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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; and recommend either approval/disapproval of claims.

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.

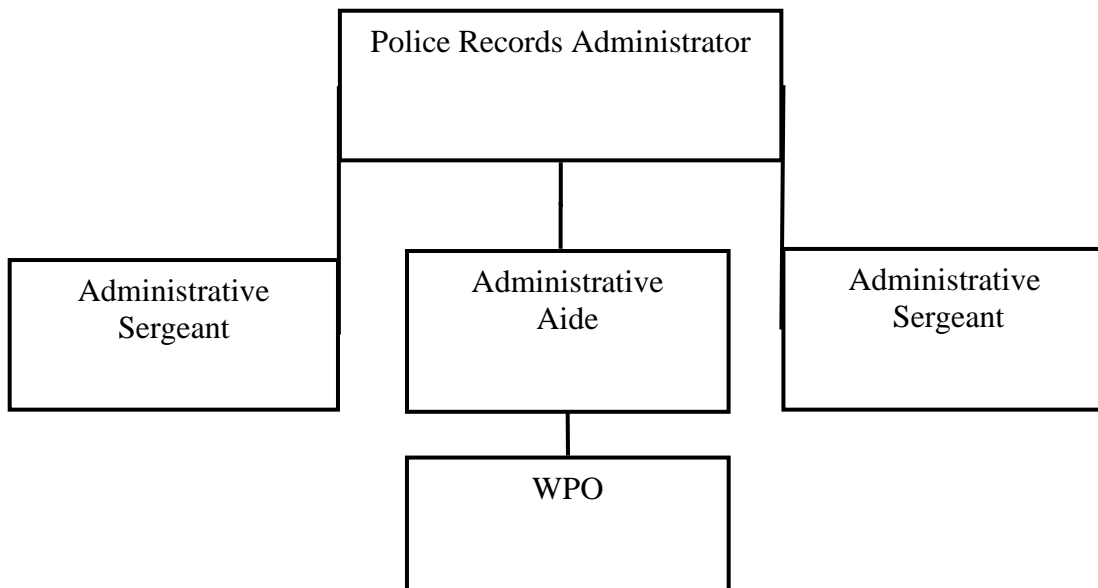
Conduct training.

Administer the random drug-testing program.

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 and Administrative Aide

ROLE: The (MAS) Medical Assistance Sergeants and Administrative Aide II report to the Police Records Administrator (PRA).

RESPONSIBILITIES:

- Train, coach and develop the skills of the WPO.
- Supervise the review of all new injury packages.
- Review the sick and injured status report to insure 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 denial of industrial leave.
- Assist employees regarding their benefits and rights regarding industrial leave and denials.
- Participate with Risk Management in bi-weekly 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.
- Administer Random Drug Testing (RDT) Program.
- Maintain the Department OSHA log and reporting.
- 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.

POSITION: Word Processing Operator (WPO)

ROLE: The Medical Assistance Word Processing Operator (WPO) reports to the Administrative Aide II. The Medical Assistance WPO performs various personnel and administrative duties in support of the Medical Assistance Unit, including administrative research, report writing, problem solving, and personnel administration. The Medical Assistance WPO acts as a resource to department employees and supervisors.

RESPONSIBILITIES:

- Answers office telephones and greets walk-in Department members.
- Prepares payroll for the Medical Assistance Unit and for the ill/injured Department employees that have been on leave for more than 30 days.
- Assists employees and supervisors with FMLA/CFRA/PDA/LTD applications and eligibility requirements.
- Tracks FMLA/CFRA applications and notifies via e-mail supervisors when FMLA has been approved.
- Maintains and orders supplies, brochures, forms, etc. that are used in the medical assistance unit.
- Processes catastrophic/medical leave sharing plan programs.
- Maintains injury package files.
- Any other duties assigned by the Associate Department HR Analyst.
- 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 7:30 a.m. to 5:00 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. An exception would be "casual Friday", when appropriate casual attire is optional.

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 and Administrative Aide II are responsible for assisting supervisors with requests for accommodations and ensuring the interactive process is documented as required.

The City's Reasonable Accommodations Manager, is available for both training and guidance regarding the accommodation process.

