



Sheridan Police Department  
Policies and Procedures  
7.1 Replaces 203.4  
Chapter 7 – Employee Welfare  
Section 1 – Safety

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Signature:

The Sheridan Police Department recognizes the dangers of police work and is committed to limiting those dangers through proper training, equipment and supervision.

**Definitions**

**Injury -** As defined by the Workers' Compensation Act, "any harmful change in the human organism other than normal aging and includes damage to or loss of any artificial replacement and death, arising out of and in the course of employment while at work in or about the premises occupied."

**Serious Injury -** Any injury requiring immediate medical treatment and/or hospitalization or causes the employee to be relieved of regular duty assignment.

**7.1.1 Safety**

The City of Sheridan has a safety program administered by the city safety committee.

**7.1.2 Reporting Work Injuries**

- A. Work injuries, including re-injuries of previously reported work injuries, regardless of how serious, must be reported per City of Sheridan Employee Handbook and City of Sheridan Safety & Health Program.
- B. In the event of a work related injury, it is the responsibility of the supervisor to notify the HR Department.
- C. When an employee is seriously injured, as soon as practicable notification will be made through the chain of command up to the Chief of Police.
- D. The City of Sheridan incident/accident report forms must be completed for every injury/accident. The form shall be completed by the employee and his or her immediate supervisor prior to the end of the employee's shift, or as soon as possible. The form will then be forwarded to the department head through the chain of command and submitted to the HR Department.
- E. It is the employee's responsibility to initiate the workers compensation report of injury form whenever an injury requires medical treatment or time off to heal. The employee's immediate supervisor should review the form for completeness and accuracy before submittal. The form will be submitted to the human resources department. Human resources will complete the

employer section of the form. If the employee is unable to complete the form the employee's supervisor shall do so.

- F. The workers compensation report of injury form must be completed within 72 hours of the time of the injury or "within 72 hours after the general nature of the injury became apparent" [apparent that such injury has resulted in, or is likely to cause compensable disability (lost time from work or medical bills)] to comply with state statute 27-14-502. If the forms are not completed within this time, the claim may be denied.

### **7.1.3 Workers Compensation**

The City of Sheridan worker compensation policies are in the employee handbook.