

BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard.

Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	May 23, 2014	Requested Meeting Date:	June 2, 2014
		Confirmed Meeting Date:	
Received by:			
Contact Information: Please provide all requested information in the fields below. (Print or Type)			
On Behalf of Organization or Individual:		Franklin Police Department	
Name:	Tim O'Sullivan	Telephone:	317-736-3670
Title or Position:	Chief of Police		
E-Mail:	tosullivan@franklin.in.gov		
Address:	2801 N Morton Street		
City:	Franklin	State:	IN
		ZIP:	46131
Who will attend the meeting and present the request?			
Name:	Tim O'Sullivan	Telephone:	317-736-3670
Title or Position:	Chief of Police		
E-Mail:	tosullivan@franklin.in.gov		
Please describe the purpose or title of your presentation.			
New SOP 1.29_On-Duty Injury or Illness. Change to Rules & Regulations 6-3.			
Supporting documents: All supporting documents should be submitted with the request form.			
1. Listed SOP.			
2. Example of Downey Forms.			
3. Rules & Regulations 6			
4.			



INDIANA PUBLIC EMPLOYERS' PLAN, INC.
SUPERVISOR'S INCIDENT INVESTIGATION REPORT

(Please Complete All Sections)

1. Company or Location City of Franklin	2. Department Police Department	3. Date of Incident/Day of Week 02/13/14 - Thursday
4. Exact Location of Incident 1234 Commerce Drive Franklin, IN 46131	5. Time of Occurrence (am/pm) 2:30 pm	6. Date Reported 02/13/14
7. Name of Injured John M Smith	8. Occupation Police Officer	9. Body Part Affected (See Back) Knee
10. Nature of Injury or illness (See Back) Soreness / Pain	11. Item Inflicting Injury/Illness Ground	12. Type of Accident (See Back) Fall Level

13. Person With Most Control of Item 11.
John M Smith

14. Description of the Incident
The officer reported while handcuffing a resistive subject he fell forward striking the ground with his left knee causing pain

15. Direct Causes of Incident Resistive Subject	16. Why Each Cause Exists Warrant Detail/Work Performance
--	--

17. Actions Taken or Needed to Prevent Recurrence Not preventable in this case	18. Date Completed 02/13/14
---	--------------------------------

19. Investigated By Supervisor's Signature	20. Date 02/13/14	21. Reviewed By Chief/Dep chief will sign and date	22. Date "
---	----------------------	---	---------------

Please mail form to: IPEP P.O. Box 690 Kokomo, Indiana 46903-0690	Toll free: 1-800-245-1736 Claims Fax: 1-765-868-3310 Local: 1-765-457-9161
---	--

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.29

Subject: ON-DUTY INJURY OR ILLNESS		References: SOP 3.10, R/R 6-3
Special Instructions:		No. of pages: -2-
Distribution: All Units	Effective Date:	Reevaluation Date:

1.29.1 PURPOSE

To establish uniform guidelines for reporting and properly documenting injuries and/or illnesses which are suffered by Police Department personnel in the course of, or as a result of, their official duties.

1.29.2 POLICY

It is the responsibility of the officer to report any instance of on-duty injury or work related illness to the on-duty shift supervisor. It is the duty of the working shift supervisor to report the injury to the on-call administrator. Officers who are injured while on duty or encounter a work related illness shall complete the appropriate Downey Public Risk Underwriters (IPEP) documents. An Incident Report or statement shall also be completed by the affected officer. The completion of these forms is important, but shall not impede delivery of emergency medical care to FPD officers.

1.29.3 PROCEDURE

When an officer is injured on duty, the officer shall seek medical treatment. Unless transported by medics, officers shall immediately report to the Immediate Care Center. After hours, respond to the Johnson Memorial Hospital Emergency Room. All original documents (i.e. work status reports, receipts) obtained from the medical center shall be forwarded to the FPD Bookkeeper. For an on-duty exposure, reference SOP 3.10 Communicable Diseases. Any exception to the medical center providing treatment must be immediately reported to and approved by the on-call administrator.

