

TEAMSTERS LOCAL 700

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COOK COUNTY
DEPARTMENT OF CORRECTIONS
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PROCEDURES FOR AN INJURY ON DUTY

In the event that you are injured while on duty or believe that you may have incurred an injury while on duty, Officers should perform the following procedures. Per Illinois state law, you have 45 days to notify the Employer of the Duty Injury or you could lose all rights and benefits under the Worker's Compensation Act. These procedures are for any injury while on duty regardless of the severity. These guidelines are to ensure your protection in the event that any injury while on duty may become more than originally suspected. The I.O.D. packet consists of "Employee Accident Report", "Authorization for Release of Medical Records/Employment Information", "Supervisor's Investigation Report" and as many as needed "Witness Statement Report."

1. Notify your Immediate Supervisor, including the Shift Commander and a Union Representative. If you feel you need immediate medical attention, do so. Have 911 activated, report to Cermak Healthcare or go to a medical provider of your choice. Make this decision based on the injury you incurred. You are not required to complete any reports prior to receiving medical attention. The decision to do any report before receiving medical attention can only be determined by you. You are entitled to Union representation while completing all reports. You have 48 hours to submit the I.O.D. packet, from the time of the incident, to your immediate supervisor. If you are medically unable to fill out an I.O.D. packet, request that the Shift Commander fill out the I.O.D. packet in your absence. This is to ensure you receive the first 30 days of Teamster pay, at your regular rate of pay. In regards to the Employer's Incident Reports, these will be filled out when you are medically capable to do so. Document the person, date, time and what was said relating to this phone call/discussion and keep this information with your I.O.D. paperwork.
2. Initiate an Injury on Duty (I.O.D.) Packet (i.e. Employee's Accident Report) and/or Battery Report. Fill out the Officer/Employee page and the Authorization for Release of Medical Records/Employment Information page of the packet. Document the person, date, time and what was said relating to this phone call/discussion and keep this information with your I.O.D. paperwork.
3. Any and all witnesses to the incident must complete the Witness Statement Report page of the I.O.D. packet, including supervisors that were witness to the incident. It is the supervisor's responsibility to obtain any/all witnesses and secure all of their statements for the injured officer(s). Document the person, date, time and what was said relating to this phone call/discussion and keep this information with your I.O.D. paperwork.
4. Once the Officer/Employee page and the Authorization for Release page is complete, sign the documents and make copies for yourself before you leave, if possible. It must then be turned in to the Shift Commander for them to complete their portion of the I.O.D. packet. Request that you be copied on the email that is sent out to all applicable department heads, in regards to your I.O.D. This is to maintain a chronological timeline of events. Document the person, date, time and what was said relating to this phone call/discussion and keep this information with your I.O.D. paperwork.
5. Whatever medical personnel you see (i.e. Emergency Room, General Practitioner, etc.) you will need to inform them that this is a Workman's Comp claim and that you will provide them with that claim number once you receive it from Risk Management.

6. As soon as you are medically capable of doing so, contact your Superintendent/Department Head and inquire as to if your packet has been sent to the CCDOC- Office of Safety. Contact the Safety Officer (773-674-3694) to ensure that they forwarded your I.O.D. packet to Risk Management. Contact Risk Management (312-603-5571/6274/2454/6422) to ensure that they received your I.O.D. packet. Document the person, date, time and what was said relating to this phone call discussion and keep this information with your I.O.D. paperwork.

7. The very first day that you are unable to report for duty, you need to call the Medical Line (773-674-7160) and notify them that you are on Duty Injury. This will be the only time you need to call in I.O.D. Document the person, date, time and reference number relating to this phone call and keep this information with your I.O.D. paperwork.

8. Notify Risk Management/Claims Adjuster (312-603-5571/6274/2454/6422) of any/all restrictions/diagnosis given to you by any medical personnel involved after any/all appointments. This is to keep risk management up to date on your restrictions/diagnosis, as they may change from one appointment to the next.

9. Make sure that you are keeping ALL documentation relating to your Duty Injury in one place. This will help in case your claim is disputed in any matter or goes to the Industrial Commission.

