

March 4, 2019

**REGIONAL POLICE ACADEMY MEMORANDUM NO. 18-3**

**SUBJECT: INJURIES INVOLVING PERSONNEL IN TRAINING**

**RESCINDS: REGIONAL POLICE ACADEMY MEMORANDUM NO. 12-3**

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 Instructors 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 are 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 Assistant 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 (KCPD) 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 Injury Report, Form 314 P.D., will be completed. If the injured party is a member of a Regional Agency, notate the Agency name at the top of the form. 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. If the injured party is a member of the KCPD, ensure an Injury Report, Form 314 P.D., is completed and emailed to [InjuryReport@kcpd.org](mailto:InjuryReport@kcpd.org), prior to the end of shift. If the injury is minor and treatment is not required or declined by the member, a notation should be made on the Injury Report.

### **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 KCPD personnel will be through Meritas Health, 2700 Clay Edwards Drive, Suite 120, North Kansas City, Missouri, 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 entrant officer.

### **III. COSTS**

- A. Medical treatment 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. If an entrant officer sustains an off-duty or on-duty injury requiring medical treatment, the entrant officer 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.

Major Diane Mozzicato  
Director  
KCPD Regional Police Academy