For all on-duty injuries, the supervisor shall ensure the three Downey Public Risk Underwriters (IPEP) forms are completed. The IPEP packet contains:

- A. Instructions.
- B. Medical Authorization for release of medical, military, education and wage information. *(Completed by the injured/ill officer)*
- C. First Report of Employee Injury/Illness form
Employee/Employer/Carrier/Claims/Occurrence/Treatment.
(Completed by the on-duty shift supervisor. The injured/ill officer may be present to provide information as the supervisor completes this form)
- D. Supervisor's Incident Investigation Report. *(Completed by the supervisor)*

After being seen for a work related injury or illness, a doctor's release shall be obtained to return to work. The doctors' release must indicate the officer is released to full duty without restrictions. If the officer is **released to full duty without restrictions**, a working supervisor shall turn the three completed Downey Public Risk Underwriters forms in to the FPD Bookkeeper and no further action is required.

If the injured/ill officers medical release form indicates a **modified duty** or **released with restrictions**, the working supervisor shall turn in the three completed Downey Public Risk Underwriters forms to Bookkeeper and the injured/ill officer **must go directly to the City Clerk Treasurers office to obtain** a "Certification of Physician or Practitioner of Employee's Fitness for Duty under the Family and Medical Leave Act of 1993" document. The Fitness for Duty form shall be completed and returned to the City Clerk Treasurer before returning to work. If the injury/illness occurs at a time when City Hall is closed, the officer must go to the City Clerk Treasurers office on the next business day. All paperwork from follow-up visits shall be forwarded to the Clerk Treasurer's Office.

Because workers' compensation claims must be submitted to the insurance company within 24 hours, all documents shall be completed before the end of the shift and forwarded to the FPD Bookkeeper.

CHAPTER SIX

VACATION, OVERTIME, COMPENSATORY AND LEAVE TIME

PURPOSE: To outline the terms, limits and conditions under which those entitled shall utilize the authorized employee benefits described in this chapter. Further, it is the intent of this Board that employee benefits as noted in the CIVILIAN PERSONEL MANUAL (**Ordinance #02-04**), *passed by the Common Council 01/28/02*, not covered herein shall be afforded to members of the Franklin Police Department as authorized.

SECTION I – VACATION

Ia. OFFICERS AND DISPATCHERS ACCRUED TIME TABLE

Prior to one (1) year of continuing employment.....	UP TO 05 days*
After one (1) year of continuing employment.....	14 days
After five (5) years of continuing employment.....	21 days
After ten (10) years of continuing employment.....	28 days
After eighteen (18) years of continuing employment.....	30 days

*Exact number is determined at a rate of 1.5 days per 30 days of continuing employment.

Ib. SCHEDULING

Scheduling is dependent upon the needs of the Department. Requests shall be made, in writing, to your immediate supervisor for full or half day increments. All vacation benefits shall be taken within the CALENDAR year, however, ADDITIONAL days earned by way of passing an anniversary date MAY NOT be taken until earned. In the event an employee is not able to utilize all authorized vacation days due to the needs of the department, or a late accrual date posted in November or December, the Chief shall allow the unused days to be carried over into the next calendar year. The carried over days shall be used within the first 70 days of the new CALENDAR year or be LOST.

SECTION II – OVERTIME

1. Each full-time officer's salary will be based on one hundred sixty (160) hours in each twenty-eight (28) day period.
2. Each full-time officer working over one hundred sixty (160) hours will be paid an additional hours wage per hour up to and including one hundred and seventy-one (171) hours.
3. Each full-time officer working over one hundred and seventy-one (171) physical hours (ACTUAL WORKED HOURS) will receive one and one-half (1 ½) times the hourly wage for each additional hour in that twenty-eight (28) day period.
4. Full-time officers required to assist the public with police related duties when off-duty for periods of more than fifteen (15) minutes shall add such time to their payroll formula.
5. Overtime will be computed in accordance with 29 CFR Part 553, Application of the Fair Labor Standards Act to Employees of State and Local Government Federal Register.
6. Falsely reporting or deliberate abuse of overtime may be cause for disciplinary action. Supervisors will be responsible for approving overtime. Supervisors shall assign, assist, or direct Subordinate Officers in the completion of incidents to

eliminate as much overtime as possible. Officers are responsible for substantiating that their attendance is necessary prior to attending a court session (check calendar for City trials and call on County subpoenas as instructed).

