



HR EXPERTISE (HR KNOWLEDGE)

TRAINING

HUMAN  
RESOURCES

POTENTIAL



# Risk Management Medical Liaison Unit

Supervisor's Training 2024



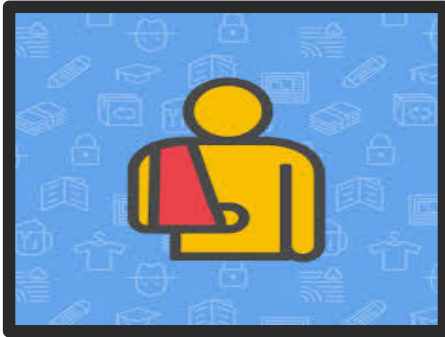
*To exceed minimum compliance for health, safety, and the well being of our employees by proactively managing risk through continuous education, participation, and communication.*

# Self-Assessment

1. What's a PREDESIGNATED PHYSICIAN FORM?
2. How often does an employee need to provide doctor's notes?
3. What does P&S mean?
4. What would you do if one of your employees gives you a doctor's note that says "NO USE OF BOTH HANDS"?
5. What do you do if you suspect a fraudulent WC claim?



# Risk Management - MLU



- **Workers' Compensation**
- **COVID – 19**
- **Protected Leaves**
- **\*New\* MLU Self-Service**



- **Reasonable Suspicion**
- **Fitness for Duty**
- **Medical Evaluations**
- **Funeral Guidelines**
- **Officer Involved Shooting Procedure**



- **Ergonomic Evaluations**
- **Cal/OSHA Compliance**
- **Safety Programs**
- **Facility Safety Officers (FSO)**



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# Workers' Compensation

# County of San Diego, DHR

## ❖ Risk Management (RM)

Workers' Compensation Unit (WCU)  
5530 Overland Avenue, Suite 210  
San Diego, CA 92123

# SD Sheriff's Department

## ❖ Risk Management/Medical Liaison Unit

9621 Ridgehaven Court  
San Diego, CA 92123  
Main line: (858) 974-2032

[Liaison.Medical@sdsheriff.org](mailto:Liaison.Medical@sdsheriff.org)

# Work Related Injuries or Illnesses

## Benefits Include:

- Medical Treatment
- Mileage Reimbursement
- Compensation for Lost Time
- Permanent Disability
- Death Benefits

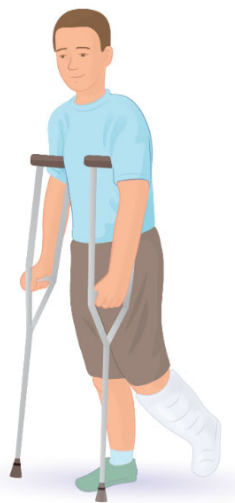
## Eligibility:

- Paid Employees
- Volunteers



# Work-Related Injuries

- **Specific Injury**
- **Cumulative or Repetitive Trauma**





# Medical Providers

- **Concentra**



- **Kaiser Permanente On-The-Job or KPOJ**  KAISER PERMANENTE®

- **Akeso Occupational Health**



- **Pre-designated Physician Form**

# Work Status Reports

## **Full Duty (FD)**

- Employee can perform all job duties

## **Temporary Limited Duty (LD)**

- Employee has work restrictions
- Reasonable Accommodation?
- Release Time for Light Duty Appointments
  - Kronos Timekeeping

## **Temporary Totally Disabled (TTD)**

- Injury Leave – Non-Sworn / 4850-Sworn
- Use employee balances

## **Permanent & Stationary (P&S)**

- Sworn: use up remaining 4850
- Non-sworn: no injury leave

# Supervisor's Role

## ❖ Obtain correct & complete WC Forms

- Supervisor's Accident Investigation Report
- Report of Occupational Injury
- Workers' Compensation Claim Form

## ❖ Notify MLU and Submit Forms

- Send Forms via email to MLU @ [Liaison.Medical@sdsheriff.org](mailto:Liaison.Medical@sdsheriff.org)

## ❖ Determine medical treatment

## ❖ Corrective Measures?



# Supervisor's Role (con't)

- ❖ Communicate with your employee & MLU
- ❖ Get updated work status notes & forward to MLU
- ❖ Determine reasonable accommodations if necessary
- ❖ Cooperate with WC investigation
- ❖ Make sure timecards are correct



# Common Oversights

## Workers' Compensation Paperwork

- *DWC1 – State of California*
- *RM3 - Supervisor's Report Incomplete*

## Work Status Updates (due maximum 45 days)

- Create a reminder in Outlook

## Full Duty Notes

- Please inform MLU asap
- Some sworn employees may need to qualify

# Medical Liaison Unit's Role

- ❖ **Accommodations**
- ❖ **Employee Tracking**
  - Report lost hours to WC
- ❖ **Limited Duty Policy – P&P 3.34**
- ❖ **Qualifications – Waivers/Clearances**
- ❖ **Interactive Process – Permanent & Stationary**

# Sheriff P&P

- ❖ **3.16 - Occupational Injuries, Illness, or Death**
- ❖ **3.34 - Temporary Limited Duty Program for Injured or Ill Employees**

# If fraud or abuse is suspected, contact MLU



**Commit Workers'  
Comp Fraud,  
Get A New Outfit.**

**DON'T DO IT. DON'T TOLERATE IT. REPORT IT:**

**(800) 315-7672**

Employees faking injuries or employers illegally denying claims are examples of workers' comp fraud.

This is a felony punishable by up to five years in prison and a \$150,000 fine.



