

LINE OF DUTY INJURY OR DEATH

1.0 Purpose

- 1.1 The purpose of this Directive is to set guidelines for City staff to follow in the event an employee suffers a serious injury or death while on duty for The City of Lake Forest.

2.0 Scope

- 2.1 The Executive Staff will be the primary individuals who will administer this Directive, but based on the situation at the time of the need and the absence of a Department Head, the chain of command of a given department may be called upon to implement this Directive. The Director of Human Resources and the City Manager shall be notified as soon as possible of a serious employee injury or death, no matter what time of day the event occurs. Contact the Police Department if the incident is criminal in nature.

3.0 Definitions

- 3.1 A serious injury is one that places the survivability of the employee in question or requires hospitalization and/or surgery and will have a negative impact on the employees' long-term health.
- 3.2 An employee is anyone who is fulltime, part-time or seasonal.

4.0 Policy

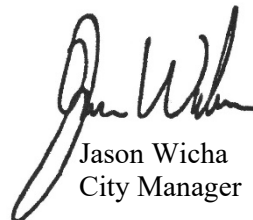
- 4.1 In the event of a serious injury or death of a City employee while on duty for the City, the Department Head of the employee and another City official will notify the employee's family in person whenever possible. In situations where in-person notification is not possible or practical, then telephone notification is acceptable. Where in-person notification is possible, consideration should be given to providing transportation for the family to the hospital as appropriate. Do not release the name of the deceased member to the media before notification of immediate survivors living in the area.
 - a. For incidents involving **FATALITIES OR HOSPITALIZATION**, the supervisor must notify the Illinois Department of Labor/Illinois OSHA by phone:
 - Within eight (8) hours after the death of any employee from a work-related incident or
 - In-patient hospitalization of one (1) or more employees as a result of a work-related incident.
 - Public Sector Employees – 800-782-7860 (See Administrative Directive 6-3)
- 4.2 When appropriate, a Department Head may provide to the family a City employee with a City vehicle to assist the family in tending to normal family needs during critical time of an employee's serious injury or death. Responsibilities may include getting the family to and

from the hospital, picking up children at school or running important errands associated with the employee's family's best interest.

- 4.3 When appropriate, the City can offer to pay hotel and food invoices for the family to be near the hospital treating the employee, up to a maximum of \$1,000.
- 4.4 In the event of a line-of-duty death for a full-time employee, in addition to possible Workers Compensation benefits, the City provides employee life insurance. For seasonal or temporary employees not covered by the life insurance, the City will pay up to \$5,000, to the individual responsible for the funeral arrangements, toward approved invoices associated with the funeral and cemetery costs for the employee. Notify appropriate hospital personnel to direct all medical bills relating to the deceased or seriously injured member to The City of Lake Forest, not to the member's home.
- 4.5 The City will allow, within reason and ability of the Department to fulfill its City obligations, employees of the stricken Department to attend the local funeral should the funeral occur during normal business hours. Employees from other City departments who wish to attend the funeral may do so at their Department Head's discretion.
- 4.6 If the funeral is not held locally, then the Department Head would have the option of sending a representative of the Department and the City to the service.
- 4.7 Department members who were on the scene or who arrived moments after a member was killed while on duty should be relieved as quickly as possible. Early consideration should be given by the Department Head and or the Director of Human Resource to bring in a counselor to assist employees in handling the loss or serious injury of a fellow employee.

5.0 Distribution

- 5.1 Human Resources website, www.citylf.org.



Jason Wicha
City Manager

Created 5/2001
Reviewed 5/2005, 5/2007, 5/2013, 5/2018