Operations Manual

MEDICAL

ASSISTANCE UNIT

San Diego Police

Department

September 2026

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I. MISSION STATEMENT

The San Diego Police Department's most valuable resource is its employees. The mission of the Medical Assistance Unit is to provide assistance and support to all Department personnel who are injured or ill due to a work-related, or non-work-related incident and to facilitate their prompt recovery and return to full employment. We are also committed to ensuring that every ill or injured employee feels valued.

GOALS

To inform all employees of available benefits and wellness programs.

To assist employees in obtaining the benefits to which they are entitled.

To ensure all supervisory personnel properly document work related injuries and/or illnesses.

OBJECTIVES

Review reports of employee injuries to ensure compliance with Department policy and procedures.

Administer a light duty placement program, coordinate, participate, and document reasonable accommodation meetings; as well as assign, coordinate, and transfer employees.

Track the duty status and assignments of industrially ill/injured employees.

Coordinate payroll and timekeeping information for employees on light duty and employees who are off work for more than 30 days as a result of an industrial illness/injury.

Contact industrially ill/injured employees on a regular basis.

Provide information regarding available benefits to ill/injured employees and assist them in applying for benefits to which they may be entitled.

Act as liaison between the Police Department and the Department of Risk Management, SDCERS, and the Personnel Department regarding ill/injured employees.

Represent the Police Department in Retirement Board, Worker's Compensation and Industrial Leave Hearings.

Review cases and prepare documents for the Chief of Police including Retirement Remarks, Removal of Police Powers Letters and Probation Extension Requests.

Coordinate blood draws.

Respond to hospital call outs.

Provide death and funeral assistance.

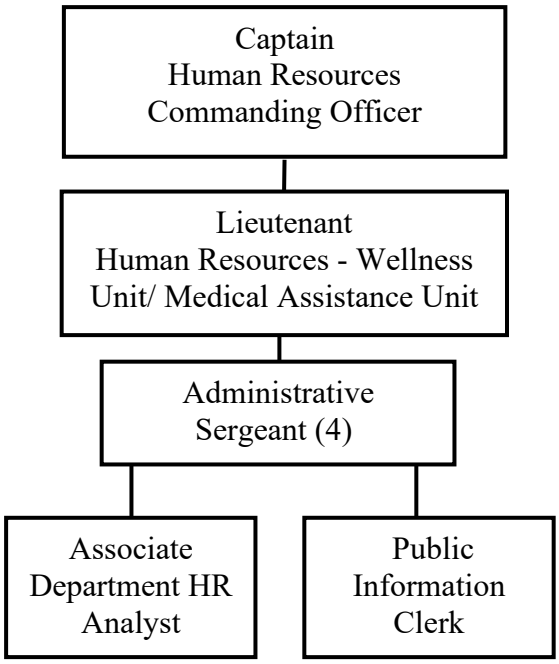
Collect and analyze data regarding ill/injured employees for administrative/OSHA purposes.

Conduct training.

Monitor/coordinate the contagious disease policy.

Coordinate and lead the Department Safety Focus Team.

II. ORGANIZATION CHART



III. ROLES AND RESPONSIBILITIES OF PERSONNEL

POSITIONS: Sergeants

ROLE: The Medical Assistance Sergeants report to the Lieutenant – Police Wellness Unit/ Medical Assistance Unit.

RESPONSIBILITIES:

- Review of all new injury packages.
- Review the sick and injured status report to ensure it is accurate and complete.
- Run a new report if it has not been done in the last week. Look for errors or status changes. Make appropriate inquiries and computer entries.
- Address any issues with the command that submitted the package.
- Call commands or employees as necessary to update information on sick, injured or light duty status. Arrange transfers between commands (to or from Human Resources, CTRU, etc.) in accordance with Medical Assistance Unit policy.
- Make appropriate computer entries, payroll notifications and log entries.
- Review and make light duty assignments.
- Employee assistance liaison between Department employees and Risk Management.
- Review memos from Risk Management to employees regarding permanent and stationary status, denial of industrial leave, industrial leave payment start/stop, and expiration/exhaustion of industrial leave.
- Assist employees regarding their benefits and rights regarding industrial leave and denials.
- Participate, with Risk Management, in scheduled meetings regarding industrially ill/injured employees.
- Work with Risk Management to coordinate the rehabilitation of injured employees.
- Coordinate employee fitness for duty examinations.
- Prepare and serve suspension/resumption of police powers memos.
- Monitor and serve Probation Extension memos to eligible employees.

- Attend Retirement Board meetings to assist retiring employees and report status to Human Resources as soon as possible.

- Regularly contact ill/injured employees.

- Serve as the bereavement officer and coordinate Department employee funeral arrangements.

- Assist the deceased employee's family with death benefits.

- Respond to call outs during non-business hours.

- Process injury packages.

- Administer Medical Assistance Tracking Database.

- Prepare weekly report for staff meeting.

- Provide information and assistance to department personnel regarding medical benefit programs.

