

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT  
MANUAL OF GENERAL ORDERS**

|                            |                              |                               |                           |
|----------------------------|------------------------------|-------------------------------|---------------------------|
| <b>General Order: 5.04</b> | <b>Effective: 04/28/2020</b> | <b>Supersedes: 07/24/2018</b> | <b>Number of Pages: 2</b> |
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**TIME AND ATTENDANCE: ON-THE-JOB ILLNESS AND INJURIES**

- A. Whenever a supervisor investigates any report of job-related injuries, illnesses, crashes, or other liability issues, the appropriate forms will be completed and forwarded to the Office of the Chief of Police within two (2) days of receiving the report. The reporting forms, with the exception of FR-300P forms, are available for downloading or printing at the Division of Risk and Wellness Services' intranet site. The involved member must continue to complete and sign the "employee" section of the SIG-011 form (when this form is required). Once completed, the supervisor will:
1. Send completed copies of all required forms via email to both the Police Department's Wellness and Resiliency Unit and the Division of Risk and Wellness Services within 24 hours. Detailed instructions may be accessed at <http://intranet/risk/claims.htm>.
  2. The **original** documents must then be forwarded, with any applicable cover memorandum, through the chain of command to the Office of the Chief of Police. This package will contain all other necessary paperwork, including any FR-300P and/or prisoner incident investigation documents. The originals must contain a notation, to include the date that copies were emailed to the Division of Risk and Wellness Services and / or PMA.
- B. Serious employee injuries, employee death, or catastrophes (3 or more employees injured) will be reported immediately to PMA at 1-888-476-2669.
- C. The involved member should be provided with the "Provider Panel" and the PMA "Medical Treatment and Work Status" form, even if there is no initial need or intent to seek medical attention.
- D. Included on the face of the SIG-011 form are blocks concerning the employee's wages for purposes of PMA completing the Worker's Compensation form. It is realized that after normal business hours these precise figures are not available. In such cases, an estimated calculation is acceptable.
- E. These instructions are specific to the Police Department and supervisors are to disregard those listed at the Division of Risk and Wellness Services web site insofar as they direct that original reports be sent directly to their office.
- F. The Office of the Chief of Police is responsible for the appropriate routing of such forms received. The original forms will be retained by the Division of Risk and Wellness Services.
- G. No copies of medical forms, records, or claims are to be retained in members' squad-level performance files.

# **POLICE DEPARTMENT & DIVISION OF RISK AND WELLNESS SERVICES REPORTING REQUIREMENTS**

\*\*See General Orders [37.06 Departmental Motor Vehicle Crashes](#) and [37.07 County-Owned Vehicle Crashes](#) for FR300P reporting requirements.

|   | SIG-011 (rev 11/12) | Prince William Co Provider Panel | Medical Treatment / Work Status form | FR-300P form | PD Prisoner Medical Treatment and Release (PD-68M) | Blue Team Investigation | PD Bio-hazard exposure form |
|---|---------------------|----------------------------------|--------------------------------------|--------------|--|-------------------------|-----------------------------|
| <b>MOTOR VEHICLE CRASHES</b>  |                     |                                  |                                      |              |  |                         |                             |
| PDO, Department vehicle only  | XX                  |                                  |                                      | **           |  | XX                      |                             |
| PDO, Department AND non-County vehicles   | XX                  |                                  |                                      | **           |  | XX                      |                             |
| PDO, Department vehicle AND private property  | XX                  |                                  |                                      | **           |  | XX                      |                             |
| PI, injured employee  | XX                  | XX                               | XX                                   | **           |  | XX                      |                             |
| PI, injured non-employee  | XX                  |                                  |                                      | **           |  | XX                      |                             |
| PI, injury to passenger in Department vehicle   | XX                  |                                  |                                      | **           |  | XX                      |                             |
| PI, injury to prisoner  | XX                  |                                  |                                      | **           |  | XX                      |                             |
| <b>INJURIES TO EMPLOYEES</b>  |                     |                                  |                                      |              |  |                         |                             |
| Injured - unintentional (fall, etc.)  | XX                  | XX                               | XX                                   |              |  |                         |                             |
| Injured - by prisoner   | XX                  | XX                               | XX                                   |              |  |                         |                             |
| Bloodborne Pathogen exposure (simple)   |                     |                                  |                                      |              |  |                         | XX                          |
| Bloodborne Pathogen exposure (injuries beyond that which can be treated by First Aid) | XX                  | XX                               | XX                                   |              |  |                         | XX                          |
| <b>EMPLOYEE DAMAGES</b>   |                     |                                  |                                      |              |  |                         |                             |
| To private property - unintentional   | XX                  |                                  |                                      |              |  | XX                      |                             |
| To private property - intentional by duty   | XX                  |                                  |                                      |              |  | XX                      |                             |
| Damage to County Asset (computers, radios, etc.)                                      | XX                  |                                  |                                      |              |  |                         |                             |
| To Department property (non-vehicular) – unintentional                                |                     |                                  |                                      |              |  | XX                      |                             |
| To Department property (vehicular) – unintentional                                    | XX                  |                                  |                                      |              |  | XX                      |                             |
| <b>PRISONERS</b>  |                     |                                  |                                      |              |  |                         |                             |
| Use of force (no visible injury or complaint of)                                      | XX                  |                                  |                                      |              | X  | XX                      |                             |
| Pre-existing injuries   |                     |                                  |                                      |              | X  |                         |                             |
| Use of force (visible injury or complaint of)   | XX                  |                                  |                                      |              | X  | XX                      |                             |
| Accidental injury, while in custody   | XX                  |                                  |                                      |              | X  | XX                      |                             |
| Self-inflicted injury   |                     |                                  |                                      |              |  | XX                      |                             |
| Damage to Department property (non-vehicular)   | XX                  |                                  |                                      |              |  | XX                      |                             |
| Damage to Department property (vehicular)   | XX                  |                                  |                                      |              |  | XX                      |                             |
| <b>LIABILITY</b>  |                     |                                  |                                      |              |  |                         |                             |
| Potential (negligent actions, excessive force, threat of Litigation, etc.)            | XX                  |                                  |                                      |              | X  | XX                      |                             |
| <b>VANDALISM</b>  |                     |                                  |                                      |              |  |                         |                             |
| To Department property, building (unknown offender)                                   |                     |                                  |                                      |              |  | XX                      |                             |
| To Department property, building (known offender)                                     | XX                  |                                  |                                      |              |  | XX                      |                             |