**San Diego County District Attorney**



# Self-Assessment *Recap*

- 1 What's a PREDESIGNATED PHYSICIAN FORM?
- 2 How often does an employee need to provide doctor's notes?
- 3 What does P&S mean?
- 4 What would you do if one of your employees gives you a doctor's note that says "NO USE OF BOTH HANDS"?
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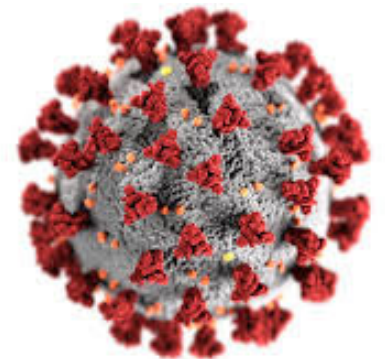
POTENTIAL



**COVID-19**

# COVID-19

- Check “COVID Resources” link on Sheriff’s home page for updates and forms
- [MLUCOVID2020.Communications@sdsheriff.gov](mailto:MLUCOVID2020.Communications@sdsheriff.gov)
  - Questions about COVID
  - Report COVID positives & quarantines
  - Report return to work dates
  - Submit Contact Investigations/Tracing Reports
- Call us at (858)974-2032





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# PROTECTED & UNPROTECTED LEAVES

# Family Medical Leave (FMLA) & California Family Rights Act (CFRA)

- **Coverage:**
  - FMLA - Federal
  - CFRA -State
- **Up to 12 weeks of unpaid leave within a**
  - 12-month period
- **Eligibility**
  - Be a county employee for the past 12 months
  - Worked at least 1250 hours
  - Have a qualifying reason

# Pregnancy Disability Leave (PDL)

- **PDL – State Law**
- No minimum length of employment
- Provides up to 17 1/3 weeks of unpaid leave for pregnancy disability, childbirth recovery or related medical condition.
- Used continuously or intermittently

# Unprotected Leaves

## Why would an employee go on unprotected leave?

- Not eligible for FML/CFRA
- Exhausted all PDL and FML protection
- Exhausted all paid leave balances



# How to be paid while out on Leave

## Disability Plans



- **Sworn**
  - CA Law Enforcement Association (CLEA) – DSA
  - AFLAC
- **Professional Staff**
  - State Disability Insurance (SDI)
  - Paid Family Leave (PFL)
- **Management/Unclassified Classifications**
  - Long Term Disability
- **Voluntary Benefits – Lincoln Financial Group**
  - Short Term Disability or PFL for non-SDI
  - Long Term Disability
- **Catastrophic Leave**





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# Risk Management

## Other Responsibilities

# Risk Management

- **Sworn & professional staff medical evaluations**
- **Sworn qualification for TTD or light duty employees**
- **Officer Involved Shooting (OIS)**
  - **Critical Incident Procedure**
- **Fitness for duty**
- **Reasonable suspicion**
- **Funeral guidelines**

# Medical Evaluations - Sworn

## Omnibus Transportation Act

- Testing prior to starting position
- Monthly random drug testing

## Probationary Drug Testing

- Monthly random selection for new sworn employees

## Monthly Random Drug Testing

- Sworn (effective July 2014)

# Reasonable Suspicion of Impairment



## *Supervisor's Role:*

- Observe employee
- Obtain witnesses
- Document the behavior
- Contact Command & MLU

SAFETY

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## *Risk Management Mission Statement*

*"To exceed minimum compliance for health, safety, and the well being of our employees **by proactively** managing risk through continuous education, participation, and communication."*

# Cal/OSHA Compliance

## **MLU Responsibilities:**

- Establish, implement, and maintain an Injury and Illness Prevention Program (IIPP)
- Keep records of work-related injuries and illnesses - Facility Safety Officer (FSO) Program
- Report work-related serious injuries, accident or death or to Cal/OSHA.

# ERGONOMIC EVALUATIONS

Sitting for long periods of time may also contribute to ergonomic injuries.

If you would like to request an ergonomic evaluation of your workstation, contact Safety Officer.

Encourage your employees to watch MLU Video  
“Ergonomic Guide for Your Workstation Setup”  
And “The Hidden Risks of Sitting”

# Safety & Health Program

- Cal OSHA compliance is only a minimum standard
- The Sheriff's Department is required by Cal/OSHA regulations and various County policies to have several Safety and Health programs in the workplace including;
  - Injury and Illness Prevention Program,
  - Respiratory Protection Program,
  - Hazard Communication Program,
  - Bloodborne Pathogens Program (ECP),
  - Heat Illness Prevention and
  - Aerosol Transmittable Disease Program.



**Safety procedures are not intended to address principles, values, philosophies, goals and objectives covered in the Department Policies & Procedures (P&P).**

**P&Ps are published and maintained by Division of Inspectional Services. P&Ps do not address the details covered in a safety procedure.**

**Refer to current P&P manual for information on operations within the San Diego Sheriff's Department.**

# Facility Safety Officer (FSO) Program

## Risk Management Unit's Role:

- Create and maintain the program
- Encourage and promote participation
- Ensure a specific person is appointed as Facility Safety Officer (FSO) for each facility/department where practicable.

**CalOSHA Requires  
All Employees  
to be  
SITE SPECIFIC AWARENESS  
Trained**



**CalOSHA wants to see documentation to answer their questions, i.e., training, inspections, written programs, etc.**

**No documentation  
= it didn't happen!**

# FSO Responsibilities

**Conduct inspections and hazard evaluations of their assigned facility and activities.**

**CalOSHA requires documented periodic Self-Inspections**

**Do you know the FSO at  
your current facility/area?**

**If you do not...**



When and Why  
YOU  
Should  
Report Injuries to  
CalOSHA

# Reporting Injuries to CalOSHA

**Can your  
Division afford  
\$5,000?**





# Contact Information:

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