



RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY

Municipal Police Training Academy

Community College of Rhode Island — Flanagan Campus
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Colonel Darnell Weaver
Commissioner, Department of Public Safety
Superintendent, Rhode Island State Police

Lieutenant Christopher Zarrella
Executive Director
RI Municipal Police Training Academy

GENERAL ORDER				
NUMBER	POLICY NAME		CALEA STANDARD	PAGES
8.102	SICKNESS, ILLNESS OR INJURY OF ACADEMY STAFF & INSTRUCTORS			3
SUBJECT AREA		REFERENCE		DISTRIBUTION
				ALL
DATES				
EFFECTIVE	ISSUING		REEVALUATION	
12/2/2013	2024		2027	

SICKNESS, ILLNESS OR INJURY OF ACADEMY STAFF & INSTRUCTORS

I. PURPOSE

The purpose of this policy is to establish procedures and guidelines for the reporting, documentation, handling, and management of issues related to sickness, illness, or injury of Academy Staff members and Instructors.

II. POLICY

All Academy Staff Members are required to report to the Executive Director or his designee any sickness, illness and or injury which would result in an absence from work.

III. DEFINITIONS

- A. **ACADEMY STAFF MEMBER**: All full-time staff members, non-classified, classified, and contract employees.
- B. **INSTRUCTOR**: A person authorized by the RIPOST to teach at the Academy.
- C. **SICKNESS AND ILLNESS**: That which renders an individual unable to report to work or to report to work in a limited capacity.
- D. **INJURY**: Shall include, but not be limited to, cuts, bruises, abrasions, sprains, broken bones.
- E. **EXECUTIVE DIRECTOR**: The Academy Director or his designee.

IV. PROCEDURE

- A. Injury incurred during the performance of duties shall be reported as soon as practicable to the Executive Director. An official Academy Injury Report shall be completed by the affected Academy Staff Member or Instructor and be submitted as soon as possible to the Executive Director.
- B. A Staff Member or Instructor unable to report for duty/work due to Sickness, Illness, or Injury shall notify the Director or his designee no later than two (2) hours prior to the scheduled reporting time. All Staff Members and Instructors are encouraged to notify the Director or his designee, as soon as practicable, if unable to report to work for any reason.
- C. Emergency Medical Response:
 - i. When serious sickness, illness, or injury exists, an Academy Staff member shall request the response of medical personnel. Where applicable, Range Control or Campus Police shall also be advised.
 - ii. The decision to request medical assistance lies solely with Academy Staff Members and Instructors.
 - iii. In cases of serious sickness, illness, and injury, the preferred method of transportation to a medical facility shall be via rescue.
- D. Reporting Procedures:
 - i. An Academy Injury Report shall be completed and submitted to the Executive Director.
 - ii. Academy Staff Members and Instructors shall complete supplemental reports, as necessary.
 - iii. Academy Injury Reports, relating to Instructors, shall be forwarded to the employing agency.
 - iv. In the case of serious illness or injury, the Director or his designee, shall notify the POST Chairperson and the Department of Public Safety Liaison.
 - v. Any Academy Staff member who has been absent from work for a period of five (5) consecutive days may be required to submit a physician's letter indicating the employee's ability to return to work without restrictions.
 - vi. Any employee who will be absent from work for a period greater than five (5) days, will be required to submit a physician's letter indicating the reason for absence and, if possible, the likely return date.

- vii. Employees on leave due to sickness, illness or injury for a period greater than five (5) days will not be permitted to return to work without proper documentation from a physician.



By Order Of:

Robert Creamer
Lieutenant Colonel
Commanding Officer
Rhode Island Department of Public Safety