

**Policy:** 1621.5, Risk Management  
**Effective Date:** 5/27/2026  
**Distribution Group:** All Employees  
**Review Responsibility:** Patrol Services Bureau Commander  
**Accreditation Chapters:** 18  
**Chief of Police:** Eric D. Smith

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## I. PURPOSE

The purpose of this policy is to establish standardized procedures for reporting, documenting, and processing workplace injuries, illnesses, accidents/incidents, and City property damage to ensure timely Risk Management review, compliance with Workers' Compensation requirements, and accurate departmental records.

## II. POLICY

All incidents involving employee injury or illness, vehicle accident/crashes, damage/loss to City property, damage/loss to personal property by an employee, or public accidents shall be reported immediately to the Risk Management Office. Employees and supervisors shall complete all required Risk Management and Workers' Compensation forms in addition to any other reports required by department policy or law.

## III. DEFINITIONS

Motor Vehicle Accident/Crash: Whenever a City-owned OR leased vehicle, being operated by an employee is involved in an accident/crash.

Property Damage: When City property or personal property of an individual has been damaged, destroyed, or lost by a city employee during the course of their official duties.

Public Accident: A public accident is when a person, other than a City employee, has been injured on property owned by the city.

## **IV. PROCEDURES**

The TEAMLINK – Report an Accident or Incident online portal will be used to report public accidents, motor vehicle accident/crashes, property damage, and other losses to Risk Management. The Accident/Incident Report requires electronic submission to Risk Management within 48 hours.

The Accident/Incident Report requires acknowledgment by the supervisor or division commander. A narrative description is required for every submission. The only supplemental report accepted and required by Risk Management is the Traffic Crash Report. The Traffic Crash Report can be scanned and sent electronically as an attachment or a hard copy can be delivered to Risk Management.

When the online form is completed and acknowledged by the appropriate supervisor or division commander, it will be delivered electronically to the City's Risk Management office.

### **1. MOTOR VEHICLE ACCIDENT/CRASH**

Any member involved in an accident/crash while driving a City vehicle while off duty must contact the On-Duty Watch Commander immediately, and their direct supervisor within 24 hours of the accident/crash. When completing the online Accident/Incident Report, a copy of the completed crash report shall be attached/uploaded to the portal.

Members may be required to notify their personal insurance carrier within 48 hours if the member acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights safety, or property. (See Florida Statute 627.7491)

### **2. DAMAGED OR LOSS OF CITY PROPERTY**

Whenever City property is damaged, stolen, vandalized, or lost, and the loss is greater than \$100, a supervisor will be notified. The supervisor will complete all applicable sections of the online Accident/Incident Report and submit it electronically to the division commander.

### **3. DAMAGED OR LOSS OF PROPERTY**

Whenever an individual's personal property is damaged or lost by a city employee, during the course of their official duties, a supervisor will be notified. The supervisor will complete all applicable sections of the online Accident/Incident Report and submit it electronically to the division commander.

### **4. PUBLIC ACCIDENTS**

Whenever a person, other than a City employee, is injured on City owned property, an online Accident/Incident Report will be completed, fully detailing the incident, and routed to the City's Risk Management Office.

## **5. WORKERS' COMPENSATION-FIRST REPORT OF INJURY OR ILLNESS**

Employees and supervisors are required by Department regulations to report all job-connected injuries no later than the end of the tour of duty during which the injury occurred. An employee who receives a job-related non-emergency injury during the Advent Health Centra Care working hours may be sent to Advent Health Centra Care Treatment Center for treatment. Employees injured at other times may be treated at Advent Health. Employees who receive a job-related injury of an emergency nature should be transported to the closest emergency medical facility.

Every time an employee receives treatment for the on-duty injury or illness, the employee must immediately deliver a copy of any and all paperwork received from the treatment center to his or her supervisor. A copy of the paperwork will be sent to the Patrol Services Bureau Aide. If the employee has a change in his or her work status (i.e., off work status to an alternative duty status), then the supervisor must also send a copy to the Fiscal Unit.

In the event the Workers' Compensation First Report of Injury or Illness report is not received by the State of Florida Workers' Compensation Offices within seven days of knowledge of such an injury, a \$500 fine will be assessed. This fine, if assessed, will be charged back to the injured employee's bureau, which will initiate an internal inquiry. Failure to timely report injuries could result in the loss of Workers' Compensation benefits.

### **5.1 MINOR ON-DUTY INJURY-NO TREATMENT**

For employees who receive a minor on-duty injury or illness that does not require treatment, the supervisor will contact the Advent Health Centra Care Call Center at 1.888.807.1020 and follow the prompts. If treatment is required at a later date, the affected officer must call Risk Management to coordinate treatment.

### **5.2 ON-DUTY INJURY/NON-EMERGENCY TREATMENT**

For employees who receive an on-duty injury or illness that requires non-emergency treatment, the supervisor will call the Advent Health Centra Care Call Center at 1.888.807.1020 and follow the prompts. The Call Center will document information about the injury or illness and initiate the Workers' Compensation First Report of Injury or Illness form. The Call Center will make the appointment for the employee and inform the supervisor as to which Treatment Center the employee is to report. Once the employee has received treatment, the employee will be given a yellow discharge instruction form from the Advent Health Centra Care Treatment Center. The employee will immediately take the discharge instruction form to his or her supervisor, who will check it for completeness (i.e., ensure duty status is annotated) and submit a copy of the form to the Fiscal Unit within 24 hours or no later than 9:00 a.m. the next business day and provide a copy to the Patrol Services Bureau Aide within the same timeframe.

### **5.3 ON-DUTY INJURY/EMERGENCY TREATMENT**

Employees who receive an on-duty injury or illness that requires emergency treatment will be taken to the closest area hospital. The supervisor will contact the Advent Health Centra Care Call Center at 407.691.5490 or 1.888.807.1020 and follow the prompts. The Call Center will provide information regarding follow-up treatment once the employee is released from the hospital. The supervisor will submit a copy of the yellow discharge instruction form to the Fiscal Unit within 24 hours or no later than 9:00 a.m. the next business day and provide a copy to the Patrol Services Bureau Aide within the same timeframe.

## **6. ADDITIONAL SUPERVISOR RESPONSIBILITIES**

Supervisors shall ensure the employees Weekly Attendance Record, supporting remarks section, reflects the appropriate Personal Leave time is being used for a previously reported on-the-job injury or that the employee is in an alternative duty status.

Supervisors shall forward a photocopy of the Advent Health Centra Care follow-up paperwork to the Patrol Services Bureau Aide and a copy to the Fiscal Unit when an employee has any change in his or her work status.

## **V.FORMS AND APPENDICES**

None.

## **VI.REFERENCES**

This policy rescinds Policy and Procedure 1621.4

Related Policies: Not Applicable

Related Laws: Not Applicable