OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 3 February 19, 2019

SUBJECT: **DAILY SIGN IN SHEET – REVISED; INJURED ON-DUTY – NOTIFICATIONS – REVISED; AND, MEDICAL TREATMENT FOR OFFICERS INJURED ON-DUTY – REVISED**

PURPOSE: This Order revises Department Manual Sections 3/705.05, *Daily Sign In Sheet*; 3/711.22, *Injured On-Duty – Notifications*; and, 3/720.10, *Medical Treatment for Officers Injured On-Duty*, to require Department personnel who attend an Injured On-Duty (IOD) related medical appointment, to document the Workers' Compensation Claim number in the "Activity" box section of the Daily Sign In Sheet, Form 15.19.00, including the "Out" and "In" times. The recording of this information will ensure proper payment to the employee for each associated IOD claim and accurate documentation for IOD follow up medical appointments.

PROCEDURE:

I. **DAILY SIGN IN SHEET – REVISED.** Department Manual Section 3/705.05, *Daily Sign In Sheet*, has been revised to conform to new Department procedures. Attached is the revised Department Manual section with the revisions indicated in italics.

II. **INJURED ON-DUTY – NOTIFICATIONS – REVISED.** Department Manual Section 3/711.22, *Injured-On-Duty – Notifications*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.

III. **MEDICAL TREATMENT FOR OFFICERS INJURED ON-DUTY – REVISED.** Department Manual Section 3/720.10, *Medical Treatment for Officers Injured on-Duty*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.

AMENDMENTS: This Order amends Sections 3/705.05, 3/711.22, and 3/720.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME III
Established by Administrative Order No. 3 , 2019

705.05 DAILY SIGN IN SHEET. Sworn administrative/investigative personnel who choose to extend their watch hours to take a meal break, *shall* document the time of their meal break as well as their start and end of watch times using the **Daily Sign In Sheet**, Form 15.19.00.

Department employees (sworn and civilian) *shall* **only** use the Daily Sign In Sheet. The use of any improvised *Daily Sign In or Out Sheet* is not permitted. Employees who complete daily activities reports [e.g., *Electronic* Daily Field Activities Report, Form 15.52.00; Sergeant's Daily Report, Form 15.48.00; or Watch Commander's Daily Report, Form 15.80.00; or Officer's Daily Logbook (if required)] *shall* use these forms to document the time of their Code Seven (meal break/free time), when applicable.

> **Note:** Department employees who do not maintain Department-approved daily activities reports are required to document their start and end of watch times, including Code Seven (meal time/free time), when applicable, on the Daily Sign In Sheet.

An example of some assignments that must utilize the Daily Sign In Sheet are the Area kit room, front desk and any other fixed post assignments.

Employee's Responsibilities. Department employees who are required to complete the Daily Sign In Sheet *shall:*

- Complete all of the required boxes properly on the Daily Sign In Sheet for each working day;
- Accurately document their actual start of watch and end of watch times;
- Accurately document their meal break, if applicable, in the "Activity" box, including the "Out" and "In" times;
- Indicate their destination/reason in the "Activity" box, including the "Out" and "In" times. If a sworn employee leaves their primary destination, the employee must notify Communications Division or their supervisor of any subsequent destinations;

  Note: The destination *shall* be an address or the name of the destination (e.g., 304 South Broadway, Hollenbeck Station, USCMC Hospital, or Elysian Park Academy).

- Phone-in to their supervisor when out of the office, **every two hours**, to update their status;
- At the discretion of the commanding officer or his or her designee, the phone-in and the duration of the time requiring a phone-in may be modified; *and,*
- *For Injured on-Duty (IOD) related medical treatments, Department employees shall document the Workers' Compensation Claim number in the "Activity" box section, including the times when he or she leaves and returns from their medical appointment in the "Out" and "In" sections of the Daily Sign In Sheet.*

Deployment Planning System User's Responsibilities. Deployment Planning System (DPS) Users or DPS Timekeepers *shall* be responsible for the following:

- Ensure that the Daily Sign In Sheet is accurate and made available prior to the start of each employee's workday;
- Ensure that the Daily Sign In Sheet is prepared for each day of the deployment period; and,
- Ensure that the Daily Sign In Sheet is completed, filed, and the information is transferred to the Daily Worksheet in the DPS, in a timely manner.

Supervisor's Responsibilities. Supervisors shall:

- Immediately implement a Daily Sign In Sheet, if one does not exist;
- Monitor the Daily Sign In Sheet for proper documentation and completeness;
- Ensure that the employee's meal break is documented on the Daily Sign In Sheet, if applicable;
- Determine whether the employee inadvertently omitted his or her meal break from the Daily Sign In Sheet. If a meal break has been omitted, promptly ensure that the time is documented on the Daily Sign In Sheet;
- Ensure that an employee taking a meal break properly accounts for such time on the Daily Sign In Sheet (e.g., extending End of Watch, submitting a deduction, or requesting vacation);
- Document the status, location, and the time the phone-in was made by the employee in the "Activity" box. The supervisor must also initial his or her name and serial number in the "Activity" box;
- Document any revisions to an employee's work schedule on the Daily Sign In Sheet. The supervisor *shall* also initial his or her name and serial number next to any change; and,
- *Upon notification by an employee of an IOD-related medical treatment, the supervisor shall ensure that the employee documents the Workers' Compensation Claim number in the "Activity" box section of the Daily Sign In Sheet, and the times when the employee leaves and returns from his or her medical treatment in the "Out" and "In" sections of the Daily Sign In Sheet.*

Commanding Officer's Responsibilities. Commanding officers *shall* be responsible for ensuring that the Daily Sign In Sheet is properly completed, as mandated by the Fair Labor Standards Act (FLSA).

711.22 INJURED ON-DUTY – NOTIFICATIONS. Commanding officers shall ensure that *notification is made to the Department Operations Center (DOC) immediately when an employee sustains a serious injury or illness (Department Manual Section 3/275.10), or is hospitalized or transported via Rescue Ambulance. The DOC shall immediately notify Medical Liaison Section, Personnel Division, via Department e-mail at* ***mlsnotifications@lapd.online*** if an injury is serious or if an employee is hospitalized *or transported via a Rescue Ambulance.*

720.10 MEDICAL TREATMENT FOR OFFICERS INJURED ON-DUTY. An officer shall immediately notify his or her watch commander or supervisor of any injury or illness incurred on-duty *or Injury on Duty-related medical appointments*. In every case where medical treatment *beyond First Aid* is given, or in which the officer *is placed off work by a Workers' Compensation treating physician beyond the date of the injury or illness*, an Employer's Report of Occupational Injury or Illness, State Form 5020, shall be completed *by a supervisor*.

Note: *In case of an emergency or serious injury or illness (Department Manual Section 3/275.10), request a Rescue Ambulance or call 911, or transport the employee to the nearest hospital emergency room.*

In all cases of serious injury *or illness, hospitalization, or transportation via Rescue Ambulance*, Medical Liaison Section, Personnel Division, shall immediately be notified of the circumstances of the incident (*Department* Manual Section 3/711.22).

Note: Commanding Officers shall, upon notification that an employee under his *or* her command has sustained an occupational bloodborne pathogen exposure, ensure that the employee is immediately evaluated by *Medical Services Division (MSD)* medical staff at one of the City's *jail* dispensaries. *Commanding Officers* shall also ensure that the exposure incident is properly documented.