

BLADENSBURG POLICE DEPARTMENT RECORDS RETENTION and DISPOSAL SCHEDULE		<small>General Order</small> 236
		<small>Date</small> May 20, 2014
<small>Function</small> Medical Information		Page 1 of 1
Description	Retention	
<p>Any documentation containing information about the medical condition (past or present), details of sick leave use, medications, etc. of an employee will be maintained as follows:</p> <ul style="list-style-type: none"> • Medical records will be filed separately from any other documents; • The storage locations will be locked with a configuration preventing access to the medical information while other non-related files are being accessed; • Handling and access to the actual records will be limited to an individual designated by the Chief of Police; • All medical information and records concerning any employee will be considered confidential • Supervisors may be advised of restrictions on or modifications to the work or duties of a particular employee, but not the reasons for those changes or restrictions; • Emergency services personnel may be apprised of a medical condition should that information assist at the time that emergency treatment if the employee is necessary and the employee is not capable of providing the information; • Properly authorized representatives of Equal Employment Opportunity Commission, the body charged with enforcing the requirements of the Americans with Disabilities Act, may be provided relevant information upon request; • Relevant information may be provided to the State Worker's Compensation Commission in accordance with state laws; • Relevant information may be provided to the State Worker's Compensation Insurance Carrier in accordance with state laws; and, • Relevant information may be provided to insurance companies that require medical examinations to provide health or life insurance upon presentation of a release of information from the employee. <p><u>Sick Leave Log</u></p> <p><u>Certificate of Illness or Disability</u></p> <p>Contains employee or employee's immediate family member Certificate of Illness or Disability and any other document that serves as an original certificate of illness or disability signed by an authorized health care provider that authenticates the employee's or the employee's immediate family member's illness or disability and the absence from the workplace.</p> <p><u>Exposure Report</u></p> <p>Completed when exposed to a controlled dangerous substance, communicable disease, or hazardous substance, i.e., radioactive material, anthrax, toxic chemicals.</p> <p><u>Duty Related Illness or Injury</u></p> <p>Contains First Report of Injury and related documentation.</p>	<p>Retain as perpetual file.</p> <p>Retain 3 years, then destroy.</p> <p>Retain as perpetual file.</p> <p>Retain until termination of employee and for 10 years thereafter, then destroy.</p>	