- Coordinate scheduling and deliver line-up training at the various area commands when new programs or procedures are implemented and/or to reinforce current procedures.

- Process subpoenas for employees on medical leave.

- Collect weekly light duty rosters from area commands.

IV. RULES AND REGULATIONS

A. WORK SCHEDULE

The Medical Assistance Unit's office hours are 6:00 a.m. to 4:00 p.m., Monday through Friday. The Medical Assistance Unit staff will be scheduled to provide weekday coverage and on-call coverage during non-duty hours.

B. UNIFORM/ATTIRE

Appropriate professional office attire is required. Sworn personnel have the option of wearing the police uniform or appropriate office attire. Sworn personnel also have the option of wearing a black polo shirt embroidered with the SDPD patch on the left chest and "Medical Assistance Unit" embroidered underneath the patch; with tan cargo pants and black sneakers.

C. OFFICE SECURITY

Office security shall be maintained at all times. Confidential documents are not to be left out where a visitor or unauthorized person may have access. All visitors to Medical Assistance must receive permission before entering past the front counter.

VI. OPERATING PROCEDURES

1. PAYROLL PROCEDURES

All staff members must call their immediate supervisor to report illness as soon as possible, but no later than the start of their shift. A telephone number where they can be reached must be left if a message is left on voicemail. If the staff member leaves a message on voicemail, an additional message should be left on the second level supervisor's voicemail to ensure receipt.

All employees are required to accurately reflect the hours worked each day on their own timecard. Leave slips must be turned in on a timely basis and should be completed and approved prior to the date(s) of leave.

All requests for time off, other than due to unexpected illness or injury, must be pre-approved as far in advance as possible.



ACCOMMODATION REQUESTS

It is the City's policy to provide a reasonable accommodation for the known disability of an applicant or employee unless it would impose an undue hardship to the City or result in a direct threat to the applicant, employee, or others.

Administrative Regulation 96.21 outlines the procedures to be followed. The Medical Assistance Sergeants are responsible for assisting supervisors with requests for reasonable accommodations, coordinating requests with the Department RA Coordinator, HR Manager and the City Accommodation Manager.

CALL-OUT PROCEDURES (BLOOD DRAWS)

The following steps should be taken in the event of a significant exposure to blood or other body fluids (this includes needle stick injuries and human bites suffered by Department members).

- Advise the employee who has been exposed to another's blood or bodily fluids to immediately seek treatment at a designated City of San Diego Medical Provider Network (MPN) facility. Special antibiotic treatments may be available following an exposure.

- Advise the person who called you, if the suspect is going to the hospital, or getting treated by the paramedics; to request blood be drawn by the hospital in accordance with established protocol (The Ryan White Act) for first responder exposures.

- When a Medical Assistance Unit Sergeant is called out to a hospital setting for an exposure incident, the Medical Assistance Unit Sergeant will complete a communicable disease exposure report form. A copy of this form will be provided to the hospital staff and another retained by the Medical Assistance Unit Sergeant. The Medical Assistance Unit Sergeant will then ensure the hospital is obtaining a sample and submitting the sample for testing in accordance with established protocol for first responder exposures. The Medical Assistance Unit Sergeant will also coordinate with the medical facility's infection control officer to ensure the process has been completed.

- The Medical Assistance Unit Sergeant will explain exposure protocol to the suspect and try to obtain consent to draw the blood. Explain that our investigation has absolutely nothing to do with the criminal case that we only want to test the blood for safety reasons and the results will only be used in our investigation. If the suspect signs the form, give him/her a copy.

- Make sure the suspect signs the consent form and provide the suspect a copy. In addition to the phlebotomist, Medical Assistance Unit Sergeants will provide the consent form as necessary.

- If the suspect will not give consent, then a court order needs to be sought. Ensure the suspect knows an order will be approved and a blood sample will be obtained. Maintain copies of the court order.

- Once the blood sample has been legally obtained outside of the hospital setting, the sample will be placed in a zip-lock bag or Tupperware, if necessary refrigerated and transported as soon as possible to the Sharp Rees-Stealy Occupational Health Section, located at 300 Fir St. (2nd Floor) San Diego, CA 92101.

- The blood sample must be refrigerated and taken to Sharp Rees-Stealy within 72 hours of obtaining the sample in order to obtain an accurate reading. The blood sample must be accompanied by either the court order or the consent form along with a letter listing the suspect and officer's name and date of birth.

- In the event of a blood or bodily exposure from a deceased person, the affected member should immediately seek treatment at a designated City of San Diego Medical Provider Network (MPN) facility. Special antibiotic treatments may be available following an exposure. The treating physician at an MPN facility must prepare a memorandum on official MPN letterhead stating the specific affected member was exposed by the decedent, including the member's phone number for future contact, it must include the decedent's name and DOB, as well as the attending physician's name. This letterhead must be faxed to the County Medical Examiner. The Medical Examiner will follow up directly with the affected employee. The Medical Assistance Sergeant will also facilitate coordination with the Medical Examiner in accordance with established protocol for exposure incidents.

