

BULLETIN

NO: 21-115  
DATE: July 9, 2021  
TO: All Fire-Rescue Personnel  
FROM: Steven Lozano, Deputy Fire Chief, Employee Services  
SUBJECT: Proper Use of the Minor Injury Report – RM-1568 (Rev 4-15)

As a reminder the Minor Injury Report, form RM-1568 (Rev 4-15), is used to record any minor work-related injury or illness (e.g. cuts, bruises, strains, bumps) that do **NOT** require medical treatment.

A sample of form RM-1568 (Rev 4-15) is attached for reference. The form should be filled out completely by the employee and their immediate supervisor within 24 hours of the injury.

**Supervisors Instructions:**

- Complete the Minor Injury Report *within 24-hours* of the time of injury;
- Ensure both the Supervisor and Employee Signature and Date fields are complete;
- Provide the employee a copy of the completed report for their records;
- Submit the original via interoffice mail to 'SDFD Medical Desk', at MS-604;
- To ensure delivery, a copy can also be scanned to [AGuzman@sandiego.gov](mailto:AGuzman@sandiego.gov) via email;
- Do **NOT** send the original or copies to Risk Management. Our SDFD Medical Desk Representative processes and maintains the hard copy in the employee's medical file;

For injuries or illnesses that require medical treatment, employees must complete the San Diego Fire-Rescue Department Injury Report Packet (blue envelope).

The Minor Injury Report is a citywide form that can be located on the City's intranet at <https://citynet.sandiego.gov/forms> and is titled "Minor Injury Report".

Please contact Angelica Guzman at (619) 533-4315 if there are any questions.