

BULLETIN

NO: 25-176
DATE: October 8, 2025
TO: All Fire-Rescue Personnel
FROM: Willy Melendez, Deputy Fire Chief, Employee Services
SUBJECT: Creation of SDFD Medical Desk Email

In order to better facilitate and streamline the processing of paperwork through the medical desk, the Employee Services Division has created the SDFDMedicalDesk@sandiego.gov email group. This email group will be managed by San Diego Fire-Rescue's medical desk representative (currently Addy Zertuche) and monitored by the Employee Services Program Manager (currently Curt Glaser) and the Deputy Chief of Employee Services. The creation of this email will allow the Employee Services Division to answer questions and process injury-related paperwork more efficiently.

The SDFDMedicalDesk@sandiego.gov email will be used for processing paperwork that requires medical treatment or involves an employee's work status. Examples include an employee's work status report (RM-1634), modified duty assignments, Fire-Rescue's return to operations checklist, non-industrial related injuries (i.e., off-duty), City of San Diego's reasonable accommodations requests, along with general questions related to an employee's work status.

Minor Injury Reports should **NOT** be sent to the medical desk email group. Per Bulletin 25-129, please continue to send in your Minor Injuries to SDFDEmployeeServices@sandiego.gov.

Blue Injury Packet – This packet is for work-related injuries only. An electronic version of the blue packet can be found at M:\FORMS\Worker's Compensation. Please print, complete, scan and email the following three forms/reports to SDFDMedicalDesk@sandiego.gov:

- **Workers' Compensation Claim Form (DWC-1, Rev. 1/1/2016)**
 - Employee completes lines 1-9
 - Supervisor completes lines 10-19
 - Line 15: **SELF-INSURED**
 - Line 16: **944-02856**
- **SDFD Supervisor's Accident and Injury Investigation Report (SAIIR)**
 - Supervisors complete the SAIIR.
 - Page 2, write in the 10-digit Call-In-Center #
 - If the supervisor recommends Health & Safety follow-up with an investigation (page 4 of SAIIR), email the completed form to SDFDHealthandSafety@sandiego.gov

- **Medical Status Report (RM-1634)**
 - Employee completes the top half of the form completely.
 - The physician or health care provider completes the middle half of the form. It's the employee's responsibility to acknowledge their change in work status.
 - Return to regular work - effective date
 - Return to work with the following restrictions = **Modified Duty (aka: Light Duty)**
 - Unable to perform any work activities at this time = **Industrial Leave**

Modified Duty – When a physician or health care provider determines an employee can return to work with physical restrictions.

- It is the employee's responsibility to email a copy of their change in work status medical report to SDFDMedicalServices@sandiego.gov in a timely manner.
- Modified duty assignments are determined by the Deputy Chief of Employee Services Division. If an employee is placed on modified duty over the weekend, they are to report to the Logistics Division the following regular business day until reassigned based on the Department's needs.
- Employees are responsible for adhering to the work restrictions noted by the physician or healthcare provider.
- An employee's work schedule temporarily changes to a straight-day schedule, 8-hour workdays, Monday – Friday.
- Employees can elect not to work a modified duty assignment and use 8 hours of their own leave time for any days not worked.
- Overtime and working in Operations is not permitted while on modified duty.

If an employee experiences a work status change during weekends, holidays, or after hours, Battalion 1 will temporarily place the employee on UL due to medical reasons, pending a response from the medical desk staff within the next business day. Upon receipt of an employee's paperwork, an adjuster in Risk Management – Workers' Compensation Division Claims will review the new claim (approximately 24-72 hours) and determine if an employee is eligible for industrial leave benefits.

Once the medical desk staff receives confirmation from Risk Management, a change in work status memo is created, Telestaff is updated, and Payroll will credit the employee for any personal leave time used (if applicable) and ensure that the correct pay codes have been entered onto the employee's timecard.

If you have any questions, please contact Employee Services at SDFDEmployeeServices@sandiego.gov.