CALL-OUT PROCEDURES (GENERAL)

The on-call Medical Assistance Sergeant must be contacted in the following situations:

- Any injury, including traffic collisions, to an employee on or off-duty where the employee is transported by ambulance to a medical facility.

- Upon a significant exposure to blood or other body fluids (this includes needle stick injuries and human bites suffered by Department members).

- Upon serious injury or illness occurring on or off-duty.

- Upon the death of an employee, occurring on or off-duty.

The Watch Commander's office will be provided with a call-out schedule and contact list on a bi-weekly basis.

The on-call Sergeant normally handles all call-outs for a two-week period. The call-out changes at 0700 hours on the scheduled date of change. The off-call Medical Assistance Sergeant may be available for standby call-out in case the on-call Sergeant is handling a case.

CALL-OUT PROCEDURES (HOSPITAL)

The following steps should be undertaken in the event of any illness or injury, including traffic collisions, to an employee on or off-duty where the employee is transported by ambulance to a medical facility.

- Receive a telephone call advising the employee has been transported or taken to the hospital, on or off-duty.

- Notify the Watch Commander if they are not the one who called regarding the injured employee.

- Notify Risk Management's Call in Center if officer lost consciousness, is hospitalized for more than merely observation, or expires, so they can report to OSHA. There is only an 8-hour window for notifying OSHA.

- Respond to the hospital and contact the employee and/or family members.

If the injury or illness is work related, complete the following:

- Fill out the complete injury package for the employee and bring the package back to the office.

- Notify the hospital administration that the claim will be a Worker's Compensation claim and provide the appropriate claim information (i.e. Risk Management's address, contact information, and the Medical Assistance Unit's office number).

- Assist Employee's supervisor with injury package as necessary

- Notify Risk Management regarding the incoming package.

COURT EXCUSAL

When an employee is off work on industrial leave/4850, LTD (except pregnancy), subpoenas for that employee will be routed to Medical Assistance Unit for processing.

When the subpoena is received, the employee records in the Medical Assistance Tracking Database will confirm that the employee is on industrial leave/4850/LTD. Once confirmed, the Officer Declaration for Continuance form will be prepared. The Officer Declaration for Continuance form, modified for Medical Assistance Unit use, can be found in G: Medical Assistance /Subpoena/ Subpoena draft/ Forms/ Court Excusal form.doc.

If the subpoena is from the District Attorney's office, call the paralegal listed on the subpoena and give notice that the employee cannot be served with the subpoena due to the employee being on "approved medical leave". An expected return date or the nature of the employee's medical condition may not be given to the District Attorney's Office. If the subpoena is from the City Attorney's Office, no phone call is necessary.

After the phone notification, if necessary, is made, one copy of the subpoena and the court excusal form will be made. The *subpoena* will be stapled to the *photocopy of the court excusal* form and place both forms into the subpoena binder in the Medical Assistance Unit. The copy of the subpoena and the original of the court excusal form are faxed to the court liaison or Kearney Mesa Traffic Court. No cover sheet is necessary for the fax. The copy of the subpoena and the original court excusal form are stapled together and mailed to the court liaison at MS 721B or MS 36 (Traffic Court).

If the subpoena is for an employee who was previously off work but is now currently working, mail the subpoena to the command the employee transferred to with a note stating that the employee has returned to work.

DEATH ASSISTANCE

The Medical Assistance Unit is responsible for providing assistance to officers and/or their families in the event of an officer death or serious injury. The assistance includes providing information regarding employee benefits and coordinating the response of other City Departments (e.g., Risk Management, Worker's Compensation Unit).

Call Out Procedures:

Upon the death of an employee occurring on duty:

- The Medical Assistance Unit will be called to respond to the incident.
- The Commanding Officer - Police Human Resources will be notified of the incident by the Medical Assistance Sergeant.

Upon serious injury (life threatening injury, employee admitted to the hospital) to an employee occurring on duty:

- The Duty Medical Assistance Sergeant will be notified of the incident. The Sergeant will determine if a response to the incident will be needed.

- The Commanding Officer - Police Human Resources will be notified of the incident by the Medical Assistance Sergeant.

Responsibilities at Scene:

The Medical Assistance Sergeant should respond to the scene of the injury or death, or to the hospital involved as appropriate. The Sergeant should contact the immediate supervisor of the involved officer(s) and insure proper reporting of the injury in accordance with Department Procedure 5.1. The Medical Assistance Sergeant should respond to questions regarding Worker's Compensation issues and reporting procedures.

The Sergeant should serve as a resource to the family. Survivors often have questions requiring someone knowledgeable in Worker's Compensation issues and benefits. This contact further assists the survivors by giving them one person to rely on through the final settlement of the case.

Responsibilities after Death/Hospitalization:

The Medical Assistance Sergeant serves as a liaison between Risk Management and the family. Risk Management will normally refer all dealings with the survivors to the Medical Assistance Unit.

