

# Memo

## Wyoming County Workers' Compensation & Health Insurance

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**To:** Department Chiefs, Brian Meyers & Bill Streicher

**From:** Tracy Horton  
Program Administrator  
Wyoming County Workers' Compensation Self-Insured Plan

**Date:** February 9, 2026

**Re:** Injury/Illness Reporting, Duty Status, and Return-to-Work Procedures

This memorandum outlines current departmental procedures related to the reporting of injuries or illnesses, temporary duty status, light duty assignments, and return-to-work requirements.

### **Injury/Illness Reporting**

First responders are expected to promptly report any injury or illness that may affect their ability to safely perform assigned duties. Notification should be made to the Department Chief or a designated officer as soon as reasonably possible.

### **Medical Documentation**

Following the report of an injury or illness, a medical note from the treating physician is required. The documentation should describe the injury or illness and identify any work-related limitations. This information will be maintained in the member's personnel file and provided to the Wyoming County Office of Emergency Services and the Wyoming County Insurance Office.

### **Temporary Duty Status and Light Duty**

After an injury or illness is reported, the member will be temporarily suspended from active duty until appropriate medical documentation is received. A temporary suspension notice will be issued on departmental letterhead and forwarded to the Wyoming County Office of Emergency Services and the Wyoming County Insurance Office.

When supported by written medical guidance from the treating physician outlining specific restrictions, members may be eligible for light duty assignments. Light duty assignments may include, but are not limited to:

- Administrative or office tasks
- Public education or awareness activities
- Assisting with food preparation
- Attendance at department or county meetings
- Classroom-based training (no hands-on activities)

While assigned to light duty, members are not permitted to operate fire apparatus, drive or ride in any vehicle (departmental or privately owned) to or from emergency scenes, or participate in hands-on training activities.

### **Return to Full Duty**

To return to full active duty, a medical release from the treating physician indicating no restrictions must be submitted to the Department Chief, the Wyoming County Office of Emergency Services, and the Wyoming County Insurance Office. The County will forward the documentation to Work Place Health.

Work Place Health may determine whether a complete firefighter physical is required prior to resuming normal duties. If a member has a new permanent medical baseline, clearance for active duty may be required with appropriate permanent restrictions.

### **Case-by-Case Review**

Each injury or illness will be evaluated individually by Work Place Health to determine any necessary limitations. The shared objective of this process is to allow members to perform their duties safely and responsibly based on their individual circumstances.