DUTY DISABILITY APPLICATION (I.O.D.) THROUGH THE COOK COUNTY PENSION FUND

To ensure you do not miss any Pension credits, please ensure that you contact the Cook County Pension Fund (CCPF) and fill out a Duty Disability Application. An application must be completed and filed with Cook County Pension Fund ASAP. You have no more than six months from the date of the incident to complete this application, otherwise you will be at risk of losing all of your pension credits pertaining to this incident. Please contact the Cook County Pension Fund at 312-603-1200. (www.cookcountypension.com)

RETURNING TO WORK

1. You have now received a diagnosis from your doctor that will allow you to return to a light duty or full duty status. That letter will have a date on it. This is the date that you will start in that capacity.

2. You will need to report to Human Resources and see them and the Nurse before the date on your letter.

-Cook County Employee Assistance Program is available to all Employees in need of their services.
312-603-1290

-Peer Support is available to all Employees in need of their services.
312-603-5392

-The Teamsters Local 700 Union Office is available to answer any questions you have.
773-674-3387

WHAT TO DO WHEN HUMAN WASTE IS THROWN ON YOU BY DETAINEES!

- 1) Change into some clean clothing, and attempt to wash contaminants off with cold water. No one should come behind you using that same area unless it has been properly sterilized. Since the employer has no designated decontamination process/area you will have to go to the emergency room to do so.
- 2) Fill out battery report (if able). If you are medically unable to fill out a report, request that the Shift Commander fill out the report in your absence.
- 3) Fill out duty injury packet (if able). You can find the duty injury packet on Sheriff Net, and the form is actually a fillable form. The forms that are attached are the forms you need to fill out. Otherwise the shift Commander will begin the packet. Be advised your shift Commander may need to follow up with you to fill out your information in duty injury packet. Anyone who witnessed the incident needs to fill out a witness statement in the duty injury packet for you.
- 4) Inform Supervisory staff you want charges pressed, any and all videos preserved for evidence, and detainee medical history so that they can place this information in their assessment. This same information should be reiterated in your report.
- 5) Ensure when you go to the emergency room you have blood drawn. (This should be done any time you come in contact with any bodily fluid from an individual. Their health condition is unknown to you.) Tell the staff that this is a duty injury. This has to be done within 72 hours. Information concerning this duty injury has to be forwarded to Risk Management at 118 N. Clark Rm 1072, Chicago, IL 60602, Phone: 312-603-5571, Fax: 866-839-5397. To ensure proper processing of your duty injury packet, please follow up with Safety at 773-674-3694.
- 6) Contact/follow up with your primary doctor as soon as possible. As soon as you are medically capable of doing so, contact your Superintendent/Department Head and inquire as to if your packet has been sent to the CCDOC- Office of Safety. Contact the Safety Officer (773-674-3694) to ensure that they forwarded your I.O.D. packet to Risk Management. Contact Risk Management (312-603-5571/6274/2454/6422) to ensure that they received your I.O.D. packet. Document the person, date, time and what was said relating to this phone call discussion and keep this information with your I.O.D. paperwork.
- 7) The very first day that you are unable to report for duty, you need to call the Medical Line (773-674-7160) and notify them that you are on Duty Injury. This will be the only time you need to call in I.O.D. Document the person, date, time and reference number relating to this phone call and keep this information with your I.O.D. paperwork. Contact the Employee Assistance program to request support personnel in your area at 312-603-1290.
- 8) If your report has not be done yet, do it as soon as you are able. During your initial days off keep record of any information concerning the incident that comes to mind. Remember to add into your report that you want charges pressed against the detainee, and you want any and all videos preserved for evidence, ie stationary cameras, handheld cameras, or taser cameras and you want the detainees medical history for your evaluation.
- 9) Once you are cleared to come back to work, you have to go to see or speak with the nurse in Human Resources. (Faxing in the clearance from your doctor may be an option the nurse suggests).

**-Chief Union Steward Robinson
Teamsters Local 700**