The Medical Assistance Sergeant is responsible for ensuring that claims are filed for applicable benefits. In case of death this may include:

- Federal Death Benefits - coordinate with P.O.A.

- Retirement Benefits

- Social Security Benefits

- Veterans Benefits

- Workers' Compensation Benefits.

Death Assistance

The Medical Assistance Sergeants perform the duties of the Death Assistance Officer. The responsibilities are sent forth in Department Procedure 5.06 (Officer Deaths).

Detailed information about the conduct of officer funerals can be found in the Procedure for Police Officer Funerals and the Funerals File in the Medical Assistance Unit.

Other Agency Funerals:

The Medical Assistance Sergeants are responsible for coordinating vehicle availability and assignment of personnel in other agency funerals.

Generally, the Department will send one marked vehicle and up to five (5) officers to other agency funerals in Southern California if San Diego Police personnel express an interest in attending. Additionally, the Traffic Division will generally send one Motor Sergeant and four (4) Motor Officers.

See Department Procedure 5.06 for detailed instructions.

Call Out Information:

The Medical Assistance Sergeants are responsible for updating the Watch Commander on changes in the Medical Assistance Unit Call-Out Roster. This roster contains the names and phone numbers of the assigned on-call Sergeant.

HEARINGS

Industrial Leave Appeal Hearings:

Per Administrative Regulation 63.00, an employee may appeal the denial of Industrial Leave/4850 time by the Workers' Compensation Administration.

The Commanding Officer of Police Human Resources arranges for a meeting in which the affected employee may appeal the denial of Industrial Leave/4850 time. As the Department representative, the Medical Assistance Sergeants/Associate Department HR Analyst attends these hearings, after being notified by the Human Resource Office. The Medical Assistance Sergeants may present information in support of, or contra, the claim appealed by the employee.

Workers' Compensation Appeals Board Hearings (WCAB):

The Medical Assistance Sergeants must maintain contact with Risk Management in all complex or extended cases, as it may be necessary to testify at a WCAB Hearing.

Testimony at a WCAB hearing may include, but not be limited to:

- Correspondence with the employee regarding modified duty job offers.
- Past conversations with the employee by phone or in person.

It is important for the Medical Assistance Sergeants to be familiar with the progress and status of a case before the WCAB Preparation may include a "pre-trial conference" with the Deputy City Attorney assigned to the case. An understanding of the chronological sequence of events is essential.

NOTE: Due to the probability of litigation, notes should be made on all conversations, reports, observations, in those cases identified as complex or of extended duration, especially stress cases. Notes should include correspondence/conversations between the Medical Assistance Sergeants, the employee, involved City Departments.

INDUSTRIAL LEAVE/4850 RECOMMENDATIONS

After reviewing the completed injury packet the Medical Assistance Sergeants will sign the RM-1634 Form as the Department/Division Head Designee.

For detailed information on eligibility for Industrial Leave/4850 time, see Administrative Regulation 63.00 (Appendix C).

Medical Status Report for Occupational Injury/Illness (RM 1634):

After the initial injury package is complete, employees may submit additional forms when they see a doctor. The Medical Assistance Sergeants will review and process these reports. The Medical Assistance Sergeants may complete the Department recommendations section consistent with the original recommendation for the injury.

The Medical Assistance Sergeants will update the Medical Assistance Tracking Database as appropriate. The original (white) copy of the claim is sent to Risk Management while the colored copies are filed.

Unusual Cases:

The Worker's Compensation Claims Supervisor should be notified by telephone or email when the following claims are received:

- Serious injury (hospitalization) or death of an employee (industrial causation).
- Psychiatric or stress claims.

Approval/Denial of Claims:

All requests for Industrial Leave/4850 and Workers' Compensation benefits shall be forwarded to the Worker's Compensation Unit of the Department of Risk Management. This department reviews all requests and makes the decision on whether the circumstances qualify the employee for benefits. Failure to forward such requests may result in a summary denial of benefits and may deny the employee the opportunity to appeal.

Industrial Leave/4850 Denials:

When Risk Management denies Industrial Leave/4850 time, the claims representative will prepare a denial memorandum. This memorandum is addressed to the employee and explains the reason for the denial and the procedure for appeal.

A copy of the memorandum is filed in the employee's medical assistance file.

LEAD TESTING

A purchase order (PO) has been established with Concentra Medical Group to test the Range staff on an annual basis for lead poisoning. Testing is also available for all Police Department employees.

Medical Leave-Sharing Program

Purpose

The City of San Diego offers a Medical Leave-Sharing Plan to give City employees the ability to assist other City employees who face extended leaves without pay due to a major health crisis, whether their own, or a family member. Although this program establishes a mechanism for leave transfers, participation is entirely voluntary. Employees are eligible to request a Medical Leave Bank from their date of hire.

