

G.O. 98-02

Chicago Police Department

TITLE: MEDICAL POLICY

ISSUE DATE: 18 March 1998

EFFECTIVE DATE: 01 April 1998

DISTRIBUTION: C

RESCINDS: General Order 74-18
Department Special Order 89-14
Department Notice 84-55
Related Facsimile Messages

I. PURPOSE

This directive:

- A. establishes Department procedures for:
 - 1. Sworn Medical Roll - Injury on Duty Status (Addendum 1).
 - 2. Sworn Medical Roll - Non Injury on Duty Status (Addendum 2).
 - 3. Sworn Limited/Convalescent Duty Program (Addendum 3).
 - 4. Civilian Injury on Duty Status (Addendum 4).
 - 5. Civilian Sick Leave (Addendum 5).
 - 6. Crossing Guard - Injury on Duty Status (Addendum 6).

- B. discontinues the use of the:
 - 1. Report of Exposure to Communicable Disease (CPD-62.418, Rev. 9/87).
 - 2. Notification of Legal Action to Recover Damages (CPD-62.388, Rev. 10/91).

G.O. 98-02 MEDICAL POLICY
ISSUE DATE: 18 March 1998

3. Supervisor's Report Of Medical Absence (CPD-62.401, Rev. 4/84).
4. Convalescent Duty - Limited Duty Assignment/Release form (CPD-62.449, Rev. 2/81).
5. Limited Duty Performance Evaluation Report (CPD-62.443).
6. Limited Duty Counseling Report (CPD-62.444).
7. Injury on Duty Report (CPD-62.375, Rev. 1/84).
8. Return to Duty Notice (CPD-62.400, Rev. 1/81).

C. introduces the:

1. revised Report of Exposure to Communicable Disease/Hazardous Material (CPD-62.418, Rev. 9/97).
2. revised Notification of Legal Action to Recover Damages (CPD-62.388, Rev 9/97).
3. revised Supervisor's Report of Medical Absence (CPD-62.401, Rev. 9/97).
4. Medical Services Section Exemption Listing for Alternate Return to Duty Program (**ARDP**).
5. revised Convalescent Duty - Limited Duty Assignment/Release form (CPD-62.449, Rev. 9/97).
6. revised Injury on Duty Report (CPD-62.375, Rev. 11/97).
7. revised Return to Duty Notice (CPD-62.400, Rev. 9/97).

D. continues the use of the:

1. City of Chicago Report of Occupational Injury or Illness (DPGS 1460-1).
2. Sworn Limited/Convalescent Duty Program.

II. POLICY

It is the policy and duty of the Chicago Police Department to ensure that its members

possess the physical stamina and psychological stability to perform their duties. Sick leave is a benefit to be utilized only in case of a legitimate illness or injury of the member. The medical benefits afforded members are intended to allow a member who has experienced serious or catastrophic illness or injury or an occasional minor malady, time to recover without the loss of pay or benefits.

III. DEFINITIONS

For purposes of this directive the following definitions apply:

- A. (Item III-A deleted, 29 June 2000, General Order 98-02A.)
- B. **Ambulatory Recuperation** - Allows a member who is recuperating from an illness or injury to leave his residence without notifying his unit of assignment or detail. A member assigned to this category will be given appointment dates for review of his illness or injury.
- C. **Hospital Recuperation** - A member who is recuperating in a hospital as the result of his illness/injuries.
- D. **Immediate Family Member** - An immediate family member is defined as any member who is the mother, father, husband, wife, domestic partner (as defined in the Municipal Code of Chicago 2-152-072), son, daughter, brother, sister, (including blood, step or adopted), father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparents and grandchildren.
- E. **Reasonable Evidence** - Reasonable evidence is fact based upon the circumstances in each individual case and may include one or more of the following:
 - 1. doctor's certificate,
 - 2. medical release,
 - 3. employer directed physical examination,
 - 4. telephoning the employee at home to verify his presence,
 - 5. employee personal statement, and
 - 6. questioning of the employee.

- F. **Stationary Recuperation** - A member recuperating from an injury or illness that may be remedied by short term rest and/or medication will remain in his residence. The member may leave his residence for a reasonable period of time to acquire medical services or products, obtain food, vote, attend religious services or attend to an emergency situation. When leaving his residence, the member is **required to notify** an on-duty supervisor in his unit of assignment or detail and provide him with the information required to complete the Sickness Report/Absence from Home Log (CPD-62.409). In the event the unit of assignment or detail is not staffed at the time of the required notification, the notification will be made to Operations Command.
- G. **Sworn Injury on Duty** - Any incident, wherein a Department sworn member receives an injury or becomes disabled while in the discharge of police duties and by reason of, or as a consequence of, the performance of such duties, shall be considered an Injury on Duty.
- H. **Medical Certification** - A finding by the Medical Services Section that use of the medical roll is appropriate as a result of an illness/injury and the member is in compliance with applicable rules and directions.

