



KANSAS CITY MISSOURI POLICE DEPARTMENT

DATE OF ISSUE

EFFECTIVE DATE

NO.

PERSONNEL POLICY

9-09-13

09-07-13

818-9

SUBJECT

Policy Series 800: Member's Health
818 – Duty Related Injuries

AMENDS

REFERENCE

Policy 1005 & 825
RSMo §84.420

RESCINDS

PPBM 818-8

I. INTRODUCTION

All employees, reserve officers, auxiliary service volunteers, and members of the Board of Police Commissioners (except the Mayor) are covered under the Missouri Workers' Compensation Law. This law ensures prompt and adequate medical treatment and benefit coverage for a duty-related injury and compensation for dependents in the event of a duty-related death.

II. TERMINOLOGY

- *A. Department authorized Medical Facility – Hospital or other medical facility authorized to provide treatment for duty-related injury.
- *B. Department authorized physician - a physician or medical group authorized to provide treatment for a duty-related injury and are approved to perform physical examinations and tests.
- C. Duty-Related Injury - A personal injury or accident arising out of and in the course of on-duty employment or which is determined to be appropriate police action while off duty. This does not include a spontaneous illness or the onset of symptoms from a pre-existing medical condition that occurs during the hours of employment.
- D. **Full-Duty Status (Sworn Member)** - Ability to perform the full and unrestricted duties of a police officer effectively and safely for an entire tour of duty.
- E. **Full-Duty Status (Non-Sworn Member)** - Ability to perform assigned duties effectively and safely for an entire tour of duty.
- F. Injury Leave - Leave with pay granted for absences related to a duty-related injury or occupational disease. Injury leave begins the first leave day following the day injury occurred and ends the last leave day preceding the day returned to limited duty or full duty.
- *G. Limited-Duty Status - When a medical condition temporarily restricts the performance of the duties and responsibilities of an assigned job classification.

III. DEPARTMENT-AUTHORIZED PHYSICIANS AND MEDICAL FACILITIES

- A. The department's designated medical provider will provide treatment for non-emergency injuries if the injury occurs during office hours, which are 0800 to 1700 hours, Monday through Friday. If the injury occurs during non-office hours, a department-authorized medical facility for emergency treatment will be utilized.
- *B. Emergency treatment will be obtained at one of the following department-authorized medical facilities:
 - 1. Research Medical Center, 2316 E. Meyer Boulevard.
 - 2. Research Medical Center – Brookside Campus, 6601 Rockhill Road, is for minor injuries (they do not admit patients).
 - 3. North Kansas City Memorial Hospital, 2800 Clay Edwards Drive.
 - 4. Truman Medical Center West (TMC – W), 2300 Holmes, is a Level I Trauma Center.
 - 5. St. Joseph Medical Center, 1000 Carondelet Dr.
- *C. The final authority on which facility will be utilized rests with the Kansas City Missouri Fire Department's (KCFD) Emergency Medical Technicians (EMTs) or Medical Control (EMT base station).

IV. PROCEDURES

- *A. If physically able to do so a member will report to their immediate supervisor any duty-related injuries that occurred on duty or while performing an official act off duty, as soon as possible, regardless of severity. For further information refer Board Resolution 97-8 entitled, "Resolution Dealing with Off-Duty Activities of Sworn Members of the Kansas City, Missouri Police Department." The member will:
 - 1. Respond to the appropriate department-authorized medical facility for examination and treatment as soon as practical when medical treatment is required or it is anticipated. Upon arrival, provide department identification to the medical facility staff.
 - 2. Properly secure all personal articles and department-issued equipment. If unable to do so, request another member respond to secure the items, or request medical facility staff provide assistance.
 - 3. Notify their immediate supervisor, as soon as possible, of all pertinent facts relating to treatment, hospital admission, and release from medical care.

- B. Any member who responds to the scene of an injured member shall:
1. Ensure the injured member is transported to the appropriate authorized medical facility.
 2. Notify the injured member's supervisor as soon as practical if the member is unable to make the notification.
 3. Notify the injured member's sector supervisor if the member was injured as a result of performing an official act **off duty**.
- C. The responding supervisor will:
1. Make the initial determination whether a member's injury is duty related and, if necessary, ensure the member is transported to the appropriate authorized medical facility for treatment.
 2. Notify the Communications Unit supervisor any time a member is injured or hospitalized due to a duty-related injury.
 3. Immediately notify the Benefits Section Supervisor when a member requires hospitalization.
 4. Ensure member's personal property and department-issued equipment are properly secured.
 - *5. Ensure Injury Report, Form 314 P.D., is completed and faxed to the Benefits Section within 48 hours of the reported injury. If the injury is minor, and treatment is not required or declined by the member, a notation should be made on the Injury Report, Form 314 P.D. Instructions for completing and distributing the Injury Report, Form 314 P.D., can be found on the back of the Injury Report, Form 314 P.D.
 - *6. The "Return-to-Duty" section of the Injury Report, Form 314 P.D., must be completed and forwarded to the Benefits Sections the first day the member returns to full-duty.
- D. The department-authorized physician and/or referral physician will determine when a member's physical condition prevents a return to full-duty status. Without medical authorization from a department-authorized physician, time off due to a duty-related injury may be charged to sick leave.
- E. Treatment will be at the member's expense when the member elects to obtain treatment from a physician or hospital not authorized by the department.

