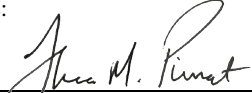


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 403	Section: PERSONNEL	Effective Date: SEPTEMBER 2022
Title: COMPENSATION, BENEFITS AND CONDITIONS OF WORK		
Accreditation Standards: PER.03.01, PER.03.02, PER.03.03, PER.03.04, PER.03.05, PER.03.06, PER.04.01, PER.04.02, PER.10.01		
Review Date: JANUARY 2024	Total Pages: 5	Chief of Police: 

I. **COMPENSATION** – See Town of Leesburg Personnel and Procedures Manual (PPM) Employee Compensation Sections 5.1 through 5.14

A. The Salary Schedule (PPM Appendix B) shall be in accordance with the Code of Virginia, § 15.2-1506; and consist of the two parts as follows:

1. A schedule of pay grades showing a minimum and maximum rate for each grade and such intermediate steps as deemed necessary.
2. A list of all class titles showing the allocation of each class to the appropriate pay grade.
3. Overtime. See Town of Leesburg PPM Section 5.7

Overtime must be authorized by an employee’s supervisor or designee prior to commencing overtime, unless exigent circumstances exist which require an employee to work overtime and then seek approval. Exigent circumstances may include, but are not limited to, late arrests, emergency conditions, public disorder, etc. Supervisors are responsible for only approving that overtime which is necessary to accomplish the Department’s mission. Failure to have overtime preauthorized may result in the request for overtime being denied. There will be occasions when an employee is off duty and is called to return to work after departing from the workplace. An employee who comes into work during off-duty hours may receive a minimum of two hours overtime for each separate incident. An employee callback must be at the direction of a supervisor or designee. In order for an employee to be eligible for callback, the employee must actually report to the police facility for assignment. Officers attending court when off duty will be credited with a minimum of two hours overtime if budget restraints permit. Officers should make every effort to determine if a scheduled court appearance is required. It is appropriate and reasonable to contact the court to determine if defendants have posted collateral or requested continuances. Officers attending meetings when off duty will be credited with a minimum of two hours overtime. No overtime is authorized for placing or receiving telephone calls while off duty.

- a. Field Training Officers or Communications Training Officers who are assigned to train an employee may receive one hour of overtime pay.
- b. Canine Officers may receive eight regular hours every pay period for canine care.
4. Travel Time Allocation
A maximum of 15 minutes combined (to and from work assignment and return) travel time is authorized. Travel time allocation begins once the employee arrives at his/her principal place of duty.
5. Extra Duty Employment

Extra duty employment is department-approved employment for entities outside the Leesburg Police Department wherein the actual or potential use of law enforcement powers is anticipated. Assignments are outside of normal work schedules (i.e. Town Special Events, Contracted Police Services) and are compensated at the standard overtime rate.

Leesburg Police Department duties and assignments take precedence over any extra- duty employment. Officers engaging in extra duty assignments shall receive a description of their duties and responsibilities and adhere to all Leesburg Police Department Rules and Regulations under the supervision of the event supervisor or on-duty shift supervisor and are considered in an on-duty status.

B. Definitions

1. Extra Duty work hours - the actual number of extra duty hours worked
2. Call Back Compensation – the minimum amount of hours that the department and source of outside employment has agreed to pay
3. Actual officer compensation – the amount of hours the officer will receive for the assignment. It will be the greater of either the Call Back Compensation number or the travel time allocation added to the actual number of additional hours worked.

For example:

- a. If an officer works a school sporting event that lasts 2 hours plus the authorized travel time, the total would be 2.25 hours. However, since the Town's agreement with the schools allows for a 3-hour minimum, the officer will be paid for 3 hours.
 - b. If an officer works an event that lasts 2 hours plus the authorized travel time, the total authorized compensation would be 2.25 hours, since there is no agreement for a minimum number of hours' compensation.
4. However if an officer who is on an authorized extra duty assignment becomes involved in legitimate documented police service delivery (i.e. call response, back-up, disabled vehicle, etc.), he/she will be compensated for the additional time expended on the police event if it exceeds the amount authorized for the call back extra duty assignment. Officers in this status must document the action via police CAD and notify the on-duty supervisor or designee.
 - a. As per Town Personnel Regulations, this compensation is based upon 15 minute increments.
 5. Extra-duty employment approval may be terminated at any time at the discretion of the Chief of Police or designee if the employment impairs with on-duty efficiency or conflicts with the duties and responsibilities of departmental employees.
 6. Officers shall not engage in extra-duty employment unless the assignment is authorized by the Chief of Police or designee.

