

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 05/31/2014	<b>Supersedes Policy Dated:</b> 06/30/2012	<b>Rescinds:</b>	<b>SOG Number:</b>
<b>Accreditation Index:</b> 22.1.3			<b>204.5</b>
<b>Part Title:</b> Personnel		<b>Chapter Title:</b> Compensation, Benefits & Working Conditions	
<b>Chief of Police:</b>			

## Disability and Death Benefits Program

### I Policy

The Springfield Police Department shall make a program of benefits as administered by the City of Springfield and the State of Missouri available to those qualified employees or their surviving families who are affected as a result of disability or death.

### II Definitions

### III Procedure <sup>1</sup>

1 All work related illness and injuries shall be immediately reported to the employee's immediate supervisor.

1.1 Employee Responsibility

1.1.1 Immediately report illness or injury to immediate supervisor by completing the Worker's Compensation Incident Report.

1.1.2 Complete IDC to supervisor including all information.

1.2 Supervisor Responsibility

1.2.1 For non-life threatening injuries fax the completed Worker's Compensation Incident Report to Human Resources at 864-1610 and contact Human Resources at 864-1605 for a medical referral.

1.2.2 For life threatening injuries have employee transported to nearest emergency/trauma center and complete and fax forms as soon as possible.

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<sup>1</sup> Section II Procedure, grammatical correction, per Policy Change Order 14-007, Effective Date 05/31/2014.

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- 1.2.2(a) Body fluid exposures should be directed to St. John's Emergency Trauma Center.
  - 1.2.3 Report any serious injury to Watch Commander.
  - 1.2.4 Collect and preserve any physical evidence.
  - 1.2.5 Identify and interview witnesses.
  - 1.2.6 Photograph visible injuries
  - 1.2.7 Complete the following forms:
    - 1.2.7(a) Supervisor Incident Investigation Report shall be faxed to 864-1610 as soon as possible.
    - 1.2.7(b) I.D.C. by Supervisor
  - 1.2.8 The supervisor will ensure that any related reports are completed and attached to the packet. The Workers' Compensation Report will be completed by employee, if able. <sup>2</sup>
  - 1.2.9 Supervisors shall ensure that the packet, along with any reports, and medical bills are completed and sent through their chain of command as soon as possible (within 24 hours). See Incident Cover Sheet, SPD Form # 96-OP-0246, for dissemination information. <sup>3</sup>
  - 1.2.10 The packet is routed from the Bureau Commander to the Department Safety Representative, who will review the reports for completeness. The packet is then forwarded to the Chief of Police, and then to the City Occupational Health Coordinator. A copy will be maintained for the Police Department and forwarded to the Chief of Police.
- 2 **DISABILITY BENEFITS (CALEA 22.1.3(c))**
- 2.1 **Disability Pay**
    - 2.1.1 Payment for Total Temporary Disability (TTD), which is the required Workers' Compensation income when an employee is not able to work, is processed by the City's Third Party Administrator and will be available to the employee on the City's normal pay date.
    - 2.1.2 This payment is equal to 66 2/3% of the employee's average weekly wage and is non-taxable income.
    - 2.1.3 A supplemental paycheck will be generated and paid through the City's payroll system to ensure the employee receives their "normal net" during the first twenty-six (26) weeks of their injury.
      - 2.1.3(a) This supplemental check is provided by the City and is taxable income.

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2 Section 1.2.8 deleted listed examples and corrected grammar, per Policy Change Order 14-007, Effective Date 05/31/2014.

3 Section 1.2.9 added the title and form number of the Incident Cover Sheet, per Policy Change Order 14-007, Effective Date 05/31/2014.

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- 2.1.3(b) If the supplemental check is not sufficient to cover the employee's deductions, the employee will be required to make up those deductions.<sup>4</sup>
- 2.2 **Payment of Health and Medical Insurance When Disabled**
  - 2.2.1 The City will pay the employee's portion for the health plans authorized under City Merit Rule 25.1 and 25.2, when the employee is off work due to an injury covered by Workers' Compensation, or other injury on the job covered by City Merit Rule 22.6, until the employee has recovered and returned to work, or until the employment relationship is terminated with the City, whichever occurs first.
- 2.3 **Duty Disability**
  - 2.3.1 Any sworn employee of the Police Department under the Police and Fire Pension System, irrespective of length of service, who becomes disabled as the direct result of occupational duties, including but not limited to accidents and/or hazards peculiar to the employment, shall be entitled to a duty disability pension.
    - 2.3.1(a) The rate of pension for duty disability shall be sixty-six and two-thirds (66 2/3) percent of the rate of salary of the member in effect the date of disability.
    - 2.3.1(b) For complete information on duty and non-duty pensions, see the Police and Fire Retirement System Manual.
  - 2.3.2 Any employee of the Police Department under the LAGERS Retirement System who becomes unable to perform their duties as an employee due to a disability or disease that arose out of those duties may receive a LAGERS duty disability benefit. This benefit does not require the member to be vested with five or more years of service credit in order to be eligible.
    - 2.3.2(a) The benefit would be calculated using the current benefit program in effect at their subdivision, their final average salary and the total years and months the member would have accrued from their employment date to their sixtieth birthday.
    - 2.3.2(b) Further information on the Missouri Local Government Employees Retirement System may be obtained at [www.molagers.org](http://www.molagers.org).

