



**RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY**  
**Municipal Police Training Academy**

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Colonel Steven G. O'Donnell  
 Commissioner, Department of Public Safety  
 Superintendent, Rhode Island State Police

Sergeant Scott N. Raynes  
 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	ISSUED	REEVALUATION	PREVIOUSLY ISSUED	
12/2/2013	12/2/2013	AS NEEDED	July 15, 2013	

**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 Adjunct Instructors.

**II. POLICY**

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

**III. DEFINITIONS**

- A. **ACADEMY STAFF MEMBER**: An Academy Staff member, for the purposes of this policy, shall include all full-time staff members, non-classified, classified, and contract employees.
- B. **ADJUNCT INSTRUCTOR**: An authorized Academy instructor, compensated or non-compensated.
- C. **SICKNESS AND ILLNESS**: That which renders an employee 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, not to exceed two (2) hours from the time the injury occurred. An official Academy Injury Report shall be completed by the affected Academy Staff Member or Adjunct Instructor and be submitted as soon as possible, not to exceed 24 hours, to the Executive Director.
- B. A Staff Member or Adjunct 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. For example, notification shall be made by 5:30 a.m. for a scheduled 7:30 a.m. reporting time. All Staff Members and Adjunct 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, including but not limited to, the Lincoln Rescue service. In addition, CCRI Campus Police shall be notified when the incident occurs on campus.
  - ii. The decision to request medical assistance lies solely with Academy Staff Members and Adjunct Instructors.
  - iii. In cases of serious sickness, illness, and injury, the preferred method of transportation to a medical facility shall be by rescue or ambulance.
- D. Reporting Procedures:
- i. An Academy Injury Report shall be completed, as required, and submitted to the Director.
  - ii. Academy Staff Members and Adjunct Instructors shall complete supplemental reports, as necessary.
  - iii. Academy Injury Reports, relating to Adjunct Instructors shall be forwarded to the employing police department.
  - 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) continuous days may be required to submit a physician's letter indicating the employee's ability to return to work status without restriction.

- vi. Any employee who will be absent from work for an extended period of time, greater than five (5) days, will be required to submit a physician's letter indicating the reason for absence, the length of absence, and the likely return-to-work date, if known.
- vii. Employees on extended leave (greater than five (5) days) due to sickness, illness, or injury will not be permitted to return to work without proper documentation from a physician.



By Order Of:

Karen D. Pinch  
Lieutenant Colonel  
Commanding Officer  
Rhode Island Department of Public Safety