For purposes of this plan, a "major health crisis" is defined as: (1) the employee's own medically certified "serious health condition," as defined by the federal Family and Medical Leave Act, (2) the medically-certified "serious health condition" of the employee's spouse, parent, child, sibling, grandparent, or grandchild (or in-law or step-relative in one of these relationships), (3) the medically-certified "serious health condition" of the employee's registered domestic partner, or (4) the death of the employee's spouse, parent, child, sibling, grandparent, or grandchild (or in-law or step-relative in one of these relationships), or employee's registered domestic partner (provided that a City of San Diego Affidavit of Domestic Partnership has been submitted). The determination of whether a major health crisis exists is made by the Human Resources Department Director or designee.

Procedure

A. Employee initiates an electronic request for a Medical Leave Bank to be established in accordance with this policy. To access the application go to CityNet\Human Resources\Documents and Forms\Leave Sharing Plans.

1. The employee must have exhausted or expect to exhaust his or her accrued leave bucket (to be verified by the department payroll specialist), as a result of a qualifying event in order to establish a Medical Leave Bank.

a. If an employee is diagnosed as terminally ill, a Medical Leave Bank may be established without meeting this requirement. In such cases, the donated leave will be paid out when the employee leaves work due to illness.

b. A recipient's total annual leave balance including donated leave cannot exceed 2,080 hours.

NOTE: Notification of the creation of a Medical Leave or Catastrophic Leave Bank to potential donors is the responsibility of the employee, not the department. No City equipment, including the e-mail system, may be used to disseminate information about a Medical Leave Bank. Employees may work with their recognized employee organizations to disseminate the request for leave through means other than the City e-mail system. However, if requested by the employee in the Request for Establishing Medical Leave Bank form, the City will publicize on the Human Resources Department's *Citynet* webpage, the employee requestor's name, and the dates the Medical Leave Bank opens and closes.

Catastrophic Leave Plan Program

Purpose

Establish a City of San Diego-administered Catastrophic Leave Bank permitting City employees to assist other City employees who face extended leaves without pay due to a catastrophic occurrence in their lives. For the purpose of this plan, a "catastrophic occurrence" is defined as any event that would qualify the employee for a leave under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), Americans with Disabilities Act (ADA), other local, state, or federally protected leave, and other extraordinary circumstances as determined by the Human Resources Director or designee. Although this Program establishes a mechanism for leave transfers, participation is entirely voluntary.

Employees are eligible to request a Catastrophic Leave Bank from their date of hire. Catastrophic leave coverage shall be extended to events affecting registered domestic partners provided that a City of San Diego Affidavit of Domestic Partnership has been submitted.

Procedure

A. Employee initiates an electronic request for a Catastrophic Leave Bank to be established in accordance with this policy. To access the application go to CityNet\Human Resources\Documents and Forms\Leave Sharing Plans.

1. The employee must have exhausted or expect to exhaust his or her accrued leave bucket (to be verified by the department payroll specialist), as a result of a qualifying event in order to establish a Medical Leave Bank.

2. A recipient's total annual leave balance including donated leave cannot exceed 2,080 hours.

B. Donations of annual leave may be made to an employee eligible for Catastrophic Leave. To access the application go to CityNet\Human Resources\Documents and Forms\Leave Sharing Plans.

1. Donations of leave are strictly voluntary; the City will maintain the identity of Leave Bank donors in absolute confidence.

2. Employees may only donate accrued annual leave.

3. Donations must be made in whole-hour increments.

4. Donors must have at least 160 hours of annual leave (which includes donated Medical Leave) and Catastrophic Leave remaining after the donated time has been deducted.

5. Once donated to the Leave Bank, donated leave cannot be returned to the donor.

NOTE: Notification of the creation of a Medical/Catastrophic Leave Bank to potential donors is the responsibility of the employee, not the department. No City equipment, including the e-mail system, may be used to disseminate information about a Medical Leave Bank. Employees may work with their recognized employee organizations to disseminate the request for leave through means other than the City e-mail system. However, if requested by the employee in the Request for Establishing Medical Leave Bank form, the City will publicize on the Human Resources Department's *Citynet* webpage, the employee requestor's name, and the dates the Medical Leave Bank opens and closes.

MODIFIED/LIGHT DUTY PROGRAM

The Medical Assistance Unit administers the Police Department's Light Duty Program with the assistance of the Department's Reasonable Accommodation Coordinator as outlined in Department Procedure 5.02.

For detailed information on light duty see Department Procedure 5.2 and Administrative Regulation 75.40 (Appendix J).

MEDICAL ASSISTANCE EMPLOYEE RECORDS

Last Revised: September, 2009
Administrative Regulation: 63.00
Department Policy/Procedure: 5.08
Personnel Regulation (if any): J-4, I-2, I-3

Statement of Confidentiality:

Information contained within the Human Resources and Medical Assistance Units are considered personnel files and are therefore confidential. They are to be treated with strict confidentiality. The release of any such information is to be cleared through Medical Assistance.

Relevant regulations can be found in the Personnel Manual: Index Code J-4. (Disclosure of Personnel Information); and Department Procedure 5.08 (Division and Personnel Files). (Appendix S).

