

RECORDS STANDARD OPERATING GUIDELINE

DATE APPROVED: SEPTEMBER 2007

I. Scope

This standard establishes a system for the collection and permanent retention of information concerning accidents, injuries, illnesses, and deaths that are or might be job related.

- a. Establish a database for analysis to develop programs to reduce on-the-job accidents, illnesses, and deaths.

II. General

A. A permanent record of all accidents, injuries, illnesses, or deaths that occur while a member is on duty shall be maintained by the department. The record shall be placed in the individual member's permanent personnel file.

III. Responsibilities

- A. It shall be the responsibility of each member of the department to immediately report to an officer any accident, injury, or illness that occurs while on duty. The appropriate report shall be filed in writing.
1. An accident report shall be filed if the member was involved in a motor vehicle collision.
 2. If a member has been injured, while On-the-Job.