

**Instructions:**  
**Traumatic Event**  
***Officer Craig Tiger Act***  
(A.R.S. §38-672)

1. Traumatic Event Occurs
2. If emergency, go to the nearest Emergency Room.
3. Employee completes Traumatic Event Reporting Form and forwards form to HR.
4. If the employee is also physically injured, or wishes to file the Traumatic Event as a workers' compensation claim, the Employee Injury/Incident Form must also be completed by the employee and the supervisor.
5. A confidential number will be assigned to the event for tracking purposes.
6. HR will meet with the employee to discuss the process and requirements of the program. Because of tracking requirements, regular updates must be provided to HR.
7. If the employee wishes to seek treatment under the Act (with licensed mental health professional as defined by A.R.S. 38-673), there are 3 options: 1) The Employee Assistance Program (EAP), 2) File as a Workers' Compensation Claim, 3) Seek treatment through own provider.

**Option 1:** The employee may seek treatment through a provider coordinated through Tristar or their own provider. If the employee chooses their own provider, they must also have the provider complete a **New Vendor Forms Packet**.

**Option 2:** Employee contacts EAP for authorization. A list of authorized providers specializing in Public Safety and traumatic events can be found on the Citynet EAP page.

**Option 3:** The employee wishes to seek treatment through their own provider. A **New Vendor Forms Packet** must be completed by their provider.