

Medina Police Department

Subject: Injury on Duty	Policy Number: 4130	Injury on Duty 4130
Reference: City Personnel Policy	Pages: 2	
Personnel: Sworn and Non-Sworn Personnel		
Issue Date: 01-01-2004	Revised Date: 11-17-2020	

4130.1 – INTRODUCTION

The City of Medina is a member of the "Workers Compensation" system established by State Law.

4130.2 – POLICY

If you are injured on duty or contract an illness or disease directly as a result of your duties as a police officer for the City of Medina, you will receive compensation under the Workers Compensation Law.

It should be noted the initial step in the processing of a claim is made by the city clerk after receiving a "First Report of Injury" form.

4130.3 – PROCEDURE

All injuries are to be reported immediately in the following manner:

1. In person; or
2. By phone; or
3. Through another member of the police department.

All accidents and/or injuries must be reported by the injured member to their supervisor as soon as possible. The supervisor will complete the forms supplied by the City's insurance carrier. These forms are available from the deputy City clerk or the police administrative assistant. All vehicular type accidents must be accompanied by a regular investigation report. These reports shall contain, in addition to the regular information, the name of the insurance company of the other party involved in the accident and all other pertinent facts involved.

All employees involved in accidents that cause personal injuries shall be required to have immediate medical attention at the hospital, so proper medical records will be available for use by insurance carriers.

In the event an officer confronts a situation in which another police officer has been injured, whether on-duty or off-duty, he/she will write a report applicable to the situation; such as, an incident report, traffic accident report, etc. This report should be written regardless of the extent of injury.

The reporting officer will notify the Chief of Police relating the details of the incident. The Chief of Police will then make the necessary notifications in order that the appropriate people may be aware of future implications resulting from the accident as to the safety of others, etc.

It is very important that the name of the insurance companies of the persons involved in accidents with City equipment and those involved in damaging City property be obtained by the investigating officer. The department is called upon for this information and other information regarding all of these accidents. In the event that the information is not available, so state on the report form or attach a notation to this effect.

4130.4 - WORKERS COMPENSATION

All medical and physician invoices resulting from workers compensation claims must be billed to the City of Medina. They must include the name of injured, date of injury, nature of injury, and description of professional services rendered before each invoice is submitted for payment.

All checks generated as a result of workers compensation claims are to be cleared by the City clerk before they are cashed. This must be done for record keeping purposes.

Employees while receiving workers compensation may not work off-duty in any capacity.