

January 17, 2012

REGIONAL POLICE ACADEMY MEMORANDUM NO. 12-3

SUBJECT: INJURIES INVOLVING PERSONNEL IN TRAINING

RESCINDS: REGIONAL POLICE ACADEMY MEMORANDUM NO. 09-3

The following guidelines are established relative to injuries sustained by persons assigned to the Regional Police Academy for training.

I. PREVENTION

- A. The Physical Training Instructor will stress in exercise classes the avoidance of injuries, including proper warm-ups, cool-downs, etc. First Responder and self-treatments to minimize damage after injury, e.g., rest, ice, compression, elevation (RICE) will also be discussed.
- B. Personnel in training will be expected to practice the prevention methods outlined.

II. NOTIFICATIONS

- A. All injuries, regardless of severity, will be reported to the appropriate Academy Instructor immediately. The appropriate Academy Instructor will be the Instructor who was present when the injury occurred. The notified instructor will advise the appropriate Academic Supervisor who will make any additional notifications, including the Academic Assistance Director. If no instructor is present at the time of injury, the entrant officer is to report the injury to his or her Squad Supervisor immediately.
 - 1. Further notifications required for Kansas City, Missouri Police Department personnel are outlined in Personnel Policy, Duty Related Injuries.
 - 2. Notifications on injured persons other than Kansas City personnel will be made by the Academic Supervisor.
- B. Entrant Officers showing evidence of injuries which limit their range of training activities will have the option of seeking medical diagnosis and treatment, or discontinuing their participation at the Academy.

III. DOCUMENTATION

- A. Kansas City or Regional Police Academy Injury Report will be completed depending on which agency is involved. The instructor present at the time of the injury will notify the appropriate Academic Supervisor, who will ensure the appropriate report(s) and timekeeping entries are made. Should a recruit be placed on limited duty, the Academic Supervisor will ensure the administrative Assistant(s) are provided with the necessary information regarding when the recruit was placed on and removed from limited duty.
- B. The Injury Report be forwarded through the chain-of-command. Copies will be maintained in the entrant officer's personnel file.

IV. TREATMENT

- A. On-duty injuries of an emergency or life threatening nature will be treated at the nearest hospital. Treatment facilities used for less severe on-duty injuries (requiring attention) will be decided by the entrant officer's agency.
 - 1. Non-emergency treatment of on-duty injuries involving Kansas City, Missouri Police Department personnel will be through Concentra, 200 SW Boulevard, or one of the other authorized facilities according to Personnel Policy, Duty Related Injuries.
 - 2. For persons other than Kansas City personnel, the Academic Supervisor will call the appropriate agency to decide the place of treatment for on- duty injuries of a non-emergency nature.
- B. The treatment of off-duty injuries will be left to the discretion of the injured person.

III. COSTS

- A. Medical treatments costs for on-duty injuries will be the responsibility of the injured entrant officer's agency. These costs are covered under the Missouri Workmen's Compensation Law.
- B. Medical costs for off-duty injuries will be the responsibility of the injured entrant officer.

IV. PARTICIPATION

- A. Entrant officer's who sustain an off-duty or on-duty injury requiring medical treatment will obtain a medical statement from the treating physician. The statement must attest to the entrant officer's ability to perform the activities required in the training program before further participation is allowed.

- B. Entrant officers certified for limited duty by a physician for an off-duty or on-duty injury may attend classroom lecture and be credited with the training hours. **Exception:** If Physical Training/Defensive Tactics, Firearms, Practical Applications, Situational Training can not be safely performed on a limited duty status, the hours will be deducted from the total instructional hours.

- C. An entrant officer who cannot perform at the training limits permitted by the treating physician will be sent for additional diagnosis and treatment. Medical statements notwithstanding, all entrant officers must be able to physically perform the required training.

Captain John Mueller
Director
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