C. Compensatory Time. See Town of Leesburg PPM Section 5.7

D. Temporary Pay Increase

The Chief of Police may authorize a temporary pay increase to officers assigned by the Division Commanders as Officer-in-Charge (OIC) in the absence of a Supervisor when the Supervisor's absence exceeds 30 days. This increase is not considered a promotion and is only in effect for the period specified by the Division Commander.

II. BENEFITS

A. Refer to the Town of Leesburg Personnel Procedures Manual for all Benefits information

B. Personnel Support Services.

1. Office of the Human Resources Director
The Human Resources Director will assist any employee with information on employee benefits and help for the employee in cases of illness, injury, or death. The Office will also serve as liaison between the employee and the health care system and retirement system.
2. Employee Assistance Program (EAP). See Town of Leesburg PPM, Section 7.11

C. Liability Protection.

The Town of Leesburg carries insurance intended to provide protection for employees and the Town in cases of legal action against an employee and/or the Town. The insurance will cover authorized appropriate actions undertaken within the scope of the employee's official duties. Legal action instituted against an employee or the Town as a result of willful neglect of duty or purposefully harmful actions may be the sole liability of the employee involved. The Finance Department has responsibility as negotiator for the liability protection program.

D. Education Benefits.

See Town of Leesburg PPM, Section 9.11: Tuition Assistance Program

III. CONDITIONS OF WORK

A. Physical Examinations.

1. Sworn employees may be required to undergo a physical examination. The exam will be provided at no cost to the employee by a health provider designated by the Town. The frequency of exams is based on the employee's age and will be incorporated into the Leesburg Police Department Wellness Program.
2. The physical examination is conducted only to determine the employee's continued fitness to perform the tasks of a police officer and to inform them of their general physical condition. Officers must be found fit to perform the essential functions of their position. Officers found to be unfit will be evaluated on a case-by-case basis. This evaluation will include a determination of whether or not a reasonable accommodation can be made.
3. The cost of required or pre-employment physical examinations will be at the Town's expense. No fees will be charged to employees or prospective employees.

B. General Health and Fitness.

All employees are required to maintain a level of fitness which will permit them to effectively carry out their duties. To assist employees in achieving their fitness goals, the Town provides access to their recreational facilities, the Academy provides in-service training in fitness and well-being, and the department allows sworn employees to conduct on-duty wellness routines per General Order 412 Wellness Program. See Regulation A-19. Supervisors or designees shall monitor their employee's work and attendance records, and other signs that may indicate certain employees have a health problem. If there appears to be a problem, the respective division commander shall be notified. At the commander's discretion, the Chief of Police may be notified and may require the employee to submit to an examination.

C. Off-Duty Employment

1. Off-duty employment is outside employment wherein the use of law enforcement powers is not anticipated. The regulations pertaining to such secondary employment apply to both sworn and non-sworn employees. To ensure on-duty efficiency and to eliminate possible conflicts of interest, the Chief of Police shall exercise such control as deemed necessary to realize these organizational goals. It is the policy of the Leesburg Police that any off-duty employment will not be permitted when it may impair on-duty efficiency or conflict with the duties and responsibilities of departmental employees.
2. Regulations
 - a. Employment shall not constitute a conflict of interest as governed by the Town of Leesburg Personnel Manual.
 - b. Employees shall not work off-duty in any capacity during their training period.
 - c. While on duty, employees shall not solicit any individual or business for the purpose of off-duty employment.
 - d. Off-duty employment shall not exceed 14 hours per day, including on-duty time without prior approval from Division Commander or designee.
 - e. Town owned vehicles and radios shall not be used while traveling to and from or engaging in off-duty employment.
 - f. Off-duty employment approval may be terminated at any time at the discretion of the Chief of Police or designee if the employment impairs on-duty efficiency or conflicts with the duties and responsibilities of departmental employees.
3. Administration

Before accepting off-duty employment or entering into a business affiliation, employees must obtain written permission from the Chief of Police. Each request will be handled on an individual basis. Employees shall be aware that injuries incurred during off-duty employment activities will not be covered under Worker's Compensation or duty related retirement. Absence from duty due to injury or illness incurred during off-duty employment will necessitate the employee's use of sick, annual, or compensatory leave.

D. Bloodborne Pathogen Control.

All officers and Communications Section Employees are provided with training regarding bloodborne pathogen control. (See also the Leesburg Police Exposure Control Plan for Bloodborne Pathogens).

