

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

112

Subject

Absences Due to Illness or Injury

Date of Issue

February 17, 2020

Effective Date

February 17, 2020

Expiration Date

**Until Amended or
Rescinded**

Issued by:

Michael Jackson, Chief of Police

Amends

Rescinds

All Previous Orders

Standard Number:

Distribution

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

I PURPOSE

The purpose of this General Order is to establish and clarify procedures to be followed by officers on sickness or injury absence, and the procedures to be followed by Command and Supervisory Personnel in determining the nature/extent of any reported sickness/injury.

II POLICY

It is the policy of the Lower Providence Township Police Department to balance concern for sick and/or injured employees with its stated responsibility to the citizens and employees of Lower Providence Township.

III REGULATION

- A. All illnesses or injuries which are covered by Worker's Compensation Insurance shall be reported to the member's immediate supervisor as soon as practical. An Employee Incident Report form shall be filled out and filed with the shift supervisor prior to the end of the tour of duty, but in no case later than 48 hours from the time of the incident. The supervisor shall complete the appropriate portion of the form and forward it to the Chief of Police. In the event that the employee is incapable of completing the Employee Incident Report Form, it shall be the responsibility of the shift supervisor to complete and submit the form on behalf of the employee. In cases in which the shift supervisor is the effected employee, it shall be the responsibility of the next senior person on the shift to complete and submit the form. The Chief of Police, or his designee, shall complete the necessary forms and forward the information to the Finance Department as soon as possible, but in no case later than 48 hours from the time of the incident.
 1. a. Employee Incident Report Form
 - b. Authorization for Medical Records and Reports (when directed)
 - c. Incident Report (when related to a criminal act).
2. If the injuries are of a serious nature and the injured party cannot make out the required forms, the Sergeant or OIC will complete the above forms and turn them in within the stated time limits.

3. All of the required forms will be turned in to the Chief of Police by the end of the tour of duty in which the injury was sustained but no later than 48 hours from occurrence.
4. All necessary forms will be kept in the Forms Storage Cabinet located in the Patrol Room.
5. The Chief of Police shall be notified immediately of any injury on duty to an officer that results in immediate treatment at a medical facility.
- B. It is the responsibility of the employee to personally contact and notify headquarters each day that they may be utilizing sick leave, unless the type of illness or injury prohibits the individual from personally calling headquarters to report off sick. The employee shall state the nature of the illness.
- C. The individual reporting off will state where he/she is staying and make available a phone number where he/she can be reached or called upon in person by any member of the department or civilian personnel. This will not apply, however, following a heart attack, convalescence from an operation or similar type situation where the need to exercise, obtain fresh air and the like is a required form of therapy ordered by the doctor. The Chief of Police shall be notified of this situation in advance.
- D. The individual reporting off ill will report at least two (2) hours prior to the beginning of his/her tour of duty except in cases of sudden illness or injury.
- E. Any absence for three (3) consecutive shifts will require a certificate from a physician upon his/her return to work. The certificate shall detail the dates, nature and treatment of the illness or injury. This certificate should indicate that the officer is mentally and/or physically able to perform his/her duties.
- F. Any person reporting off ill should indicate if his/ her illness may be of a lengthy duration. Under these circumstances, he/she should advise the approximate time they may be absent from work. If the illness is of a short duration, the officer will call in each day to report his/ her status.
- G. An employee shall remain at his or her place of residence or confinement during the twenty-four hour period of the shift that has been utilized as sick leave, except that he or she may leave to visit a physician, report to headquarters, to obtain a prescription or upon written direction of a physician.
 1. An employee shall notify the Department by phone upon leaving his/her place of residence or confinement.
 2. An employee may be subject to visits from supervisory personnel.
 3. An employee may be subject to visits and examination by a physician of the Department's choice, at the discretion of the Chief of Police.
 4. An employee found absent from home, not having complied with these orders, shall be subject to disciplinary action.
- H. An employee is forbidden to work any outside employment after calling off sick or injured.
 1. The employee shall not work at any outside employment within twenty-four (24) hours after the beginning of the shift for which sick leave was utilized.
 2. The employee will not be eligible for overtime within twenty-four (24) hours after the beginning of the shift for which sick leave was utilized.
- I. Excessive Sick Leave or Sick Leave Patterns.
 1. Any officer that uses three (3) sick days in a twelve month period MAY be subject to visits by supervisory personnel. Multiple day occurrences may be considered during the evaluation of leave abuse.
 2. Any officer that uses five (5) sick days in a twelve month period SHALL be subject to visits by supervisory personnel. Multiple day occurrences may be considered during the evaluation of leave abuse.
 3. Any officer that develops a pattern of sick call outs (such as, certain days or shifts, after or before approved leave time or any other pattern) MAY be subject to visits by supervisory personnel. Past sick leave patterns and use will be examined to determine the necessity of visits.
 4. Determination of when a visit will occur will be based on the circumstances of each sick day/occurrence. If an officer is suspected of sick leave abuse they will be notified that future call-outs may result in a home visit based on this policy.

Michael Jackson

Michael Jackson
Chief of Police