Medical Status Reports are confidential and restrictions may be shared with an employee's supervisor/chain of command and anyone with a need and right to know the information to perform their work responsibilities. The supervisor needs to know what restrictions their employee may have so that they can ensure work assignments are within medical restrictions.

MEDICAL RETIREMENT MEMOS

When a Police Department employee applies for a Disability Retirement, the City's Retirement Administrator sends a memo to the Chief of Police requesting disability and retirement information. The Deputy Director – Police Human Resources is responsible for preparing the Department's Response. A sample memo from the Retirement Administrator is included in this section.

MEDICAL RETIREMENT PROCESSING

An agenda is available on the San Diego City Employees Retirement System (SDCERS) website 72 hours (Brown Act) before the scheduled meeting. The agenda will list the names of all Police Department employees whose retirement applications will be considered at the upcoming meeting.

The Human Resources Analysist will review the agenda to verify if department personnel are on the agenda.

Required Notifications:

The Human Resources Analysist is responsible for providing the name of each Department retiree and the effective date of the retirement to the following:

- The Administrative Aide II in the Police Human Resources Unit is responsible for processing employee resignations/retirements.

Return of Property:

For disability retirees who are off work, the Medical Assistance Sergeants must ensure that all issued Department property is returned when an employee retires.

Separation Documents:

For disability retirees who are off work, the Medical Assistance Sergeants are responsible for signing the Employee Separation Reporting Form (CS-40).

The Employee Separation Reporting form (CS-40) form shall be returned to the Human Resources Unit's Administrative Aide II.

Firearms Privileges:

The Medical Assistance Sergeants are responsible for making a preliminary determination based on work restrictions of whether a retiring, sworn employee should be granted the privilege of carrying a firearm in retirement (CCW). The Medical Assistance Sergeants will draft the appropriate notification to the employee for the Assistant Police Chief's signature.

Contacting the Retiree:

The Medical Assistance Sergeant is responsible for contacting each disability retiree. The Sergeant should:

- Advise employee that retirement has been approved. (Some retirees will have attended the Retirement Board meeting and already know)

- Arrange for the employee to return all issued Department equipment, including badges, I.D. cards, and firearms.

- Sworn personnel should also be invited to come to the Human Resources Unit, between 0800 and 1700 hours to receive a retired I.D. card and a retired badge.

- Explain whether firearms privileges (CCW) will be granted or denied. (A formal letter will be sent later.)

MINOR INJURY REPORTS (RM-1568)

All minor injury reports are forwarded to the Medical Assistance Unit. The Medical Assistance Sergeants shall review each report.

If the injury was caused by an assault on an employee, ensure that a Supervisor's Injury/Assault Report (Form RM-1564) has been submitted, including the appropriate crime and/or arrest reports. If the assault report is missing or incomplete send the Request for Information form, to the employee's command with a copy of the minor injury report. Keep the minor injury report and copy of the memorandum in the incomplete package file until the information is received.

If the assault reporting form is received and there are no injuries simply forward the reports to the Operational Support Unit.

If the form is reporting a communicable disease exposure, determine if treatment is required. If no treatment is required, mark the form "No Treatment Required". Sign and date the form and file in the employee's medical file.

All minor injury reports are filed in the employee's medical file in Medical Assistance Unit.

For additional information on minor injury and communicable disease exposure reporting, see Department Procedure 5.01 (Preparation of Injury, Assault and Medical Benefits Forms) and Administrative Regulation 75.16 (Occupational Exposure to Communicable Diseases) (Appendix P and H).

OSHA REQUIRED MEDICAL CERTIFICATIONS

Per OSHA required medical certifications. The contact person for all Dive, Self-Contained Breathing Apparatus (SCBA), and Air Purifying Respirator (APR) personnel shall contact the Medical Assistance Unit to schedule testing with Sharp Occupational Health located at 2020 Genesee Ave for certifications. The contact person is Carmen Quinn her direct line is (858) 616-8411 the general line is (858) 549-2710.

PARENTAL LEAVE

Administrative Regulation 95.89 – Parental Leave permits Eligible Employees to receive paid Parental Leave upon the birth or placement of a Child in which the Eligible Employee becomes a Parent of that Child (i.e. Eligible Event).

A Parent includes a biological, foster, or adoptive parent; a stepparent; custodian of a legal ward (i.e. legal guardian); or person in loco parentis over such a Child. Parent also includes the spouse or registered domestic partner of the person in the parental relationship.

Eligible Employees requesting Parental Leave must complete the Parental Leave Plan (Form H-8) and provide a Medical Certification or Affidavit to support their eligibility for Parental Leave prior to submitting their Parental Leave Plan.

For the Birth of a Child:

In addition to the Parental Leave Plan (Form H-8), a Medical Certificate from the Eligible Employee's healthcare provider must be provided which indicates the date of the birth along with the names of the registered Eligible Employee Parent(s).

