

TOWN OF ST. JOHN, LAKE COUNTY, INDIANA

ORDINANCE NO.: 947

A ORDINANCE ESTABLISHING POLICIES FOR SICK LEAVE FOR THE OFFICERS OF THE TOWN POLICE DEPARTMENT

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, has reviewed the policies of the Police Department regarding Sick Leave; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, has been advised that the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has also reviewed the policies of the Police Department regarding Sick Leave; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, has determined after its review of the history, events and circumstances of Sick Leave occurring in the Police Department that the establishment of fair and equitable Policies for Sick Leave will result in uniform, clearly-defined policies which will more fully promote the public health, safety, comfort and general welfare and well-being of the Officers as well as the residents of the Town; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has further determined that it was necessary and advisable to establish policies for Sick Leave and for the Officers of the Department in order to clearly define the benefits provided to the Officers of the Police Department; and

WHEREAS, the Board of Metropolitan Police Department of the Town of St. John, Lake County, Indiana, has further determined that it was advisable and necessary to establish Policies for Sick Leave for the Officers of the Police Department in order to maintain appropriate fiscal responsibility and control over the budget of the Police Department; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, determined that establishment of fair, equitable and uniform Policies for Sick Leave for the Officers of the Police Department will improve morale, energize more motivation by the Officers of the Police Department, and maintain continuity of the enhanced performance of the Town Police Department, and particularly by its Officers, in order to maintain and preserve the public health, safety, comfort and general welfare and well-being of the residents of the Town; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, adopted Resolution No. _____, on _____, 1994, at a Public Meeting, to certify its recommendation for proposed policies for Sick Leave and for the Officers of the Town Police Department to the Town Council; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, has reviewed the recommendations of the Board of Metropolitan Police Commissioners of the Town, and particularly, its proposed Policies for Sick Leave for the Officers of the Police Department, and upon such review, has determined that the establishment of fair, equitable and uniform policies are required in order to provide uniform, clearly-defined policies which specify clearly the benefits provided to the Officers of the Town while permitting maintenance of appropriate fiscal responsibility and control over the budget of the Police Department in order to maintain preserve the public health, safety, comfort and general welfare and well-being of the residents of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA,:

SECTION 1: That the proposed Policies for Sick Leave for the Officers of the Town Police Department certified to the Town Council by the Board of Metropolitan Police Commissioners of the Town with Favorable Recommendation as contained in Resolution No. _____ of the Police Commission are hereby approved and adopted as the Policies of the Town of St. John for Sick Leave for the Officers of the Town Police Department; that a copy of said Sick Leave Policies for the Officers of the Town Police Department are attached hereto, incorporated herein and marked as Exhibit (A).

SECTION 2: That all Ordinances, parts of Ordinances, policies, or parts of policies, in conflict with the provisions of the Ordinance, and particularly, the terms and provisions of the Policies established herein for Sick Leave for the Officers of the Town Police Department, are hereby repealed, and declared to be null, void and of no legal effect.

SECTION 3: That all existing Ordinances, or parts thereof, in conflict with the provisions of the Ordinance, are hereby deemed null and void, and are specifically repealed.

SECTION 4: If any section, clause, provision or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not effect any other section, clause, provision or portion of this Ordinance.

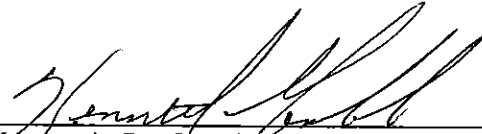
SECTION 5: That this Ordinance shall take effect, and be in full force and effect, from and after its passage by the Town Council of the Town of St. John, Lake County, Indiana.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA, THIS 23rd DAY OF MAY, 1994.

TOWN OF ST. JOHN, LAKE COUNTY,
INDIANA, TOWN COUNCIL



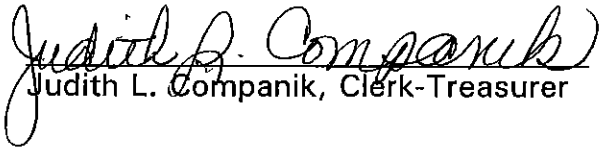
Carl Brown, President



Kenneth D. Gembala, Vice-President

Douglas E. Patterson, Member

ATTEST:



Judith L. Companik, Clerk-Treasurer

ST. JOHN POLICE DEPARTMENT GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE 1-1-94	NO.
SUBJECT: SICK LEAVE / DISABILITY LEAVE		AMENDS:	
RELATED DIRECTIVES:		RESCINDS:	

I. PURPOSE

Establishes guidelines for reporting off due to illness or non-employment related injuries and duty related injuries for police personnel.