SECTION III – COMPENSATORY TIME

1. Patrol Officers shall receive twelve (12) COMPENSATORY DAYS off per year in lieu of holidays. Should the MAYOR'S OFFICIAL list exceed twelve (12) holidays the Chief MAY grant additional in kind Compensatory Days. Compensatory Days may only be taken in full day increments, at a rate of one (1) within each twenty-eight (28) day pay period. Compensatory Days may not be carried over into the next year without just cause as determined by the Chief of Police.
2. All other officers shall receive holidays off, unless the needs of the Department require them to work, in which event they shall receive two (2) BANKED HOURS for every hour worked on said holiday.
3. **Full time Dispatchers shall receive (96) COMPENSATORY HOURS off per year in lieu of holidays. Should the MAYOR'S OFFICIAL list exceed twelve (12) holidays the Chief MAY grant additional in kind Compensatory hours. Compensatory hours may only be taken in 8 hour increments, at a rate of 8 hours each twenty-eight (28) day pay period. Compensatory hours may not be carried over into the next year without just cause as determined by the Chief of Police.**

(Paragraph 3 omitted, correction made 12/12/06.)

SECTION IV – OFFICERS SICK DAYS AND LEAVE

IVa. SICK DAYS POLICY

1. Sick days are a benefit provided to officers in order to protect them from loss of income during short periods of minor NON-DUTY RELATED illness or injury. They MAY NOT be used for any other reason.
2. Officers are entitled to eight (8) sick days during the calendar year. Unused sick days will be converted into Floating Benefit Days to be used within the next calendar year. Conversion will be rounded down to the nearest half day.
3. Officers shall not engage in any conduct that could be considered inconsistent with their reported illness or injury, or engage in any activity that would give the department or public the impression that the officer is capable of working and possibly malingering.
4. Officers may use Floating Benefit days and Sick days in one (1) hour increments.
5. Sick days MAY NOT be used for more than three (3) CONSECUTIVE WORK days.
6. Officers who return to duty within three (3) days or less may do so without a medical release.
7. Officers who return to duty in excess of three (3) days MUST OBTAIN a full release from their attending physician or be counted ABSENT WITHOUT PAY.
8. Officers ARE REQUIRED to advise PROPER AUTHORITY no less than three (3) hours in advance of any sick day request, if possible.
9. Officers who fail to report for duty due to an off-duty injury or illness may be visited by proper authority in order to confirm the reported illness or injury.
10. The terms of Chapter 6 section Iva, OFFICER RESPONSIBILITIES, SHALL APPLY to this section.

(Section IVa updated on 07/19/2012)

IVb. SICK LEAVE/MEDICAL DUTY

1. Officers who are designated disabled as a result of a DUTY RELATED illness or injury shall remain on the payroll at a regular salary until certified able to return to duty by the attending physician, or for a period of one (1) year from the date of disablement, whichever shall occur first.
2. Non-duty related illness or injury will be in accordance with city policy for disability.
3. If an officer is placed on sick leave, the city-owned patrol vehicle will be parked at the Franklin Police Department. The assigned vehicle will be released by FPD Administration.
4. Officers will convert to administrative eight (8) hour days while on leave.
5. Short Term Disability:
 - a. In accordance with Ordinance 08-09. Refer to City manual for details.
 - b. Short Term Disability begins on the eighth (8th) day. Any benefit day may be used.
 - c. 75% of pay or use benefits time to equal 100%.
6. Long Term Disability
 - a. In accordance with Ordinance 08-09. Refer to City manual for details.
 - b. Long Term Disability takes effect six (6) months after Short Term Disability.