- E. Reporting Personal Injuries – See Town of Leesburg PPM, Sections 7.15 Workers’ Compensation Program and 8.6 Accident Investigation and Reporting, and the Workers Comp Injury Reporting Guidelines for PD Supervisors document located in the document management system.

Employees are required to immediately report all workplace injuries, conditions, or illnesses to their supervisor or designee. Any and all incidents shall be reported regardless of whether medical treatment is necessary. Employees of the Department shall follow the procedures set forth in this order to ensure prompt and accurate reporting of any injury, condition or illness which may be covered under the Virginia Worker’s Compensation Act (VWCA).

1. On-Duty Injuries.

- a. Employees who sustain an injury performing duties as previously described shall orally report the circumstances to their immediate supervisor. If their immediate supervisor is not available, the next level supervisor shall be notified. This report of injury must be made immediately after the occurrence, or as soon as the injured employee is physically able. The report must clearly explain when, how, and why the injury occurred, and describe in detail the extent of the injury. The supervisor, who receives such a report, shall notify the appropriate division commander or designee as soon as possible. The supervisor shall follow the directions in the Workers Comp Injury Reporting Guidelines for PD Supervisors document located in the document management system.
- b. The injured employee will complete and sign a Town of Leesburg Workers Compensation Panel of Physicians form. A copy will be provided to the injured employee.
- c. As soon as practicable, the injured employee will submit a memorandum outlining the facts and circumstances of the injury to their immediate supervisor.
- d. The employee’s immediate supervisor or designee shall investigate the circumstances surrounding the injury and report their findings in a memorandum to the Chief of Police. The memorandum should contain all of the pertinent information needed by the appropriate reviewing authority to determine the proximate cause of the injury and whether or not the injury is compensable. Except in the most unusual of circumstances, the memorandum shall be completed by the end of the supervisor’s tour of duty.
- e. The supervisor conducting the inquiry shall, before reporting off-duty, compile the following documents and forward them through the Chain of Command:
 - (1) Memo from Employee to Supervisor outlining the facts and circumstances of injury.
 - (2) Memo from Supervisor to Chief reporting the facts and circumstances of the injury.
 - (3) Original signed Panel of Physicians form.
 - (4) If medical treatment/evaluation was completed - Work Comp Medical First Report completed by treating physician.
 - (5) If medical treatment/evaluation was completed - Original TOL Functional Capacities Form.
- f. Any additional medical statements or information received by the injured employee will be forwarded to their immediate supervisor as soon as possible. This information shall be forwarded to the respective division commander or designee.
- g. It is the responsibility of the injured employee or their supervisor, if the employee is unable to speak, to notify the hospital, doctor, and/or pharmacy that all expenses in the treatment of the injury should be billed to the Town of Leesburg. All bills shall be forwarded to the Human Resources Director or designee.
- h. Employees who return to full-duty status after recovering from an injury who later believe that follow-up treatment of the earlier injury is required, must first contact the Human Resource Director or designee for payment authorization. Unless prior approval of follow-up consultation is received, the injured employee may be liable for the medical expenses.
- i. When possible, employees who have been injured while in an on-duty status, but are not totally disabled, may be placed in temporary assignments to perform duties that comply with any medical restrictions imposed by their treating physician. An injured employee who has been on leave as a result of their injury or who has been assigned to a light duty position must provide a written doctor’s authorization before returning to full duty. This written authorization shall be submitted to the employee’s supervisor and shall be forwarded through the chain of command to the Office of the Chief of Police.
- j. Employees on leave as a result of their injury are specifically prohibited from engaging in activities

that may impair their recovery. These include:

- (1) Engaging in recreational or other physical activities without the approval of the authorized physician;
- (2) Being employed or self-employed to perform work of any kind without the prior written approval of the authorized physician and the Chief of Police.

k. The Office of the Chief of Police will forward original/copies of all documentation of the injury as required to the Human Resources Director or designee.

2. Off-Duty Injuries.

Employees who sustain an injury off-duty that prevents them from performing their normal duties, must follow all requirements of the Town of Leesburg Personnel Procedures Manual. Employees shall not report for duty without first notifying their supervisor or designee of such an injury. If the employee's period of sick leave exceeds three (3) days due to the injury, a doctor's note or Functional Capacities Form clearing the employee to work full duty is required before the employee can return to work full duty.

3. Off-Duty Injuries During Law Enforcement Function.

- a. Employees who sustain an injury during the performance of approved police related overtime employment, or through the performance of a law enforcement function, such as a legal off-duty arrest, shall notify an on-duty supervisor or designee immediately.
- b. The supervisor or designee shall follow all requirements of this general order as if the injury occurred on-duty.