For the Placement of a Child via Adoption, Foster Care, Stepparent, Legal Guardian or Loco Parentis:

In addition to the Parental Leave Plan (Form H-8), an Affidavit along with an official court order or other legal documentation that identifies the Eligible Employee's primary custodial responsibilities for the Child, consistent with the Eligible Employee's regular work schedule, is required to be provided to confirm eligibility for Parental Leave.

However, if the Eligible Employee does not have an official court order or other legal documentation, then additional supporting information may be attached to the Affidavit that identifies the Eligible Employee has primary custodial responsibilities for the Child.

PAYROLL AND TIMEKEEPING

Administrative Regulation: 63.00
Department Policy/Procedure: 1.18, 1.19, 1.20
Personnel Regulation: I-1, I-2, I-3, I-7

Payroll and timekeeping is a central part of the Medical Assistance Unit's work. It is extremely important for all members of the Unit to be thoroughly familiar with City and Department payroll procedures.

In order to successfully carry out their responsibilities, Unit members must have a working knowledge of:

Administrative Regulation 63.00 (Industrial Leave)

Department Procedure 1.18 (Payroll Procedure)
Department Procedure 1.19 (Bi-weekly Labor Cards)
Department Procedure 1.20 (Overtime Compensation)

Personnel Manual, Index Code I-1 (Leaves of Absence)
Personnel Manual, Index Code I-2 (Annual Leave)
Personnel Manual, Index Code I-3 (Sick Leave)
Personnel Manual, Index Code I-7 (Special Leave Without Pay)

Responsibilities:

The Medical Assistance Sergeants are responsible for verifying and approving payroll and timekeeping.

The Medical Assistance Sergeants will notify the OSS of changes in payroll status. The OSS will then be in charge of the following:

- Report transfers of personnel made by the Medical Assistance Unit to the Payroll Division, and to the Human Resources Unit Administrative Aide II and the gaining/losing unit's Payroll Specialist. This is done by computer entry and computer-generated reports.

- Maintain a bi-weekly roster of those employees assigned to Human Resources: a) in a light duty capacity; b) in an off-work capacity; and c) those employees regularly assigned to the Medical Assistance Unit.

- Prepare and submit time cards for employees assigned to the Unit.

- Facilitate smooth transition of Sick & Injured employees transferring from command to command by: a) anticipating payroll problems, e.g. changing from a

4/10 to a 5/8 schedule; and b) coordinating the reporting of employee status by Payroll Specialist in the involved Units.

- Assist in clarification of pay records when posting must be changed to reflect different leave coverage.

- Reconcile conflicting payroll reports or other discrepancies involving sick and injured employees.

The Medical Assistance Sergeants are responsible for approving cases where a transfer is initiated.

Employee Pay Information:

Industrial Leave: An employee with a qualified industrial injury is eligible for 2080 total hours (approximately one year's time) for each injury. The employee will continue to receive his/her normal salary and benefits, included pay raises, accrued vacation, and flex benefits. Employees on industrial leave do not get paid holidays.

4850 Time: A sworn employee with a qualified industrial injury is eligible for paid time off for each injury. The employee will continue to receive his/her normal salary and benefits, included pay raises, accrued vacation, and flex benefits.

Long Term Disability (LTD): An employee who has exhausted his/her industrial leave will be offered Long Term Disability (LTD). If the application is accepted, LTD can last ***up to one year***. The employee will receive approximately seventy (70%) of his/her salary, which is adjusted based on other income such as Workers' Compensation. LTD will pay the employee's personal basic life, health, and dental insurance as acquired through Flex Benefits. Risk Management will bill the employee for any additional dependents, originally covered through Flex Benefits or payroll deduction. The employee can elect to have those payments deducted from his/her LTD payments. Paychecks are deposited to his/her bank in the normal way.

Workers' Compensation (TTD): An employee will be offered Workers' Compensation after the 2080 hours of Industrial Leave are exhausted. The amount paid is not based on his/her salary. The benefit ranges depend on the date of injury. The check is sent from Risk Management to his/her home one week after City paydays.

SUBSTANCE ABUSE TESTING PROCEDURES FOR REASONABLE SUSPICION

Administrative Regulation: 97.00, section 4.6 states in part that "Employees may be required to undergo a compulsory medical examination which may include drug and alcohol screening if reasonable suspicion exists."

Supervisor Must Have Reasonable Suspicion – Administrative Regulation 97.00 defines Reasonable Suspicion as – a belief based on objective facts sufficient to lead a reasonably prudent person to suspect that an employee is under the influence of a substance so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced. Reasonable suspicion may result from actual observation of the use or ingestion of a substance by an employee. It may be based on reliable information that the employee is currently or has recently used or possessed a controlled substance, or open container with alcohol on the job. Reasonable suspicion may result from an observation of physical symptoms such as slurred speech; red, watery eyes; unsteady gait; dilated pupils; and drowsiness or actual sleeping on the job. In addition, reasonable suspicion may result from the observation of behavioral symptoms such as severe mood swings, unexplained personality changes, in attention to personal hygiene, and frequent accidents.

