



**TOWN OF SENECA FALLS POLICE
DEPARTMENT**

GENERAL ORDER



GENERAL ORDER #: 210	RESCINDS: 07/01/13,01/01/15
SUBJECT: Sick/Injury Leave	NYS ACCREDITATION:
EFFECTIVE DATE: 01/28/2021	
BY ORDER OF: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish a policy and procedures relating to leave due to illness or injury.

II. POLICY

- A.** Members of the Seneca Falls Police Department will report as being ill or injured and unable to report for duty only when suffering from an illness or injury that would prevent the performance of their police duties.
- B.** Members will not feign sickness or injury, nor will they deceive or attempt to deceive any physician, surgeon, commanding officer, or established authority investigating the physical condition of the member reporting sick or injured.
- C.** Members must report any suspected medical condition, to their supervisor, which may affect the member's fitness for duty whether or not the condition is diagnosed or a course of treatment has been prescribed.
- D.** Seneca Falls Police Department Non-Union members will follow the Policy in the Town of Seneca Falls Hand Book. Section 804- Sick Leave is attached at the end of this policy.
- E.** Sick Leave will be governed by the existing agreement between the Town of Seneca Falls and The Seneca Falls Police Benevolent Association Law Enforcement Union and the agreement between the Seneca Falls Police Command Staff Association.
[Revised: 01/25/2021]

III. PROCEDURES

A. Injuries Received in the Line of Duty

- 1. Members who are injured in the line of duty shall:
 - a. Immediately notify the on-duty supervisor or the Lieutenant if no supervisor is working.
 - b. Receive medical attention at Geneva General Hospital or as directed by the supervisory officer. An alternate hospital is permitted, if necessary.

- c. Complete the On-Duty Injury Report located on the "N Drive" under SFPD-Forms.
 - d. The member will provide a Physician Report for completion to the attending physician for the initial and any subsequent visits for the documented injury. Completed reports shall be forwarded through the chain of command.
2. Supervisors advised of an on-duty injury shall:
- a. Respond promptly to the scene and investigate the circumstances of the injury.
 - b. Notify the Lieutenant.
 - c. Notify the injured member's family, as necessary.
 - d. Assist the injured employee with completing Part 1 of the On-Duty Injury Report, if necessary.
 - e. Complete the On-Duty Injury Report detailing the reported injury and subsequent investigation into the circumstances surrounding the injury.
 - f. Forward the completed On-Duty Injury Report form through the chain of command to the Chief of Police, who will notify the payroll clerk for proper Worker's Compensation notification. This form shall be completed regardless of whether the injury occurred during a crime, motor vehicle accident, miscellaneous accident, or other incident.
 - g. Attach copies of all reports relating to the incident (if applicable).

3. Application for General Municipal Law 207-c Benefits

- a. The member may complete the Application For General Municipal Law 207-c Benefits pursuant to policy and procedure governing the application for and award of benefits under Section 207-c of the General Municipal Law.
- b. The member will complete an Authorization to Release Confidential Personal Health Information. This authorized confidential information will be used for this documented injury only.
- c. Completed applications and release form(s) shall be forwarded to the Seneca Falls Town Supervisor's office, via the chain of command, along with copies of applicable supporting documentation of injury or illness sustained as a result of or during any performance of duty.

4. Members returning to duty after a service connected injury or illness must be examined and authorized by a Physician prior to any return to duty. Members shall obtain a "Certificate to Return to Work" from the Physician which designates an effective return date. Such certificate shall be submitted to the member's immediate supervisor and forwarded through the chain of command to the Chief of Police.

5. **Rights and Limitations for Service Related Injury**

A member who has been injured in the line of duty will cease to receive the aforementioned salary and benefits at any such time as:

- a. The disability arising there from has ceased.
- b. The member refuses to accept medical treatment or inspection from any physician appointed for the purpose of inspection or treatment.
- c. The member is able, in the opinion of the appointed physician, to perform specified types of limited or administrative duty and refuses to perform such limited or administrative duty.
- d. The member is granted a retirement allowance pursuant to Article 363 or 363-c of the Retirement and Social Security law, or similar accidental disability pension.
- e. The member has attained the mandatory service retirement age.
- f. As otherwise provided in other applicable law.

