person when possible, and completed as soon as possible.

11. Unnatural Death while Working Off Duty in a Peace Officer Capacity: An employee who suffers an unnatural death while working off duty in a peace officer capacity, or taking law enforcement action, may be accorded all the protocols appropriate to a line-of-duty death. Any employee or volunteer learning of the death shall immediately notify a supervisor, who shall ensure that notice is forwarded immediately through the chain of command to the OSD, a PIO, and the Sheriff.

12. Non-Line-of-Duty Death: When a non-line-of-duty death occurs, the deceased employee’s or volunteer’s supervisor shall be responsible for notifying the chain of command. If the death occurs while the employee or volunteer is on duty or off duty but on Office premises, the supervisor shall also be responsible for notifying the next of kin, in person, whenever possible. If the deceased is a retired employee, any employee or volunteer having information of the death is requested to notify the Human Resources Bureau Chief, through the chain of command.
13. **In-Memoriam Ribbon:** The black elastic in-memoriam ribbon shall normally be worn for the line-of-duty death of an Arizona law enforcement officer, Office employee, or volunteer. The in-memoriam ribbon may be worn on other occasions, when authorized by the Office.

   A. When the in-memoriam ribbon is authorized to be worn, Sheriff’s administrative personnel shall send notification throughout the Office by e-mail.

   B. The in-memoriam ribbon shall be worn through the day of the funeral or memorial service. If no services are held, or if the services are conducted out-of-state, the in-memoriam ribbon shall be worn during the time period specified by the Office.

   C. Uniformed personnel shall display the in-memoriam ribbon horizontally across the middle of their Office badge. Sworn personnel who are non-uniformed may display their in-memoriam ribbon in the same manner when displaying a sheathed flat badge.

   D. Other personnel may display the in-memoriam ribbon horizontally across the middle of their Office identification card.

14. **Assisting the Deceased Employee’s or Volunteer’s Family:** The Human Resources Bureau Chief, or his designee, shall be responsible for offering to assist the deceased employee’s or volunteer’s family. Duties of the designated employee may include, but are not limited to, the following:

   A. Contacting the deceased employee’s or volunteer’s family and determining the assistance needed or desired.

   B. Assisting with return of any Office-issued property or equipment to the Training Division.

   C. Assisting the family in making funeral arrangements. The family shall be advised of the extent of funeral services provided by the Office. When a military funeral is requested by the family, the Veteran’s Administration shall be contacted.

   D. Contacting Maricopa County departments or outside organizations from which the family may receive assistance and facilitating the family’s receipt of benefits.

   E. Recording, safeguarding, and forwarding any funds donated to the family. Disbursement of such funds shall be determined by the family.

   F. Notifying other law enforcement agencies and organizations that may be concerned with the employee’s or volunteer’s death.

   G. Recording the names of all the outside agencies attending the funeral, and ensuring that letters of appreciation are sent, if the death was a line-of-duty death.

15. **Office-Conducted Funeral Services:** Office-conducted funerals shall be authorized in all line-of-duty deaths of Office employees or volunteers and may be authorized in non-line-of-duty deaths, subject to the approval of the Sheriff, or his designee.

   A. During an Office-conducted funeral for a non-veteran, an American flag shall be supplied by the Office and draped over the casket for line-of-duty deaths. If the employee or volunteer was a military veteran, the flag shall be provided by the mortuary.

   B. Funeral services and itinerary may vary, as determined by the family of the deceased. However, funeral services shall be conducted in the following manner:
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1. Uniformed personnel shall line up facing each other along both sides of the pathway leading from the funeral coach to the church. The line shall normally be formed using Office Honor Guard members and honor guard members from other agencies.

2. Pallbearers shall carry the casket from the funeral coach to the church. Uniformed personnel shall salute on command of the Honor Guard Commander, or his designee, prior to the casket being taken out of the funeral coach. Procedures are reversed when the casket is removed from the church and returned to the funeral coach.

3. Vehicles in the funeral procession shall normally be in the following order:
   a. Escort motorcycles;
   b. Funeral coach and family cars;
   c. Command staff vehicles and the vehicles of other dignitaries;
   d. Marked Office vehicles;
   e. Marked outside-agency vehicles;
   f. Unmarked Office vehicles and unmarked outside-agency vehicles; and
   g. Civilian vehicles.

4. Upon arrival at the gravesite, uniformed personnel shall form in ranks between the gravesite and the funeral coach.

5. Uniformed Office personnel shall salute on command of the Honor Guard Commander, or his designee, prior to the casket being removed from the funeral coach.

6. Religious rites shall be conducted.

7. The flag shall be removed from the casket and uniformed personnel shall be ordered to salute by the Honor Guard Commander, or his designee. The flag shall be held open until completion of the 21-gun salute, taps, and the missing-man fly-over, if applicable. At the command of order arms, the Honor Guard shall fold the flag and present it to the Sheriff, or the ranking command officer, who shall then present it to the surviving spouse or family member.

8. Uniformed Office personnel shall be dismissed by the Enforcement Support Commander, or his designee, at the conclusion of the ceremony.

9. When authorized by the Sheriff, the flags shall be flown at half-mast at Office facilities throughout the day of the funeral or memorial service.

C. The Enforcement Support Commander, or his designee, with approval of the Sheriff, may determine the funeral procession route, and the number and type of Office vehicles to be used.

In a line-of-duty death, the Office may provide marked patrol vehicles for the funeral procession and traffic control. The number of vehicles provided shall be determined by the affected divisions’ supervisors based on Office manpower needs and equipment constraints.
2. In a non-line-of-duty death, the Office may provide up to three marked patrol vehicles for the funeral procession. Traffic control shall not be provided by the Office.

16. **Uniform for Funerals:** Uniformed personnel attending Office or out-of-agency funerals shall wear the Class “A” uniform. Non-uniformed personnel shall wear business attire. Gun belts and equipment need not be worn by uniformed pallbearers.

A. Personnel who are off duty may attend the funeral. However, no overtime compensation shall be authorized.

B. On-duty Office personnel may attend the funeral with the permission of their supervisor. Supervisors shall determine who may attend based on manpower and equipment needs.

17. **Honor Guard:** The Office shall determine when the participation and compensation of the Honor Guard is to be authorized. The Honor Guard shall normally be used for line-of-duty deaths. The Honor Guard may be used for non-line-of-duty deaths, if requested by the family. If the Honor Guard is used, the unit shall wear the approved Honor Guard uniform.

18. **Marked Vehicle Use for Other Law Enforcement Line of Duty Deaths:** The Office may authorize marked patrol vehicles to participate in line-of-duty funerals for other law enforcement agencies in Arizona.