CALL-OUT PROCEDURES (BLOOD DRAWS)

The following steps should be undertaken 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 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.
- When a Medical Assistance Unit Sergeant is called out for an exposure outside the hospital setting, make sure to bring one of our own "red top" tubes.
- 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 consent form.
- 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 1700 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 the Police Records Administrator regarding the who, what, when, and where of the employee and status. If an officer is shot, or suffers a serious injury, notify the Assistant Police Chief, also.
- 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, insurance policy number, 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, subpoenas for that employee will be routed to Medical Assistance Unit for processing.

When the subpoena is received, the WPO will access the employee records in the Medical Assistance Tracking Database to confirm that the employee is on industrial leave/4850/LTD. Once confirmed, the WPO will complete an Officer Declaration for Continuance form. The

Officer Declaration for Continuance form, modified for Medical Assistance Unit use, can be found in G: Medical Assistance Correspondence/Forms/Court Excusal form.doc.

If the subpoena is from the District Attorney's office, the WPO will 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 industrial 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, the WPO will then make one photocopy of the subpoena and the court excusal form. The WPO will staple the *original subpoena* to the *photocopy of the court excusal* form and place both forms into the subpoena bin in the Medical Assistance Unit. The WPO will take the photocopy of the subpoena and the original of the court excusal form and fax them to the court liaison. No cover sheet is necessary for the fax. The WPO will then take the copy of the subpoena and the original court excusal form, staple them together and mail to the court liaison at M.S. 721B.

If the subpoena is for an employee who was previously off work but is now currently working, the WPO will 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 Police Records Administrator 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 Police Records Administrator 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.

If appropriate, the Medical Assistance Sergeant should accompany the officer designated by the Chief of Police to notify the family next of kin. The Sergeant should serve as a resource to the designated officer (frequently a Chief). 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 at the request of the Police Records Administrator. The responsibilities are set 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, pager numbers and phone numbers of the, or assigned on-call relief Sergeant.

FMLA LEAVE APPLICATION PROCESS

See City of San Diego Intranet, Human Resources, Documents and Forms for forms and instructions.

FMLA packet information is entered into the FMLA database:
G:\Medical Assistance\FMLA\FMLA Database\FMLA database.accdb

Click on FMLA.

Click add record at the bottom left hand of the page.

Enter specific information in boxes.

Save by clicking on the add record icon on the bottom left hand of page.

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 Human Resources Director, or designee, 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/Administrative Aide II attends these hearings, after being notified by the Human Resource Office. The Medical Assistance Sergeants/ Administrative Aide II may present information in support of, or contra, the claim appealed by the employee.

Workers' Compensation Appeals Board Hearings (WCAB):

The Medical Assistance Sergeants/ Administrative Aide II 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.
- Conversations with the employee's treating and/or evaluating physician.

It is important for the Medical Assistance Sergeants/ Administrative Aide II 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/ Administrative Aide II, the employee, involved City Departments.

INDUSTRIAL LEAVE/4850 RECOMMENDATIONS

After reviewing the complete package the Medical Assistance Sergeants/Administrative Aide II will make the Department's recommendation of approval/disapproval of Industrial Leave/4850. The Medical Assistance Sergeants/ Administrative Aide II will sign the RM-1634 Form as the Department/Division Head Designee.

If the evaluating City physician indicates the injury is job related, "approval" should normally be recommended. If the evaluating City physician indicates the injury was not caused by City employment, then "disapproval" should be recommended. In questionable cases, input should be obtained from the employee's command and Risk Management prior to making a recommendation.

If an employee presents a Form RM-1634 that has been completed by a private the staff should contact Risk Management for input prior to making any recommendations. In this case, the claim should be placed in the "pending" file.

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 Dr. The Medical Assistance Sergeants/Administrative Aide II will review and process these reports. The Medical Assistance Sergeants/Administrative Aide II may complete the Department recommendations section consistent with the original recommendation for the injury.

The Medical Assistance Sergeants/Administrative Aide II 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 given to the Medical Assistance WPO for filing.

Unusual Cases:

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

- Serious injury (hospitalization) or death of an employee (industrial causation).
- Psychiatric or stress claims.
- Causation is not clear cut.

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.

The claims representative will send the memorandum to the Medical Assistance Unit for service to the employee.

The Medical Assistance Sergeants/Administrative Aide II should read the material and be prepared to explain the reason for the denial to the employee. The denial memorandum should be sent to the employee's command for service. A form memorandum should be attached which requests the command to serve the employee and return the signed denial memorandum, minus the white copy, to the Medical Assistance Unit.

