



Carrboro Police Department

Subject: Chapter 37: ON THE JOB INJURIES		Number: III. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 1 of 2

- I. Policy
- II. Procedures
- III. Review

I. POLICY

The Carrboro Police Department is interested in the health and safety of all employees and encourages all employees to protect their health and to be alert to good safety habits, both on and off the job. Failure to report an accident or injury could possibly result not only in the loss of workers compensation benefits, but also needed medical attention.

II. PROCEDURES

- A. Any employee sustaining any injury on duty shall report it to his/her supervisor immediately after the injury or no later than the end of that tour of duty.
- B. Any supervisor who receives a report from personnel injured while working shall fill out the NC Worker's Compensation Form (Form 19) within 24 hours of the accident. This form will be signed by the supervisor and forwarded to the Captain of the appropriate division.
- C. All forms will be turned into the Chief of Police when completed and forwarded to the Town Human Resources Office.
- D. If the injury requires immediate medical attention, call 911 or otherwise notify EMS and render aid until the arrival of medical responders.
- E. If the injury is not an emergency but requires medical attention, the employee should be transported to Town-approved medical facilities. If the injury occurs outside the hours of operation of the medical facility, the employee should be taken to the nearest urgent care clinic or hospital emergency room.
- F. All copies of medical invoices for services received will be submitted within 7 business days or as soon as practical given the circumstances of the injury.
- G. The on call Captain will be notified immediately upon any injury that requires an employee to be transported to the hospital or incapacitates an employee.



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H. Any employee that knowingly files a false accident or injury claim will be subject to disciplinary action.

III. REVIEW

Incidents will be reviewed by Police Department Administrative staff, Police Department Supervisors and Human Resources staff to identify root causes to help with prevention of future incidents and the development of relevant employee training.