

Chapter	4
Section	4.01
Title	Safety and Personal Welfare
Subject	Personal Welfare
Effective Date	03/01/1988
Revision Date	12/18/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. Personal Welfare

- A. Policy:** To ensure the personal welfare of each employee, it shall be the policy of this Department to provide professional services to employees in a variety of situations and circumstances. These services may be initiated by the Department or the employee, whichever is most appropriate.
- B. Procedure:** All Police Department employees and their immediate families shall be eligible to participate in the City of Upland Employee Assistance Program. It is the intent of the program to be preventative and responsive to personal and stress related issues before they become serious problems for the individual. Use of the program by all members of the Upland Police Department is encouraged.
1. The services shall be oriented towards brief problem-solving counseling. There will be no charge to the employee for the first three appointments per year, or to family members for the first three appointments per year. If longer term counseling is necessary, arrangements will be made.
 2. Counseling services will be provided by a team of mental health professionals who are trained and experienced in dealing with emotional, family, stress and marital problems.
 3. All employees of the Department will be seen on an absolutely confidential and private basis. No one in the Department will know that the employee or family member is being seen.
 4. All sessions will be held at the counseling services offices currently contracting with the City of Upland.
 5. A 24 hour, 7 day-a-week crisis intervention service is provided as part of the program. The city offers two programs to assist you.

- i. Met Life- You can call x-xxx-xxx-xxxx and select “Employee Assistance Program” when prompted to speak to a counselor or schedule an appointment. You can visit their website at online If you’re looking for information the program officers and educational tools and resources you can visit them at website <https://metlifeeap.lifeworks.com>. The username is Redacted with a password: Redacted. There is a chat features you can talk with a consultant to guide you or help you schedule an appointment.
- ii. Lincoln Financial Group- You may visit their website at Redacted. The username is redacted with a password of redacted. You may also seek assistance by calling xxx-xxx-xxxx to talk with a specialist.

C. Officer Involved Shootings/Crisis Intervention

1. Officers who are involved in a shooting or other crisis situation, where loss of life was imminent or actual loss of life occurred, may receive more in-depth counseling through the Police Department's designee for psychological counseling.
2. In any situation, wherein a supervisor feels that counseling services would be beneficial to the employee and/or the Department, the supervisor may prepare a report recommending the employee receive such services. The Division Commander of the employee shall review the report. If the Division Commander agrees that counseling services would be beneficial to the employee and/or the Department, he shall discuss the matter with the employee and may, upon approval of the Chief of Police, require the employee to receive professional counseling, in lieu of being placed off-duty.
3. Upland Police Department Psychological Counseling Designee: The Counseling Team International 1881 Business Center Dr. S, Suites 11&12, San Bernardino, CA 92408, phone: (909)884-0133.

Chapter	4
Section	4.02
Title	Safety and Personal Welfare
Subject	Safety Committee
Effective Date	03/01/1988
Revision Date	06/09/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. Safety Committee

- A. Policy:** It shall be the policy of this Department to promote safety through a safety committee. The Safety Committee shall review all accidents involving a member of this Department to determine the cause of such accident.
- B. Safety Committee Members:** The Safety Committee shall be comprised of the below members or those delegated by the Patrol Division Commander:
1. Lieutenant/Watch Commander will act as moderator and preside over all committee meetings.
 2. Sergeant
 3. Detective
 4. Officer
- C. Objectives:** The objectives of the Safety Committee shall be:
1. To investigate hazardous or accident-producing conditions, and make recommendations for correction.
 2. To review all accidents involving Department personnel, vehicles, or other equipment and property.
 3. To determine whether an act or omission by any Department personnel was negligent or non-negligent.
 4. To forward its findings to the Chief of Police.
 5. Advise the Training Unit when specific instances or general trends indicate a need for additional training.
 6. It is not the responsibility of this Committee to deal with or recommend discipline.
- D. Procedures:** The safety Committee shall convene at the direction of the Chief of Police or the Patrol Division Commander.

1. All accident reports involving department personnel or reports of unsafe conditions will be submitted to the Committee.
2. The Safety Committee may direct department personnel to appear before the Committee to answer questions asked by the moderator.
3. The Committee shall find, based on the facts presented, if any accident either was or was not the result of negligent behavior on the part of any Department personnel.
4. Further, the Committee shall determine if there were any violations of the law, and whether any such violation contributed to the cause of the accident.
5. The Committee shall prepare a report of finding which shall identify the cause of the accident and/or make recommendations for correcting any unsafe conditions.

Chapter	4
Section	4.04
Title	Safety and Personal Welfare
Subject	Occupational Injury Report
Effective Date	03/01/1988
Revision Date	12/19/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

- A. Whenever an employee is injured while on duty, the employee shall immediately notify a supervisor of the injury. However, a late reported injury will be handled in the same manner.
- B. If the If the injury is non-life threatening, the employee shall call the On-Call Company Nurse at 1-877-518-6702, prior to seeking treatment.
- C. The nurse will gather information over the telephone and assist the employee in obtaining appropriate medical treatment.
- D. If the employee is unable to call the On-Call Company Nurse due to the nature of the injury or if transported to a medical facility, or for any other reason, the supervisor shall call the On-Call Company Nurse. The On-Call Company Nurse will fax a report to Human Resources indicating what was discussed with the employee.
- E. The employee and supervisor will need to complete an Injured Employee packet (located online on the supervisor's drive). There are instructions for both the injured employee and the supervisor as well as a checklist to ensure it is completed.
- F. For the purposes of this policy, a potential infectious exposure is deemed to be an injury and should be reported to the On-Call Company Nurse. If the On-Call Company Nurse deems an exposure has occurred, the nurse may recommend the employee be sent to the San Antonio Regional Hospital for treatment. There is a separate set of instructions for an Exposure (located on the supervisor's drive). These instructions include both the employee and supervisor completing the Injured Employee packet as described in section E above. The procedure for handling an infectious exposure should be followed-refer to Section 4.6 of the Policy and Procedures Manual.

Chapter	4
Section	4.05
Title	Safety and Personal Welfare
Subject	Worker's Compensation
Effective Date	08/27/1998
Revision Date	12/11/2019
Revised By	Captain Marcelo A. Blanco
Authorized By	Chief Darren L. Goodman

I. POLICY

In order for this Department and Human Resources to better monitor the medical treatment of employees who have been injured on the job, the following procedures are now effective.

II. PURPOSE

The purpose of this procedure is to set forth guidelines governing the activities of employees unable to report for duty as a result of industrial injuries or illnesses, and to establish a procedure for monitoring the progress of such employees.

III. RESPONSIBILITY

- A. Injured or ill employees (as a result of an industrial injury or illness) shall abide by all medical advice and instruction intended to facilitate recovery and are forbidden to engage in any activity which would delay or aggravate their recovery or rehabilitation. Some activities may be necessary to perform and will be specified by order of the Police Chief or designee, with the concurrence of the attending physician, and will be based on the circumstances of the employee's injury or illness.
- B. All injured or ill employees, when off work for more than one (1) day, shall be available by phone until a physician's release is obtained and the employee resumes their normal and customary duties without restrictions. The employee shall return phone calls from the department within 1 hour after a

voicemail or text message is left based on the time stamp. Whenever possible, both a voicemail and text message should be left for the employee. A voicemail message is the preferred method of leaving a message over text message.

- C. When subpoenaed for court, the employee must have a written doctor's restriction if he/she is unable to appear, and the Watch Commander must be notified immediately. If the employee is able to attend, the employee's appearance shall be considered as modified duty and not qualify for court, standby or overtime pay.