When the signed denial memorandum is returned, the color-coded copies should be distributed to:

- The Claims Representative in Risk Management
- Police Payroll
- The employee's Medical Assistance File

If the employee is off work, the denial memorandum may be mailed to the employee by registered mail. A sample cover letter can be found in the form letter file. A copy of the mailed correspondence should be placed 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.

Medical Leave-Sharing Program

Purpose

The City of San Diego offers a Medical Leave-Sharing Plan and Leave Bank (Medical Leave Bank) 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 that of 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. Medical Leave Sharing determinations are non-grievable.

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 a request for a Medical Leave Bank to be established in accordance with this policy.
 - 1. The employee must have exhausted or expect to exhaust his or her accrued leave, from both the employee's annual leave and Catastrophic Leave – Annual Leave (CatLv-AL) buckets (to be verified by the department payroll specialist), as a result of a qualifying event in order to establish a 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.
 - 2. The employee must receive approval for an unpaid leave of absence from his or her Department Head.
- B. Requests to establish a Medical Leave Bank to receive donations will be processed by the Human Resources Department.
 - 1. An eligible employee must submit a completed "Request to Establish Medical Leave Bank" form to the Human Resources Department, accompanied by:
 - a. A medical statement from the attending physician, including a brief statement describing the nature of the illness or injury and an estimated time the employee will be unable to work, or other appropriate documentation supporting the request.
 - b. Evidence of the Department Head's approval of the leave of absence.
 - c. Employees must also identify, on the Request to Establish Medical Leave Bank Form, the names of individuals or groups that may be informed, upon request, if the Medical Leave Bank has been approved. Employees who include a mailing address on the Request will be notified when the Medical Leave Bank is approved by the City Human Resources Department.
- C. Donations of annual leave may be made to an employee eligible for medical leave because of a major health crisis, as defined in the Purpose and Scope of this

document. The donor's annual leave donation will be deducted from the donor department in the amount donated.

1. Donations of leave are strictly voluntary; the City will maintain the identity of Medical Leave Bank donors in absolute confidence.
 2. Employees may only donate accrued annual leave.
 3. Donations must be made in whole-hour increments.
 4. The donor will not be taxed on the value of the leave he or she donates, but also cannot claim an expense, loss deduction, or charitable contribution for the donated leave.
 5. 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.
 6. Once donated to the Medical Leave Bank, donated leave cannot be returned to the donor.
 7. Employees who wish to donate leave must complete a "Confidential Authorization for Medical Leave Donation" form and submit it to their department Payroll Specialist who will:
 - a. Verify that the donating employee has the minimum required leave balance of 160 hours;
 - b. Convert the donated time to dollars at the hourly rate of the donor; and
 - c. Forward the donation authorization form to the Human Resources Department for tracking and submission to the City Comptroller.
 8. Donation authorization forms that do not contain all requested information will not be processed.
- D. Upon receipt of donation authorization forms, the City Controller will:
1. Convert the donated dollars as computed above to hours at the recipient's hourly rate. The recipient will be taxed for the leave when it is taken.
 2. Retain a confidential file of donation authorizations.
 3. Ensure that all deductions (e.g. health premiums, parking, credit union, union dues, etc.) that have previously been authorized by the recipient are

made unless the recipient has notified his or her payroll specialist in writing to cancel deductions.

4. Maintain the donation information for each recipient in a summarized spreadsheet (Medical Leave Bank – Donation Spreadsheet) and forward the spreadsheet to the Personnel Department.
- E. Upon receipt of the Medical Leave Bank – Donation Spreadsheet from the City Comptroller’s Office, the Personnel Department will:
 1. Subtract the donated time from the donor’s designated leave category; and
 2. Add the donated hours to the recipient’s annual leave balance.
- F. Donated Medical Leave is treated as annual leave accrued by the recipient of the donation. Payments up to 80 hours per pay period will be made to the recipient until the donated leave has been exhausted.
 1. Donated Medical Leave does not alter the employment rights of the City or the recipient, nor does it extend or alter limitations otherwise applicable to leaves of absence or annual leave, except as noted in this Plan.
 2. Employees who are using donated annual leave hours will continue to accrue annual leave in accordance with Personnel Manual Index Code I-2, Annual Leave.
 3. Donated Medical Leave can only be used on a going forward basis.

NOTE: Notification of the creation of a Medical 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 (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 determinations are non-grievable.

