

# G.O. 98-02-02A

# Chicago Police Department

**TITLE:** SWORN MEDICAL ROLL - NON INJURY ON DUTY STATUS

**ISSUE DATE:** 29 June 2000

**EFFECTIVE DATE:** 30 June 2000

**DISTRIBUTION:** C

**RESCINDS:** General Order 98-02-02

## I. PURPOSE

This order outlines Department policy and defines procedures for a sworn member to be placed on the medical roll non injury on duty status.

## II. GENERAL INFORMATION

### A. Illness While on Duty

A member excused by the watch commander due to illness while on duty will not be placed on the medical roll for that day. The excused member will comply with the provisions outlined in **stationary recuperation**. Members who are unable to report for duty on their next scheduled work day will follow the procedures outlined in Item III of this addendum.

### B. Illness or Injury While on Suspension or Furlough

Members who become ill or injured while on suspension or furlough and are unable to return to duty after the expiration of the suspension or furlough period will follow the procedures outlined in Item III of this addendum.

### C. Reporting to the Medical Services Section

A member will report to the Medical Services Section or other medical service provider as directed. Department members are responsible for the timely submission of all medical records.

**NOTE:** Any member who fails to report as scheduled to the Medical Services Section or submit medical documentation will have

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their medical certification withheld.

D. Medical Roll

A member absent from duty because of illness or injury sustained off duty will be carried on the medical roll.

E. Timekeeping

A member will be carried as ill or injured for the full period of the member's absence including regular days off and holidays.

F. Permission to Leave the State

A member wishing to leave the state while on the medical roll will submit a TO-FROM-SUBJECT report to the Medical Administrator. A member will not leave the state without the written approval of the Medical Administrator. A member requesting permission to leave the state for a period greater than fifteen days must also obtain the written approval of the Deputy Superintendent, Bureau of Administrative Services.

G. Special Apparel or Equipment

A member will obtain the written approval of the Medical Administrator before wearing special apparel or equipment for medical reasons while on duty. The apparel or equipment must be prescribed in writing by the member's treating physician.

H. Court or Other Governmental Hearings

A member unable to report at a scheduled court, grand jury proceedings or other governmental hearing because of an injury or illness will:

1. notify a supervisor in the district/unit of assignment twenty-four hours in advance when feasible, or
2. when not feasible, notify a supervisor in the district/unit of assignment at least one hour before the scheduled appearance, to allow for the notification of another member to appear.

**NOTE:** An officer on the medical roll will be granted overtime for an appearance in court or other governmental hearing only when the appearance exceeds 8 hours.

I. Pregnancy and Postpartum Period

Pregnancy will be governed by medical roll procedures. The member will notify the Medical Services Section upon confirmation of pregnancy and submit a written verification from her attending physician.

J. Sutures

Members who receive sutures **must** report to the Medical Services Section **with** a doctor's statement relative to fitness for duty. Department members will not be automatically placed upon the medical roll due to sutures.

K. Legal Action for an off duty injury

A member will prepare and submit a Notification of Legal Action to Recover Damages (CPD-62.388) to the Medical Services Section within 72 hours of:

1. taking legal action to recover damages.
2. negotiating for a settlement of a damage claim.
3. being contacted by an insurance company or any other interested party.

### III. RESPONSIBILITIES OF A SWORN MEMBER

A sworn member will:

A. when requesting placement on the medical roll:

1. notify a supervisor in the district/unit of assignment or detail at least one hour prior to the member's scheduled reporting time; in units not staffed until the member's reporting time, within fifteen minutes after the scheduled reporting time. The member will give the reason for the absence and any other information requested by the supervisor.
2. be placed initially in either the Stationary Recuperation or Hospital Recuperation category.

