

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	33.2 Training During Extended Illness/Injury			
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A great deal of information is provided to City of Kenosha officers on a daily basis to keep them fully informed. This information is necessary to the successful performance of the work of the officers. It is also valuable to officers so that they may better maintain surveillance on past or current criminal activity and be aware of changes in policies and procedures, court decision, and legal opinions. Thus, information better equips officers for the performance of their duties. It also offers protection to the City in that officers, current and up-to-date on all aspects of the rapidly changing nature of law enforcement, are less likely to take actions which may later result in an adverse action and resulting liability for the City.

The Police Department is concerned that officers on extended illness/injury have not had the advantage of obtaining this information at a level and volume which promotes retention. Thus, they are handicapped in performing their duties upon return to work. This could result in adverse actions and liability for the City. To prevent this from happening, the City shall be scheduling training for all officers on extended illness/injury.

The policy and procedure enumerated below shall govern the scheduling and conduct of officer training.

- A. For purposes of this policy and procedure only, an employee will be considered to be on an extended illness or injury leave if the illness or injury does or is expected to exist for at least 21 continuous calendar days.
- B. Employees who are anticipated to be on an extended illness or injury leave, or employees who were not anticipated to be on an extended illness or injury leave, but who actually are on such leave for at least 21 continuous calendar days, will be assigned to the 8:00 A.M. – 4:00 P.M. shift, in their assigned day off slot, as soon as the Department becomes aware that they will be or are on an extended illness or injury leave. Such employee will then be reassigned to the shift the employee left prior to going on extended illness or injury leave (or to the shift the employee would have been assigned to had the employee not been on the extended illness or injury leave, if different) on the date the employee is able to return to work. These assignments shall be made notwithstanding the provisions of Article VII, Section 3 of the Collective Bargaining Agreement.

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- C. The shift commander of the employee's permanently assigned shift shall notify the Training Division of any employees on extended illness or injury leave.

- D. The Training Division shall schedule non-physical classroom training on Monday through Friday for all employees on extended illness or injury leave. Notice of these training sessions will be given to the employees on extended illness or injury leave. Attendance at the training sessions will not be mandatory for employees on extended illness or injury leave. Employees on extended illness or injury leave who do not attend these training sessions will be sent materials and handouts relating to the matter discussed and such employees have the responsibility to review and become familiar with such materials and handouts.