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 a request for a Catastrophic Leave Bank to be established in accordance with this policy.
 - 1. The employee must have exhausted or expect to exhaust his or her accrued leave, from both the employee's annual leave and Catastrophic Leave – Annual Leave (CatLv-AL) buckets (to be verified by the department payroll specialist), as a result of a qualifying event in order to establish a Leave Bank.
 - a. A recipient's total annual leave balance including donated leave cannot exceed 2,080 hours.
 - 2. The employee must receive approval for an unpaid leave of absence from his or her Department Head.
- B. Requests to establish a Leave Bank to receive donations will be processed by the Human Resources Department.
 - 1. An eligible employee must submit a completed "Request to Establish Catastrophic Leave Bank" form to the Human Resources Department, accompanied by:
 - a. A signed statement by the employee which includes a brief description of the nature and need for the leave and an estimated time the employee will be out of the workplace, or other appropriate documentation supporting the request. Clarifying documentation may be requested by the Human Resources Department. Any employee who misrepresents information on the signed statement provided to the Human Resources Department may be subject to discipline, up to and including termination.
 - b. Evidence of the Department Head's approval of the leave of absence.

- c. Employees must also identify, on the Request to Establish Catastrophic Leave Bank Form, the names of individuals or groups that may be informed, upon request, if the Leave Bank has been approved. Employees who include a mailing address on the Request will be notified when the Leave Bank is approved by the Human Resources Department.
- C. Donations of annual leave may be made to an employee eligible for Catastrophic Leave as defined in the Purpose and Scope of this document. The donor's annual leave donation will be deducted from the donor department in the amount donated.
 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.
 6. Employees who wish to donate leave must complete a "Confidential Authorization for Catastrophic Leave Donation" form and submit it to their department Payroll Specialist who will:
 - a. Verify that the donating employee has the minimum required leave balance of 160 hours;
 - b. Convert the donated time to dollars at the hourly rate of the donor; and
 - c. Forward the donation authorization form to the Human Resources Department for tracking and submission to the City Comptroller.
 7. Donation authorization forms that do not contain all requested information will not be processed.
- D. Upon receipt of donation authorizations forms, the City Comptroller will:
 1. Convert the donated dollars as computed above to hours at the recipient's hourly rate.

NOTE: The donor will be taxed for the leave when it is donated to the recipient.

MODIFIED/LIGHT DUTY PROGRAM

The Medical Assistance Unit administers the Police Department's Light Duty Program as outlined in Department Procedure 5.02. The Medical Assistance Sergeants/Administrative Aide II is primarily responsible for the assignment and transfer of employees to light duty

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 the Medical Assistance Sergeants or Associate Department Human Resources Analyst.

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 may be shared with an employee's supervisor/chain of command. 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. Medical Assistance Sergeants/Administrative Aide II are responsible for preparing the Department's Response. A sample memo from the Retirement Administrator is included in this section.

Intake Procedure:

Upon receipt of a memo requesting disability and retirement information, the Medical Assistance Sergeants/Administrative Aide II should quickly evaluate the status of the case to see whether enough information exists to prepare a response. Normally, responses will be prepared within fourteen (14) calendar days of the receipt of the Retirement Administrator's request if all pertinent information is available.

The Medical Assistance Sergeants/Administrative Aide II should periodically brief the Retirement Administrator (or designee) on the status of holding cases. This can be done informally by telephone.

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 Medical Assistance Sergeants/Administrative Aide II will review the agenda to verify if department personnel are on the agenda. A representative from the Medical Assistance Unit will attend the Retirement Board Meeting if there is action on any Disability Retirements to be taken at the meeting.

Required Notifications:

The Medical Assistance Sergeants/Administrative Aide II are responsible for providing the name of each Department retiree and the effective date of the retirement to the following:

- The Medical Assistance WPO responsible for processing resignations/retirements for employees assigned to Medical Assistance.
- The Administrative Aide II in the Police Human Resources Unit is responsible for processing all other employee resignations/retirements.

Return of Property:

For disability retirees who are off work, it is the Medical Assistance Sergeants/Administrative Aide II's responsibility to ensure that all issued Department property is returned when an employee retires on a disability. Service disability retirees assigned to commands will turn in property to their commands in advance and a signed equipment list will be turned into the Human Resources Unit.