IV. GENERAL INFORMATION

- A. The Department has a duty and responsibility to ensure all Department members possess the physical stamina and psychological stability to perform required duties. The Superintendent of Police or his designee may require **any** Department member to submit to physical and/or psychiatric examinations in order to determine fitness for duty.
- B. Sworn members who have completed their probationary period will be allowed medical absences as set forth in this directive.
- C. Medical certification **will** be withheld or withdrawn whenever a sworn Department member fails to comply with the provisions of this directive, relating to:
 - 1. procedures for placement on, and removal from, the medical roll.
 - 2. procedures for reporting to the Medical Services Section or any medical service provider.
 - 3. participation in a treatment plan for recuperation as recommended by a treating physician.

4. timely submission of medical documents.

D. A member can have his medical decertification reviewed by submitting a To/From/Subject report along with substantiating documentation directly to the Medical Administrator showing compliance with medical roll policy.

NOTE: The Medical Services Section will review the actions and/or documentation taken by the member and respond in writing within seven calendar days.

E. Probationary Police Officers (Recruits)

1. Twelve sick leave days will be allowed probationary police officers for use during the probation period.

2. Probationary police officers will be credited one paid sick leave day on the first day of each month.

NOTE: Leaving the City's employment does not entitle a probationary police officer to payment for unused sick leave days.

3. In the event a probationary police officer is injured on duty, procedures delineated in Addendum 1 of this directive will be followed.

(Item IV-E added, 29 June 2000, General Order 98-02A.)

V. RESPONSIBILITIES

A. City Council Committee on Finance

1. The Committee on Finance (COF) is authorized to approve or disapprove payments of injury on duty medical bills. Bills which are recommended for approval of payment will be sent to the City Council for final approval and payment.

2. The Committee on Finance notifies the Corporation Counsel's Office of cases involving sworn members who are classified as injured on duty and a civil action to receive a settlement from a third party has been initiated.

B. Finance Division

The Finance Division notifies the Corporation Counsel's Office in all cases that involve a sworn member who was injured off duty by a third party and reimbursement for wages may be possible.

C. Personnel Division

1. The Director of Personnel will be responsible ultimately for exercising oversight and supervision of the Medical Services Section.
2. The Medical Services Section (MSS):
 - a. is the Department repository for medical records of all sworn members.
 - b. maintains required governmental medical records.
 - c. administers the sworn medical roll.
 - d. based upon written recommendations of treating medical professionals, determines a sworn member's fitness for duty.
 - e. coordinates and supports the Communicable Disease Program.
 - f. supports and/or administers other health related programs as authorized by the Superintendent of Police.
 - g. reviews and renders a medical opinion to the COF as to whether injuries documented in the Injury on Duty Report are consistent with the reported circumstances.
 - h. approves all medical care for sworn members related to a certified injury on duty.
 - i. examines the service charges made for medical attention rendered to a sworn member injured on duty and certifies that those services were authorized and medically appropriate and necessary.
 - j. ensures that each Injury on Duty Report and related documents are forwarded to the Committee on Finance.
 - k. evaluates claims of a recurrence of an injury on duty to determine certification.

- l. returns to the injured member, through the Department's chain of command, all claims disapproved by the Committee on Finance.
- m. administers the Sworn Limited/Convalescent Duty Program.
- n. recommends to the Director of Personnel that a sworn member be authorized a leave of absence to apply for disability pension benefits.
- o. schedules an appointment for a civilian Department member to determine fitness for duty.

Terry G. Hillard
Acting Superintendent of Police

94-109 MER

G.O. 98-02A

Chicago Police Department

TITLE: MEDICAL POLICY

ISSUE DATE: 29 June 2000

EFFECTIVE DATE: 30 June 2000

DISTRIBUTION: C

RESCINDS:

I. PURPOSE

This directive:

A. discontinues the:

1. Alternate Return To Duty Program (ARDP).
2. District/Unit Return To Duty Notice CPD-62.400 (Rev. 10/98).
3. Return To Duty Notice CPD-62.400 (Rev. 9/97).

B. introduces the:

G.O. 98-02A MEDICAL POLICY
ISSUE DATE: 29 June 2000

1. revised Supervisor's Report of Medical Absence CPD-62.401 (Rev. 4/99).
2. Medical Services Section/Return To Duty Notice CPD-62.466 (4/99).

NOTE: The Return To Duty Notice is now referred to as the Medical Services Section/Return To Duty Notice.

- C. reinstates the requirement for sworn members to report to the Medical Services Section to be released from the medical roll.
- D. establishes the medical policy for probationary police officers.

II. RETURN TO DUTY FROM THE MEDICAL ROLL

Item III-A entitled "Alternate Return To Duty Program (ARDP)" has been deleted. **The Alternate Return To Duty Program has been terminated.**

NOTE: Sworn members will report to the Medical Services Section to obtain a Medical Services Section/Return To Duty Notice releasing them from the medical roll. A Department member will not be released from the Medical Roll without authorization from the Medical Services Section.

III. ITEM IV-E IS ADDED AND WILL READ:

- E. Probationary Police Officers (Recruits)
 1. Twelve sick leave days will be allowed probationary police officers for use during the probation period.
 2. Probationary police officers will be credited one paid sick leave day on the first day of each month.

NOTE: Leaving the City's employment does not entitle a probationary police officer to payment for unused sick leave days.

3. In the event a probationary police officer is injured on duty, procedures delineated in Addendum 1 of this directive will be followed.

Terry G. Hillard
Superintendent Of Police

99-029 ZMM(PMD)