

ADMINISTRATIVE POLICY #5

NOTIFICATION OF INJURY - POLICE OR FIRE DEPARTMENTS

When a police or fire officer is injured on the job, it is very important that the employer take immediate action.

The first step is that the employee be sent for any necessary medical care and treatment.

The second step is that the chief of the department complete the Notification of Injury Form (copy attached and labeled "A") within 48 hours. Make three (3) copies. Keep one for the departments files and send the original and two (2) copies to the Executive Secretary's Office. We will notify the insurance company. We will also keep a copy in our files.

The third step is that the Attending Physicians Statement be filled out only if the injured employee must see his personal physician for further treatment, surgery. This form is to expedite reports from the hospital or doctor's office upon completion of the employee's treatment or care. This form is not to be brought to the hospital for emergency treatment. If necessary to complete, do so and make three (3) copies. Keep one for the departments files and send the original and two (2) copies to the Executive Secretary's Office. The insurance company will be notified by the doctor's office through medical reports. (The form is attached and labeled "B").

Any medical bills should be submitted to the Executive Secretary's Office immediately upon receipt.

This policy only applies to police and/or fire department officers.

If you have any questions on this procedure, please contact the Executive Secretary's Office.

Thank you very much.

Terry L. Proctor
TERRY L. PROCTOR
EXECUTIVE SECRETARY

Approved by the Board of Selectmen on April 5, 1984.