1. To Clarify the Sick Leave and Disability Leave Policies for the Officers of the Department;
2. To Permit responsible fiscal management of the funds and budget of the Police Department;
3. To Enhance morale and energize more motivation in the Officers by promoting wellness within the Police Department;
4. To Maintain continuity of the enhanced performance and motivation and morale by the Officers of the Police Department to most fully protect and preserve the Public Health, Safety, Comfort, General Welfare and General Well-being of the residents of the Town.

II. POLICY

The following Procedures will be followed when an Officer reports off for sickness or injuries.

III. PROCEDURE

A. Definitions

1. Injury Leave. Leave granted to an Officer(s) who is physically injured to the extent that he or she is unable to perform the required assignment, responsibility or duty.
2. Officer. Police Officer appointed to the Town Police Department; also as defined in I.C. 36-8-1-9, as amended from time to time.
3. Sick Leave. Leave granted to an Officer(s) who is physically ill to the extent that his or her performance would be restricted, or he or she would jeopardize the health of others with whom he or she would come in contact.

B. Duty-Related Injury or Sickness

1. An Officer suffering or incurring any duty-related sickness or injury shall be compensated at his or her regular salary with no loss of accumulated paid sick leave for a maximum period of one (1) year.
2. An Officer who has suffered or incurred a duty-related injury or sickness shall be required to provide regular periodic status reports to the Police Department, through the Chief of Police, until the Officer is released for return to his employment.

C. Non Duty-Related Injury or Sickness

1. Subject to the terms hereafter, an Officer shall be entitled to paid Sick Leave or Injury Leave for non duty-related injury or illness, in the number of days and manner described, as follows:
 - a. Non duty-related sickness of Officer;
 - b. Non duty-related injury of Officer;
 - c. In order to avoid jeopardizing the health of other Department Officers and/or Employees, Town Employees, or the Public.
2. Each Officer shall be entitled to a maximum of nine (9) non duty-related injury or sick days per calendar year. These nine (9) non duty-related injury or sick days per calendar year are not accumulated and held over in cumulative fashion from year to year.
3. An Officer utilizing a sick or injury leave day shall provide at least four (4) hours advance notification of call-off to his or her Supervisor.
4. An Officer utilizing a sick or injury leave day shall be required to keep his or her Supervisor informed regarding the nature of the sickness or injury and the anticipated return to work.
5. In the event an Officer utilizes three (3) or more days of sick or injury leave, consecutively, the Officer shall be required to provide the certification of his or her attending physician verifying the sickness or injury, and shall further provide a Medical Release from the attending physician to return to work.
6. In the event an Officer utilizes his or her nine (9) annual days of non-duty related sick or injury leave days within the calendar year, the Officer shall be paid from accumulated compensation time which has accrued, except as hereafter provided.

7. In the event an Officer utilizes his or her nine (9) annual days of non duty-related sick or injury leave days within the calendar year, and the Officer has no remaining accrued and accumulated compensation time, the Officer shall not be paid except as hereafter provided.
8. *out* ~~In the event an Officer utilizes his or her nine (9) annual days of non duty-related sick or injury leave days within the calendar year and has utilized accumulated compensation time, the Officer shall continue to be paid his or her regular salary for a period of thirty (30) days, provided the non duty-related sickness or injury remains. The Officer shall comply with all terms of any insurance policy procured for his or her benefit at all times. After the initial thirty (30) day period has expired, the Town shall terminate payment of the regular salary to the Officer in the event the non duty-related sickness or injury continues, and the Officer shall be entitled to the insurance proceeds received during any remaining period up to the end of twenty six (26) months, the end of the policy term.~~
9. *out* ~~In the event the Officer is not able to return to his employment within twenty six (26) months from the non duty-related injury or sickness, then the Board of Metropolitan Police Commissioners shall immediately and automatically submit an application to the local Police Pension Board for a determination by the Local Police Pension Board of the Officer's disability status, pursuant to the applicable provisions of Indiana Code 36-8-6-1 or 36-8-8-1, each as amended from time to time.~~