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<sup>4</sup> The section previously numbered 2.1.3(b) was deleted, the remaining sections renumbered as necessary, per Policy Change Order 14-007, Effective Date 05/31/2014.

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- 3 SURVIVOR'S BENEFITS AND OTHER ASSISTANCE – DUTY CONNECTED DEATH (CALEA 22.1.3(c))
  - 3.1 Under the Police and Fire Pension System, a pension equal to fifty (50) percent of the salary of the member in effect at date of death shall be payable to a surviving spouse of a member whose death occurs as the direct result of the performance of an act of duty.
    - 3.1.1 If minor children under the age of eighteen (18) also survive the member, then additional allowance shall be made on account of each child.
    - 3.1.2 For complete information on duty and non-duty pensions, see Police and Fire Retirement System Manual.
  - 3.2 If an employee of the Police Department under the LAGERS Retirement System dies before retirement as the result of a duty-related injury or illness, the surviving spouse, to whom the deceased member was married on the date of onset of the injury or illness that resulted in the member's death, is entitled to receive a surviving spouse benefit.
    - 3.2.1 The survivor's benefit is calculated to include the period of time to when the deceased member would have attained the age of 60 or the date the member would have acquired five years of credited service, if later.
    - 3.2.2 Further information on the Missouri Local Government Employees Retirement System may be obtained at [www.molagers.org](http://www.molagers.org).
  - 3.3 Public Safety Officers' Benefit Act (PSOB Act 42 U.S.C. 3797, et seq. U.S. Department of Justice), "Line of Duty" Death provides a one-time financial benefit to the eligible survivors of public safety officers whose deaths are the direct and proximate result of a traumatic injury sustained in the line of duty or certain eligible heart attacks or strokes.
    - 3.3.1 The Act also provides the same benefit to a public safety officer who has been permanently and totally disabled as the direct result of a catastrophic personal injury sustained in the line of duty.
      - 3.3.1(a) The injury must permanently prevent the officer from performing any gainful work and has been approved for quadriplegics and people existing in a comatose state.
    - 3.3.2 The Hometown Heroes Survivors Benefits Act of 2003 modifies the PSOB Act and establishes a presumption of death in the line of duty when a qualified individual dies as a result of a heart attack or stroke within 24 hours of working a shift.
  - 3.4 Concerns of Police Survivors, Inc. provides resources to assist in the rebuilding of the lives of surviving families of law enforcement officers killed in the line of duty as determined by Federal criteria.

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- 3.4.1 COPS also provides training to law enforcement agencies on survivor victimization issues and educates the public of the need to support the law enforcement profession and its survivors.
- 3.4.2 Additional information may be obtained by contacting: Concerns of Police Survivors: P.O. Box 3199 Camdenton, Missouri 65020, (573) 346-4911, [www.nationalcops.org](http://www.nationalcops.org).
- 3.5 Missouri Victim's Compensation Fund – Does not have a benefit fund specifically for officers killed in the line of duty.
  - 3.5.1 However, funds may be provided through the Missouri Victim's Compensation Fund.
  - 3.5.2 Beneficiaries of this fund may be:
    - 3.5.2(a) Victims of violent crimes; the surviving spouse, child, or other dependent of a deceased violent crime victim; a family member who, in the event of a victim's death, legally assumes the obligations or voluntarily pays the medical and/or burial expenses incurred as a direct result of the crime.
  - 3.5.3 Benefits from this fund may cover:
    - 3.5.3(a) Loss of earnings or support, funeral expenses, reasonable medical, drug, counseling and other expenses to a maximum limit of \$25,000.
  - 3.5.4 For more information contact the Division of Workers Compensation, Jefferson City, Missouri at (573) 751-4231.
- 3.6 Greene County 100 Club
  - 3.6.1 The Greene County 100 Club is a community support group that may provide a monetary benefit to the surviving spouse and dependent children of police officers killed in the line of duty while performing official duties for a Law Enforcement Agency of, or within, Greene County.
    - 3.6.1(a) Benefits provided are subject to availability of funds.
- 3.7 Fraternal Order of Police
  - 3.7.1 Police Officers of the Department who are members of the Fraternal Order of Police (F.O.P.) may be eligible for accidental death and/or line of duty death benefits from the F.O.P.
    - 3.7.1(a) Current benefits range from \$10,000 to \$40,000 for a wide range of circumstances involving an officer's death.
    - 3.7.1(b) For more information visit the Fraternal Order of Police website at [www.fop.net](http://www.fop.net) or the Missouri Fraternal Order of Police website at [www.mofop.org](http://www.mofop.org).

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3.8 Life Insurance

- 3.8.1 Life insurance is not provided as a benefit to City employees; however, it may be purchased through the Human Resources Department, City of Springfield.

**IV Attachments**