NOTE: If at all possible it is best to have a second supervisor also observe the symptoms that lead to the determination that there is or is not "reasonable suspicion." (if needed it can be a FTO, POIII, Field Lt., or supervisor from a nearby command). **It is important not to delay the process.**

1. **In Cases of Public Safety or Immediate Danger** to the public, other employees, or to the employees themselves, take immediate corrective action such as relieving the employee from his/her assigned duties.

2. **Notify Chain of Command and Prepare Documentation – S**upervisors will notify his/her immediate supervisor of the circumstances and must document the facts and observations in the body of a memo (example follows).

    - The Commanding Officer or designee will notify their Assistant Chief. It is vital that this notification be done immediately to ensure timely medical screening/testing of the employee.

    - If the Assistant Chief is unavailable, the Commanding Officer or designee will notify the Duty Assistant Chief.

    - Outside of normal business hours, the immediate supervisor will contact the Watch Commander's office, which will notify the Duty Assistant Chief.

3. **Approval for Medical Screening/Testing -** The Assistant Chief will determine if the employee should be medically screened/tested.

   - If approved during normal business hours (8:00 AM– 5:00 PM, M-F) , the Assistant Chief will contact the Police Human Resources Manager who will act as liaison with the City Human Resources Officer to obtain City approval for the screening. (If unable to reach the City Human Resources Officer, City HR's Deputy Directors or HR Director may authorize the medical screening).

   - Outside of normal business hours, (5 PM – 8 AM M-F, weekends, and holidays), The Assistant Chief will contact City Human Resources directly to obtain approval.

   - The memo should be scan/emailed to person contacted in HR for their review and approval.

   - See CityNet- https://citynet.sandiego.gov/sites/default/files/rs-test-request.pdf

4. **The Assistant Chief will notify the Commanding Officer** of the approval and the address of the medical facility, Concentra – 5575 Ruffin Road, Suite 100.

5. **Notice to Medical Facility –**City Human Resources will notify the Personnel Department's Medical Liaison Analyst, that a medical screening is authorized.

   - The Medical Liaison Analyst will notify Concentra of the need for a medical screening and advise them of the appropriate protocol.

6. **Upon verbal approval of City Human Resources** proceed directly to the medical facility:

   Concentra – 5575 Ruffin Road, Suite 100

7. **The Medical Screening –** The supervisor will drive the employee to the medical facility and will wait for the employee while the medical provider screens/tests the employee.

   a. If a drug or alcohol test is administered, the urine sample will be retained by the medical provider and sent to the testing laboratory.

8. **After the Medical Screening –** The supervisor will drive the employee home or back to work, where arrangements will be made to transport the employee home. Under no circumstances will the employee be allowed to operate any vehicle.

9. **Results Notification –** The City Personnel Department Medical Liaison Analyst will provide results of the medical screening/test by phone to the Executive Assistant Police Chief who will notify the employee's Assistant Chief.

TRAINING NEW SUPERVISORS

The Medical Assistance Unit conducts a one-hour block of training for new supervisors. This training is designed to familiarize supervisors with their responsibilities when dealing with sick and injured employees.

The following outline contains information used to conduct the class:

A. Medical Assistance Unit

1. Medical Benefits Assistance

2. Administrative Functions

a. Injury Package Processing

b. Light Duty Program

c. Liaison to Other Departments

B. Injury Reporting (Refer to Department Procedure 5.1)

1. Procedures

a. Notify Duty Lieutenant (serious injuries)

b. Medical Provider Selection

c. Reports (within 24 hours)

2. Forms

a. RM-1634

b. RM-1642

c. Supervisor's Accident Injury Investigation Report

d. FMLA/CRFA

e. Reasonable Accommodations

C. Communicable Diseases

1. Responsibilities of Supervisor/Employee

D. A.R. 62.00 – Administration of Workers' Compensation Liabilities

E. A.R. 63.00 – Industrial Leave
A.R. 75.40 – Administration of Temporary Light Duty

F. Department Procedure 5.2 (Light Duty)
A.R. 96.21 – City Policy for Individuals with Disabilities: Employment

USE OF ASSIGNED CITY VEHICLE

Department Policy/Procedure: 1.12; 1.16

The Medical Assistance Unit has been provided three (3) unmarked vehicles for business use.

Medical Assistance Unit employees assigned City owned vehicles, or who have checked out a City owned vehicle, and who are in an "on-call" or "callback" status, or there is a reasonable possibility that the employee will be subject to an afterhours call-out, **may**:

1. Use the City vehicle to commute to and from their workplace,

2. Conduct any legitimate Police Department business and/or any business related to the duties of the Medical Assistance Unit, anywhere within the City and County of San Diego. **When authorized**, use of the City vehicle may extend outside City and County limits,

3. To facilitate availability upon being called, use the City vehicle for personal business within San Diego County, while on-call.

The City vehicle is to remain at a police facility during vacations and other periods of leave.