- *F. The Employee Benefits Unit Commander or department-authorized physician may refer the member to any physician or hospital for examination and treatment when it is believed that a referral would benefit both the department and the member. A referral may be made under, but is not limited to, the following situations:
 - 1. When the services of a specialist are required.
 - 2. For a disability rating.
 - 3. When a question or doubt exists as to whether or not the injury is compensable under the Missouri Workers' Compensation Law.
- *G. If a member has a recurrence of a previous duty-related injury after being returned to duty, the department-authorized physician will determine whether further treatment is necessary and will verify the absence is directly related to the previous duty-related injury. If this is verified, the member will be granted injury leave for the absence.
- *H. Injury leave or medical treatment will not be granted for any case that has been finally concluded under the Missouri Workers' Compensation Law.

V. INJURY LEAVE

- A. A member may be granted compensation equal to their base salary and may receive any authorized pay allowance or skill pay
- B. A member will continue to accrue sick leave and vacation leave. A member can request to carry over unused vacation days, due to injury leave, to the next calendar year by submitting an Interdepartment Communication, Form 191 P.D., through the chain. For further information, refer to the current written directive entitled, "Vacation (V) Leave Time."
- C. A member will cooperate with any department investigation and will be required to appear in court in civilian business attire, if determined by the department-authorized physician to be physically able. Overtime compensation will not be earned unless member's participation exceeds eight or ten hours in any one day.
- D. A member will be approved for overtime compensation if the member sought treatment at a department-authorized emergency medical facility and was directed by an emergency room physician to respond to a department-authorized physician during the next business day for a determination of the member's work capabilities. Overtime will not be approved for any further medical treatment.
- E. When directed to do so by the immediate supervisor/commander or the EBU Commander, the member will obtain a physician or a nurse practitioner's note from the department-authorized physician, outlining date of treatment, diagnosis, and anticipated release from medical care.

- *F. A member will obtain a physician or a nurse practitioner's note, certifying a return to full-duty or a statement detailing any restrictions or limited-duty status. The department-authorized physician must also certify the return-to-duty or limited-duty status immediately after release by a specialist.
 - 1. If not assigned to Injury Leave Pool, submit the physician or nurse practitioner's note to the EBU.
 - 2. If assigned to the Injury Leave Pool, deliver the physician or nurse practitioner's note directly to Employee Benefits Unit. If authorization to return to full duty is obtained after the normal business hours of Human Resources Division, contact Employee Benefits Unit commander or Human Resources Director for approval, prior to returning to duty.
 - 3. If certified for limited duty, member must accept the limited-duty assignment or be placed on sick leave. For further information, refer to the current written directive entitled, "Limited-Duty."

VI. INJURY LEAVE POOL

- A. When member has been on injury leave, or is anticipated to remain on injury leave, in excess of twenty-eight consecutive calendar days a member's supervisor will forward an Interdepartment Communication, Form 191 P.D., with a copy of current physician or a nurse practitioner's note attached, through the chain of command, to transfer a member to the pool.
- B. The unit jacket will be forwarded to Personnel Records Section upon transfer of a member to the Injury Leave Pool. The Benefits Section will be responsible for all administrative matters pertaining to the member.
- *C. While assigned to the Injury Leave Pool, the member may be granted compensation equal to base salary and may receive college incentive pay, if authorized. Members will not receive other pay allowances or skill pay. For further information refer to the current written directive entitled, "Missouri Workers' Compensation Law."
- D. Upon returning to full-duty, member will be reassigned according to existing staffing requirements and the member's education, training, and experience.
- *E. Sworn members who did not qualify during the previous calendar year will not carry a firearm on-duty or off-duty and will qualify prior to returning to full-duty. Benefits Section will schedule the members who must qualify prior to returning to full duty.
- F. If the member's duty-related injury is medically evaluated to be permanent, which will prevent the return to full duty, the member may be considered for disability retirement. A member assigned to the Injury Leave Pool may be

considered for disability retirement based on the department-authorized physician's findings, or when further treatment would not lead to recovery within one year from the date of disability.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 2013.

Lisa Pelofsky
Board President

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