

1-8 Employee Medical Emergencies

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-8**

Subject: **EMPLOYEE MEDICAL EMERGENCIES**

Effective Date:	04-02-2001	Last Date Revised:	02-07-2020
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of this order is to outline the procedures for handling employee medical emergencies.

GUIDELINES

In the event that an employee experiences a medical emergency while at the Bureau offices and medical care is necessary, the following procedures are established:

1. If the emergency is obviously life threatening, serious or the employee is unconscious, dial 911. Norwalk Station will answer and the appropriate emergency equipment will be dispatched to the Bureau.

Be sure to advise the Norwalk Station desk of the exact location of the office (C-111 or E-106) within the STARS Center complex, as this information may not appear on the Station 911 console screen.

Available personnel should respond to the parking lot to escort fire personnel to the patient's location.

2. If the emergency is less than life threatening and the employee can safely travel via automobile, the employee may be transported by another Bureau employee to the nearest contract hospital or approved health care facility, listed in the County of Los Angeles Directory of Physicians of Industrial injury.

- A. If the employee has notified the Department in writing prior to the date of the injury or illness that he/she

has a licensed personal physician, the employee may be treated by his/her physician from the date of injury

As soon as possible, a Bureau supervisor will be notified and required to follow-up on the condition of the employee and ascertain the exact nature of the emergency.

The supervisor will ensure that all appropriate documents such as Employee Injury Reports and Treatment Authorization forms are completed. The Captain's secretary will be responsible for seeing that these reports are processed in a timely fashion. (Note: injury or illness that occurs at work is not automatically industrial in nature).*

In the event of serious injury or illness, the Injury and Health Support Unit (323-890-5381) will be contacted immediately for advice and assistance.