B. Illness on Duty

When a member is to discontinue a tour of duty due to illness, the supervisory officer:

1. Will direct the sick member to complete a Request Time off Form in the Planet Schedule System indicating sick leave. If the member is too sick to file the form, the supervisor will file the form for the member.
[Revised: 01/25/2021]
2. May, at his/her discretion, direct the member to seek medical attention. If a member is so directed, the supervisory officer will submit an Intra-Departmental report through the chain-of-command to the Chief of Police, including to whom and for what services the ill member was sent, and why the member was so directed.

C. Illness or Injury to a Member while Off-Duty

1. Any member who becomes ill or injured off-duty and is unable to report for his/her next scheduled tour of duty will:
 - a. Either personally or if incapable, by representative, report his/her unavailability at least two (2) hours prior to the start of the member's scheduled tour of duty each day to the on-duty supervisor. The member or representative will call the supervisor by phone. **NOTE: NOT THE 911 CENTER.** [Revised: 01/25/2021]
 - b. After two (2) days of the said illness or injury, visit, or if incapable, contact a physician of choice for examination or treatment of the reported illness or injury. Any visit to a private physician will be at the member's expense. However, a member may be ordered to report to a physician of the Seneca Falls Police Department's choice to be examined at any time at the Seneca Falls Police Department's expense. [Revised: 01/25/2021]
 - i. If the member is returning to duty and has visited a private physician, he/she will bring the Physician Report Form with him/her to the police physician who will make the final determination as to the member's fitness to return to duty.
 - ii. If the member is not returning to work and has been seen by a private physician, the completed Physician Report will be delivered to the member's supervisor. The supervisor will forward the report through the chain of command to the Chief of Police.
2. The examining physician, finding the member fit to return to duty, will complete and provide the member with a "Certificate to Return to Work". The certificate will be presented to the member's supervisor upon returning to duty.
3. An on-duty supervisor who has been notified of a member's off-duty illness or injury shall complete the initial contact portion of the Request for Time Off Form indicating illness or injury and forward the form through the chain of command to the Chief of Police.
4. Supervisors who receive completed Physician Reports and/or certificates to return to work from members shall forward such documents to the Chief of Police via the chain of command.
5. The command officer of the member's shift, or his designee, will make weekly Contact with all members on sick leave. After the initial contact, additional weekly contacts will be made and reported on the Off-Duty Ill/Injured Officers Contact Form. This provision may be waived only at the written direction of the Chief of Police.

D. Heart Disease

For the member and his family's protection of benefits, it is imperative that any illness diagnosed as a heart disease or related disease be promptly reported by letter from the member's doctor to the Chief of Police at the time the member becomes aware of such illness.

IV. LIMITATIONS ON ADDITIONAL EMPLOYMENT

Any member who has excessive off-duty illness or injuries may be denied approval for any additional employment at the discretion of the Chief of Police. Permission to return to additional employment shall be at the discretion of the Chief of Police.

V. DUTIES OF POLICE PHYSICIAN

A. The police physician will assume the responsibilities for the medical treatment or treatment referral of any member injured on duty or becoming ill from a disease which is distinctly related to the performance of a police function:

1. When the ill or injured member presents himself at the office of the police physician; Or
2. Upon verbal or written notice from the Chief of Police, or his designee, of such illness or injury.

B. The police physician will examine and certify the fitness of any member to return to either full duty or limited duty (either full-time or part-time), as soon as practical.

C. The police physician will record a sick member's cumulative incidence of injury or illness and:

1. Review the records of officers who have had a history of repeated injury or illness to determine the validity of said injury or illness as well as the officer's fitness for continued duty.
2. Review Physician's Reports for validity of continuation of extended (over 30 days) sick leave.

D. The police physician will, at the request of the Chief of Police, visit a member of the Seneca Falls Police Department at home or other place of confinement or consult with the member's personal physician, for the purpose of treatment or medical evaluation of the member's condition. He will submit to the Chief of Police a written report of the results of such examination and evaluation as requested.