(Section IVb updated on 06/02/2014)

IVc. RETURN TO DUTY FROM SICK LEAVE

1. Depending on the seriousness of the injury or illness and time spent on sick leave, the officer may be required to provide extensive medical documentation from his/her attending physician(s) and submit to further examination by the department physician or other qualified practitioner as directed prior to release.
2. In NO CASE will an officer return to duty without a FULL RELEASE from his/her attending physician.

IVd. OFFICER RESPONSIBILITIES

1. Officers on sick leave are still held accountable to the policies of the City and department.
2. Officers shall not engage in conduct that could be considered inconsistent with their reported illness or injury, or engage in any activity that would give the impression to the department or public that they are capable of working and possibly malingering.
3. Officers are required to update the department administration on any change in condition as it occurs.
4. OFFICERS MUST REPORT DUTY RELATED ILLNESS OR INJURY TO THE RANKING OFFICER ON DUTY. State form #34401 "Report of Injury or Illness" will be completed and forwarded to the Chief of Police no later than the next day. The Chief or Deputy Chief shall be advised at once of a duty related injury or illness.

IVe. PAID ADMINISTRATIVE LEAVE

1. **The department head may request up to 30 days of administrative leave for public safety personnel. Administrative leave will be considered non-punitive and with pay. Administrative leave may be used when situations arise that concern the health, safety, or welfare of the public or members of the department. Adopted by the Franklin Board of Public Works and Safety 12/12/00.**

IVf. OTHER LEAVE

1. For entitlements to all other forms of paid and non-paid leave see the CIVILIAN PERSONNEL POLICY MANUAL.

SECTION V – OFF DUTY CALL-IN/ADDITIONAL DUTY

1. Officers ordered by proper authority to report for additional, non-scheduled duty, training, court or emergency shall be authorized a minimum of two (2) compensated hours.
2. Officers must PHYSICALLY REPORT FOR DUTY TO BE COMPENSATED.
3. The time shall be divided into physical and non-physical hours.
4. Duties which are an integral part of the officer's principal activity, such as completing reports at the end of a shift, or responding to calls just prior to coming on duty, etc., are not included in THIS FORMULA.
5. The rate of pay or compensatory time shall be calculated within existing guidelines (See Chapter 6, Sections II & III).

SECTION VI – TIMEKEEPING SYSTEM

VIa. POLICE CHIEF & DEPUTY POLICE CHIEF (EXEMPT – FROM OVERTIME)

1. Must have a minimum of 37.5 physical or benefit hours per week
2. Receives scheduled Holiday benefit hours ON the scheduled holiday
3. Time between 37.5 and 40.0 hours is lost
4. Anything over 40.0 hours is automatically added to Comp EARNED each week
5. May use:
 - a. Comp Time Banked 1.0 – ¼ hour increments (Comes from Banked 1.0 balance)
 - b. Holiday Comp Time Taken 1.0 – ¼ hour increments (Comes from Holiday Banked balance)
 - c. Birthday – 7.5 hours
 - d. Comp Earned Taken – ¼ hour increments (Comes from Comp EARNED)
 - e. Floating Benefit Time – ¼ hour increments ("Personal Days")
 - f. Sick –1.0 hour increments
 - g. Vacation – 3.75 or 7.5 hour increments

VIb. CIVILIANS (NON-POLICE ADMIN & EVIDENCE TECHNICIAN)

1. Must have a minimum of 37.5 physical or benefit hours per week
2. Receives scheduled Holiday benefit hours ON the scheduled holiday
3. May use:
 - a. Comp Time Taken 1.0 – ¼ hour increments (Comes from Banked 1.0 balance)
 - b. Comp Time Taken 1.5 – ¼ hour increments (Comes from Banked 1.5 balance)
 - c. Birthday – 7.5 hours
 - d. Personal – ¼ hour increments
 - e. Vacation – 3.75 or 7.5 hour increments
 - f. Called In:

Hours not regularly scheduled to work, i.e. after 4:00 PM or before 8:00 AM Monday - Friday (even if extension of work day) or on weekend, will be compensated per the City of Franklin Employee Manual for a minimum of 2.0 hours. Hours calculated at a rate of 1.5 per hour for all physical hours worked. Difference between physical hours worked and 2.0 hour minimum will be compensated at rate of 1.0 per hour. Hours in excess of 2.0 will be calculated at rate of 1.5 per hour. May choose to be paid or banked. Must use drop-down

transfer code in Kronos: "Called In - Emerg 1.5 Paid" or "Called In - Emerg 1.5 Banked"; for the call-in hours.

