PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS

COLONEL OSCAR L. PEREZ

CHIEF OF POLICE

TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	8 Series 2026	8/25/2026	8/25/2026
SUBJECT TITLE		**PREVIOUSLY ISSUED DATES**	
Injured-On-Duty		6/1/1994; Supersede GO #13 Series 1993	
REFERENCE		**RE-EVALUATION DATE**	
CALEA 15.2.1		8/25/2028	
SUBJECT AREA		**DISTRIBUTION**	
Human Resources Bureau		All Personnel	

PURPOSE

The following is the Providence Police Department's policy regarding officers who are injured-on-duty ("IOD").

POLICY

Members of this Department injured while in the performance of their duties shall be required to fill out several documents (hereinafter collectively referred to as the "IOD package") as soon as practical. Documents making up the IOD package are set forth in sections I-IV of this General Order. This package has been revised to meet the changes in policy and procedure.

PROCEDURE:

I. IOD FORM

This is the basic form for reporting an IOD injury. This form will be completed by the injured Officer, using the Officer's home address, NOT the address of the Police Department. It is imperative that all questions on the IOD Form be answered fully including all of the information requested in the event that the injury involves a recurrence. The IOD Form can be found in the Police folder of the shared drive.

II. WITNESS STATEMENT FORM

Where applicable, witness statements should accompany the IOD package; they are not necessary in order to process the Officer's

IOD claim. However, it is necessary that any witness statements be delivered to the Human Resources Bureau within seven (7) days of the date of the incident giving rise to the IOD claim. It is the responsibility of the injured Officer to secure witness statements, not that of the Human Resources Bureau.

III. AUTHORIZATION FOR MEDICAL AND/OR HOSPITAL INFORMATION FORM

Each injured Officer must complete and sign this authorization form whether or not medical treatment is immediately being sought.

IV. MEDICAL/HOSPITAL REPORTS

Officers who seek medical attention for their injury must submit as part of the IOD package, a statement from the hospital or treating physician. This statement must indicate a diagnosis and whether the Officer is able to remain on duty or is relieved of duty, and if relieved of duty, the length of time for which the Officer is so relieved. A hospital or treating physician's note which relieves an Officer for a specific period of time, (e.g. two days), is valid only for that period. (Even if that period constitutes the Officer's days off).

At the conclusion of the specified period of excused absence, the Officer is expected to resume regularly scheduled duties. If the Officer intends to remain out of work beyond the initial period, another statement from a medical doctor is required in order for the Officer to remain on IOD status. If the Officer remains out of work beyond the initial period without submitting another doctor's note substantiating the reason for continued absence, the Officer shall be taken off of IOD status and will be carried on sick leave. If the additional medical documentation is received within fourteen (14) days of the Officer's injury and it supports the Officer's IOD claim, then once the necessary documentation is submitted and the IOD forms are processed, and assuming the Officer in question meets all of the other criteria necessary to carry an Officer in an IOD status, then all Department Records shall be changed to note that the Officer was in fact IOD instead of sick and all sick days previously charged against the Officer's sick bank shall be restored to the Officer. If, however, the additional medical documentation is not received within fourteen (14) days of the Officer's injury, then the Officer shall not be reimbursed for any sick leave utilized. Once the additional medical documentation is received substantiating the Officer's IOD claim, the Officer will be carried in an IOD status from the date the Department actually receives such additional medical documentation which substantiates the Officer's IOD claim.

For obvious reasons, it shall be the responsibility of the injured Officer to notify the treating physician that documentation

concerning the injury address the following matters: whether or not it is a job-related injury; prognosis; notes on Officer's rehabilitation; and length of time before the Officer can return to unrestricted Police activities.

V. RECURRENCE AND/OR ADDITIONAL MEDICAL TREATMENT

Any time an Officer suffers a recurrence of a previous IOD injury or requires additional medical treatment, tests, or therapy, as a result of a previous IOD injury, after the Officer has returned to work in a full duty capacity for any period following the original injury, then the injured Officer shall be required to submit a new IOD package to support the claim and/or need for additional treatment, tests, or therapy. The Officer shall be sure to fill out Section 2 of the IOD Form concerning itself with recurrences.

VI. PROCESSING THE IOD PACKAGE

After the IOD package is complete, the injured Officer will legibly sign his/her name wherever necessary on all of the forms. The IOD package will then be delivered to the Officer's commanding Officer who shall thoroughly review the IOD package to ensure that the documents are complete and have been signed by the injured Officer. The commanding Officer shall then sign the IOD Form and deliver the IOD package to the Officer-in-Charge ("OIC") of the division. This is to be done in a timely fashion so that the OIC of the division may review the paperwork, sign the IOD Form, and deliver the IOD package to the Human Resources Bureau within 24 hours from their submission by the injured Officer. The Human Resources Bureau, will process the IOD package and update the officer's IOD status as necessary.