Separation Documents:

For disability retirees who are off work, the Medical Assistance Sergeants are responsible for preparing 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/Administrative Aide II 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/Administrative Aide II will draft the appropriate notification to the employee for the Assistant Police Chief 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 and 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/Associate Dept HR Analyst 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. Give the form to the Medical Assistance WPO for filing 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 RECORDING

The department is required by law to record all recordable work-related injuries/illnesses for OSHA.

When processing new industrial injury/illness claims, the Sergeants/ Administrative Aide II will enter the necessary information in the OSHA Log. For every work related injury that is recordable and non-recordable, an OSHA form 301 must be completed in the software program. For OSHA recording purposes the date of injury is the first date the employee sought medical treatment, not necessarily the actual date of injury. This is also true for Cumulative Trauma (CT), claims. The date of injury in OSHA is always the first day of treatment.

Notice will be received every quarter from the City Safety Office requesting specific reports. The Administrative Aide II will generate the report and email the Safety representative the requested report. The Administrative Aide II will provide any clarification requested by the Safety representative after he/she has read the report. Once the Safety representative has reviewed the report he/she will return the report for any changes to be made along with a copy of the Claim Log Summary from Risk Management. The Claim Log Summary will provide notes to add or remove a claim from the OSHA 300 Log. The Associate Dept HR Analyst will make appropriate changes to the OSHA 300 Log based on the information given on the Claim Log Summary report.

At the end of each quarter the Administrative Aide II will generate a report and the yearly summary no later than the end of January of the next calendar year. The Administrative Aide II will email the reports to Safety and print a copy of the report for the Medical Assistance Unit. The Administrative Aide II will print a copy of the summary report, submit the summary report to the Police Records Administrator for his/her signature. The Administrative Aide II will then fax a copy of the yearly summary to all commands with a notice to post the summary on the command's safety bulletin board until the end of April. The Administrative Aide II will post a copy of the summary on the inside of the Medical Assistance Unit door and mail a signed copy to the Safety office. The original signed quarterly and yearly summaries will be attached to the reports, and kept in a file in Medical Assistance for six (6) years. After six (6) years the report and summary may be purged.

Throughout the year, the Administrative Aide II will gather hours worked, volunteer hours worked, and overtime hours worked for the summary reports. The Administrative Aide II will keep these hours in a file for use on the year-end report. Once the numbers are added to the report, the Administrative Aide II will take the last Weekly Staffing Update report of the year

and add the sworn current strength and civilian current strength (budgeted and limited). This grand total is the annual average number of employees. The annual average number of employees multiplied by 1930 will give you the number of full-time hours worked. Add the entire volunteer and overtime hours for the year and add that total to the total Number of Full-time hours worked. That grand total is the total hours worked by all employees last year.

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/ Administrative Aide II will notify the Medical Assistance WPO of changes in payroll status. The WPO 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 making appropriate changes and notifications on retiring employees and on 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: 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.

RANDOM DRUG TESTING PROGRAM

The Administrative Aide II is responsible for administering the daily random drug testing procedure as follows:

- The download of personnel information will be accomplished on a weekly basis. The Administrative Aide II will download, from the Random Drug Testing Program. The information downloaded modifies the Drug Test database with the

current employee assignment, days off and shift. It does not make any other modifications to the existing Drug Test database.

- **Weekly** - Run the Drug Test program (using the "Create a drug test candidate list" button) for a list of available candidates for drug testing the following week. Each sworn person will test twice within an 18-month period. The Drug Test program will automatically search the Drug Test database and will randomly select candidates for testing. The program will only list those available candidates based on days off and whether the candidate has tested less than twice in the current 18-month time period. Once the list is displayed the list cannot be modified. The E-mail system will be used to notify the designated command or unit point of contact. The "future delivery" feature will notify the point of contact so that the message is delivered at 0500 hours on the morning that the selected candidate is to report for drug testing.
- **Daily** - Each day any member of the Medical Assistance Unit will check e-mail from the designated command or unit supervisor for drug test candidates who were not served with the notification and will note the reason on the drug test candidate list. All RDT notifications must be opened no later than 0900 each day. Any Medical Assistance Unit member will contact the POC for any RDT that has not been opened by 0900 and reroute the notification if necessary. If the POC cannot be reached, the matter will be immediately referred to one of the Medical Assistance Sergeant for further action.

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, inattention 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** – Supervisors 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 one (1) unmarked vehicle 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.