Civilian employees must have at least 37.5 hours for each week NOT including the call-in hours. Physical/benefit hours will NOT affect the paid/banked hours earned during any call-in.

VIc. DISPATCHERS

1. Must have a minimum of 40.0 physical or benefit hours per week
 - a. May use:
 - Comp Time Taken 1.5 – 1.0 hour increments (Comes from Banked 1.5 balance)

 - Floating Benefit Time – 1.0 hour increments (This is their “Comp in Lieu of Holidays”)

 - EXCEPTION – Communications Supervisor receives scheduled Holiday benefit hours ON the scheduled holiday (enter “Holiday” for those days as they do NOT auto populate.)

 - Personal – 1.0 hour increments

 - Vacation – 4.0 or 8.0 hour increments

VIId. POLICE (PATROL)

1. Must have a minimum of 160.0 physical or benefit hours per 28-day period
 - a. DO NOT include OPO/DUI/BLITZ hours into this total
 - b. Regular Overtime is *only* calculated at end of 28-day period (B period)
 - c. OPO/DUI/BLITZ is paid as it is earned (can be either A or B period)
 - d. May use:
 - Comp Time Taken 1.5 – 1.0 hour increments (Comes from Banked 1.5 balance)

 - Floating Benefit Time – 1.0 hour increments (“Comp in Lieu of Holidays” & “Personal Days” combined)

 - Sick – 1.0 hour increments

 - Vacation – 4.5 or 9.0 hour increments. Other increments by Administration approval.

VIe. POLICE (INVESTIGATIONS)

1. Must have a minimum of 160.0 physical or benefit hours per 28-day period
 - a. DO NOT include OPO/DUI/BLITZ hours into this total
 - b. Regular Overtime is *only* calculated at end of 28-day period (B period)
 - c. OPO/DUI/BLITZ is paid as it is earned (can be either A or B period)
 - d. Receives scheduled Holiday benefit hours ON the scheduled holiday
 - e. May use:
 - Comp Time Taken 1.0 – 1.0 hour increments (Comes from Banked 1.0 balance)

 - Comp Time Taken 1.5 – 1.0 hour increments (Comes from Banked 1.5 balance)

Holiday Comp Time Taken – 1.0 hour increments (Comes from Holiday Banked balance)

Birthday – 8 hours

Floating Benefit Time – 1.0 hour increments (“Personal Days”)

Sick – 1.0 hour increments

Vacation – 4.0 or 8.0 hour increments. Other increments by Administration approval.

2. **Call Out** – Enter exact time called out and the time you mark off duty. In the “Transfer” column pick “Court-Evidence Call-in – Police” which will automatically give you a minimum of two hours. (**DO NOT** use “Paid 1.0”)
3. **Call Out on Holiday** – To get paid minimum of two hours for callout and to receive two banked hours for every hour worked, Detectives must claim at least two hours of actual time worked. Example: If you work 0900 to 0945, you should claim 0900 (In) to 1100 (Out) and in the comments field indicate “Note - Actual time worked 0900 to 0945.”

VI. BEREAVEMENT

1. Must be arranged with Administration through a written request if practical. The request must state the relationship between the deceased and the employee, and the length of time needed for the requested absence.
2. All full-time employees may be granted a paid leave up to a total of seven (7) days bereavement leave annually, in the event of the death of a family member, loved one, or co-resident of the household.
3. In exceptional circumstances concerning the deaths of family members the employee may request additional bereavement leave over the seven (7) day annual limit. The request must be communicated to the Chief, or designee, outlining the circumstances and the amount of time requested. The Chief, or designee, must then apply to the Mayor, or his designee, for approval on behalf of the employee.

(Section VI added 07/19/2012)