**NOTE:** Only Medical Services Section personnel may change a member's status to Ambulatory Recuperation after a medical review at the Medical Services Section. **The Medical Services Section will not automatically change a member's recuperation status to**

**ambulatory because of a medical review at the  
Medical Services Section.**

3. comply with all provisions relative to the appropriate assigned recuperation category.
- B. report in person to the Medical Services Section for a fitness for duty evaluation on the second day of medical absence.

**NOTE:** A member who is unable to report (as outlined above) in person due to illness/injury, will telephone the Medical Services Section. The member will report as soon as the member is physically able to do so. The member reporting to the Medical Services Section may be required to bring an attending physician's written statement documenting the diagnosis, treatment plan, and projected return to duty or recovery date.

- C. personally provide any information requested and sign the Medical Absence Report (CPD-62.402).
- D. obtain a Medical Services Section/Return to Duty Notice from the Medical Services Section. Department members will notify their unit of assignment or detail before leaving the Medical Services Section. The member making the notification will enter the time, name, and star number of the unit member notified on the member's copy of the Medical Services Section/Return to Duty Notice. Upon reporting for duty, the member's copy of the Medical Services Section/Return to Duty Notice will be submitted to the watch commander/unit commanding officer as proof of release.

#### **IV. SUPERVISOR'S RESPONSIBILITIES**

- A. A supervisor receiving a report of a medical absence due to an off duty illness or injury will ensure that:
1. the Supervisor's Report of Medical Absence (CPD-62.401) is completed in triplicate.
  2. the reason for the absence is stated in the box entitled, "Nature of the Sickness or Injury."
  3. the Supervisor's Report of Medical Absence is submitted to the district/unit watch commander for review and signature.
  4. a corrected Supervisor's Report of Medical Absence is completed if

an error was discovered in the original. The corrected report will be marked with the item that was in error circled in red.

- B. The district/unit watch commander will ensure that:
1. the Supervisor's Report of Medical Absence is faxed to the Medical Services Section.
  2. the original Supervisor's Report of Medical Absence is sent to the Medical Services Section via Department mail.
  3. a copy of the Supervisor's Report of Medical Absence is forwarded to the district/unit timekeeper.
  4. a copy of the Supervisor's Report of Medical Absence is retained by the watch commander/unit commanding officer.
  5. notifications are made when the sick or injured member is unable to appear in court or other assignment/detail.
  6. the member's district of recuperation is contacted as warranted to conduct a home visit in accordance with the provisions of this directive.
  7. a Complaint Register number or Summary Punishment procedures are initiated against a member if the district of residence supervisor reports inability to make contact.
  8. the member's copy of the Medical Services Section/Return to Duty Notice is obtained and forwarded to the district/unit timekeeper.

## **V. MEDICAL SERVICES SECTION RESPONSIBILITIES**

Medical Services Section personnel will:

- A. forward the Unit Copy of the Medical Services Section/Return To Duty Notice to the respective member's unit of assignment via Department mail.
- B. notify the member's unit of assignment upon granting a member on the medical roll permission to leave the state

## **VI. DISTRICT OF RESIDENCE PROCEDURES**

- A. The watch commander in the district of residence will assign a supervisor to

conduct a home visit when requested. The watch commander will ensure Part I of the Medical Absence Follow-up Report (CPD-62.402) is completed.

B. A supervisor assigned to conduct a home visit will:

1. visit the Department member between the hours of 0800 and 2100 hours.
2. if the member is absent from home with the permission of the district/unit of assignment/detail, make another visit during the supervisor's tour of duty.
3. obtain the signature of the member on the Medical Absence Follow-up Report; if the member is unable or unwilling to sign the form, indicate this in the appropriate location.
4. contact the member's residence by telephone when it appears the member is absent from his residence without permission or the supervisor is unable to make any contact with a resident of the home. If still no response, the time will be entered on the Medical Absence Follow-up Report and forward to the member's requesting watch commander. The supervisor will also phone the watch commander requesting the home visit and inform the watch commander of the unauthorized absence.
5. complete the Medical Absence Follow-up Report and forward it to the watch commander requesting the home visit.

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