

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number HMR-003
	Subject Medical Expenses – Department Responsibility	
	Special Instructions Replaces HMR-003 dated March 1, 2015	Effective Date April 24, 2024

I. PURPOSE

Establish guidelines for Department medical expense responsibility.

II. POLICY

Department medical expense responsibility shall be limited to those expenses outlined in this procedure.

III. PROCEDURE

A. Department medical expenses shall be limited to:

1. Employment physical examinations;
2. Examination ordered by the Superintendent to determine fitness for duty;
3. Line of duty injuries to be paid by the Benefit Fund;
4. Physicals required prior to attendance to training schools, e.g., FBI National Academy, etc.; and
5. Other examinations and/or medical treatments as ordered or authorized by the Superintendent or the Pension Advisory Board.

B. Reimbursement claims for medical and hospital expenses for alleged service-connected injuries or illnesses shall be reported as defined in [HMR-019 Worker’s Compensation-Clams](#) and [HMR-021 Line of Duty Illness or Injury](#).

C. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.