VII. FAILURE TO PROVIDE NECESSARY DOCUMENTATION

If all of the necessary documentation is not submitted to support the IOD claim, then the claim cannot be processed and the injured Officer may be carried on sick leave until the IOD package is complete and delivered to the Human Resources Bureau. Once the completed IOD package is received and processed by the Human Resources Bureau, and assuming the Officer in question meets all of the other criteria necessary to carry an Officer in an IOD status, then all department records shall be changed to note that the Officer was in fact IOD instead of sick and all sick days previously charged against the Officer's sick bank shall be restored to the Officer. The only exception to restoring an injured Officer's sick days is in those situations when the necessary medical reports have not been furnished within the 14-day period set forth in section IV above or as described in section IX and X below.

VIII. RETURN TO WORK AUTHORIZATION

Prior to an Officer returning to work from IOD status, the Officer must present to the Human Resources Bureau medical documentation clearing him/her to do so. The Human Resources Bureau shall notify the Officer's commanding Officer.

If an Officer returns to duty on a scheduled furlough day, it is imperative that a note be presented to the Human Resources Bureau as soon as possible, in order that the Officer's status be changed from IOD to furlough. The Officer must make the necessary changes so that complications do not occur in scheduling and so that the Officer's IOD status is not jeopardized. For instance, if a doctor's slip indicates that an Officer is to return to unrestricted duties as of Friday, and the Officer decides to turn in the slip to the Human Resources Bureau on Monday, the Officer will be carried sick for Friday, Saturday and Sunday.

IX. CITY MEDICAL EXAMINATION (CME)

When a decision is made to send an Officer for a city medical examination (CME), the Officer shall be notified by a member of the Human Resources Bureau. The Human Resources Bureau will ensure all medical records and reports forwarded to the city Physician for review prior to the Officer's scheduled examination. Following the examination, the City Physician's report shall then be forwarded to the Human Resources Bureau. In the event that the City Physician advises the Human Resource Bureau in writing that in his/her opinion the Officer who is being carried IOD is able to return to work, then the parties shall be governed by the provision of Article X, Section 2(D) of the collective bargaining agreement.

Under NO circumstances is an Officer to contact the City Physician to cancel an appointment. If an Officer is unable to keep the appointment, the Officer is to contact the Human Resources Bureau as soon as possible and a determination will be made by the OIC of Human Resources Bureau as to whether or not to reschedule the appointment. If the Officer fails to appear for the scheduled appointment with the City Physician, the Officer shall be removed from IOD status and be placed on sick leave (or other furlough time) until such time that the Officer is examined by the City Physician at which point, the Officer will be restored to IOD status; however, the Officer shall not be entitled to reimbursement of the sick leave (or other furlough time) as used in this section. The second time the Officer misses a scheduled appointment, the Officer will also be suspended for two (2) days without pay.

If an Officer fails to notify the Human Resources Bureau of his/her intention not to appear for the examination by the City Physician (whether the refusal to appear is proper or not), then

the Officer shall be responsible for any doctor's fees charged to the City.

X. ARBITRATION EXAMINATION

Whether there is an original injury involved or a recurrence, in the event that there is a conflict between the Officer's physician and the City Physician, then the so-called arbitration process set forth under Article X, Section 2 of the collective bargaining agreement shall take effect.

The Officer will be sent a notice detailing the date, time and place of the arbitration examination.

Under NO circumstances is an Officer to contact the Arbitrator to cancel an appointment. If an Officer is unable to keep the appointment, the Officer is to contact the Human Resources Bureau as soon as possible and a determination will be made as to whether or not to reschedule the appointment. If the Officer fails to appear for the scheduled appointment with the Arbitrator, the officer shall be removed from IOD status and be placed on sick leave (or other furlough time) until such time that the Officer is examined by the Arbitrator, at which point the Officer will be restored to IOD status; however, the Officer shall not be entitled to reimbursement of the sick leave (or other furlough time) as used in this section. The second time the Officer misses a scheduled appointment, the Officer will also be suspended for two (2) days without pay.

If an Officer fails to notify the Human Resources Bureau of his/her intention not to appear for the examination by the Arbitrator (whether the refusal to appear is proper or not), then the Officer shall be responsible for any doctor's fees charged to the City.

XI. IOD OFFICERS LEAVING THE STATE

Officers in an IOD status shall be required to notify the Human Resources Bureau between 0800 and 1600, Monday through Friday, if they intend to leave the State of Rhode Island or their state of residence for a period in excess of twenty-four (24) hours. In such case, the Officer's IOD status shall be changed and the Officer shall be required to use a furlough day.

APPROVED:



COLONELOSCAR PEREZ
CHIEF OF POLICE