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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 22.2

SUBJECT: BENEFITS

EFFECTIVE DATE: 10/01/09

REVISED DATE:

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REFERENCE ILEAP: PER.03.02  
PER.03.03  
PER.03.04

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### PURPOSE:

The purpose of this policy is to outline many of the benefits afforded to Department employees, although the description of benefits is not comprehensive.

### POLICY:

#### 22.2.1 LEAVE PROGRAM

- A. Leave policies including holiday leave, vacation leave, personal leave, sick leave, duty injury leave, family medical leave, and leave without pay are prescribed in the Police Labor Agreement and the AFSCME Labor Agreement.
- B. Police Officers injured in the line of duty are entitled to all leave benefits prescribed in the Illinois Compiled Statutes relating to salary, benefits, etc.

#### 22.2.2 PERSONNEL PROGRAMS

##### A. Retirement Programs.

- 1. Sworn police personnel are eligible to participate in the Police Pension Fund as prescribed by the Illinois Compiled Statutes.
- 2. Additional information on retirement benefits can be obtained through the Champaign Police Pension Board or the Human Resources Department.

##### B. Health Insurance.

- 1. In accordance with Article 15 of the Police Labor Agreement and Article 19 of the AFSCME Labor Agreement, the City of Champaign provides medical and dental insurance programs covering employees and their dependents.
- 2. Further information on employee health and insurance benefits obtained through the Human Resources Department office.

##### C. Disability and Death Benefits.

- 1. Disability and death benefits for Department employees are governed by the provisions of Article 13 of the Police Labor Agreement and the Champaign Police Pension Fund.

##### D. Liability Protection.

- 1. Liability protection will be provided in accordance with Article 19 of the Labor Agreement.
- 2. In the event of any civil suit against an officer seeking damages on account of injury to the person, property, or civil rights of another person, which suit arises out of the performance of police duties, provided that such duties were in conformance with applicable laws, City policies and procedures, and Department rules and regulations, the City shall:
  - a. At the City's expense, designate and provide an attorney to provide defense of the suit; and
  - b. Indemnify the officer for any and all claims, damages, liability, and costs which may arise therefrom.
- 3. The City may choose to provide such legal representation for and/or indemnification of the officer by and through policies or insurance, self-insurance, or a combination of both.
- 4. In the event of any such civil suit for which the City is required to provide a defense and indemnification, the officer shall, within ten (10) calendar days of service or process, file a written request for such defense and indemnification with the City Clerk and City Attorney, attaching to the request such process as has been served.

##### E. Employee Educational Benefits

- 1. Educational benefits are provided in accordance with Article 8 of the Police Labor Agreement and Article 18 of the AFSCME Labor Agreement.

#### 22.2.3 PERSONNEL SUPPORT SERVICES

- A. The City of Champaign offers an Employee Assistance Program (EAP) which is designed to provide short-term counseling and problem-solving for City employees. Information on the program is available from any Department supervisor or from the Human Resources Department.

#### 22.2.4 VICTIM/FAMILY ASSISTANCE

- A. The Department will provide assistance services to personnel and their families following a line-of-duty death as outlined in Policy 22.5, Line of Duty Deaths.

#### **22.2.5 UNIFORM CLOTHING AND EQUIPMENT**

- A. Provisions for uniforms and equipment for sworn personnel are described in the Article 17 of the Police Labor Agreement.

#### **22.2.6 EMPLOYEE ASSISTANCE PROGRAM**

- A. The City of Champaign offers an Employee Assistance Program (EAP). Employees seeking assistance with personal problems, marital difficulties, stress, financial problems, drug or alcohol dependency, or other similar situations may avail themselves of this service. Confidentiality is assured except in cases where an employee indicates that he/she is a danger to themselves or others.
- B. Any supervisor may confidentially refer an employee to EAP. In such cases, all records will remain confidential and will not be available to the referring supervisor without the employee's consent.
- C. Supervisors may take steps to recommend an employee for mandatory counseling.
- D. Additional information on EAP can be obtained through the Human Resources Department.

#### **22.2.7 EMPLOYEE IDENTIFICATION**

- A. In accordance with Rule 3, employees shall provide adequate identification in a prompt and respectful manner when requested by any person when the employee is on duty or acting in an authorized police capacity, except when withholding such information is necessary for the performance of duties.
- B. Non-sworn employees who have been issued badges shall wear their badges only when on duty and in uniform.
- C. All Department employees shall be issued photo identification cards.
- D. If an employee's photo identification card is lost or stolen, the employee shall inform the Chief of Police of the loss or theft. In such cases, a new photo identification card will be issued.

ISSUING AUTHORITY



**R. T. Finney**  
Chief of Police  
Champaign Police Department

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