I. BACKGROUND

The purpose of this general order is to establish the Officer Health and Safety Review Board ("Board"). The purpose of the Board is to examine the cause and manner of performance of duty (POD) injuries and illnesses suffered by Metropolitan Police Department (MPD) members. The Board’s goal is to identify health and safety trends that impact members of the Department and recommend policy improvements and training enhancements to assist employees in preventing work-related injury and/or illness.

II. POLICY

It is the policy of the MPD to reduce the number of occupational illnesses and injuries by:

A. Reviewing existing PD Form 42 injury and illness reports and performing analysis to determine trends in Department POD illness and injury.

B. Determining the risk factors for POD injury and illness for members of the MPD.

C. Providing recommendations for training, equipment, policies, and procedures to support a safe and healthy work environment in order to reduce work-related POD injury and illness.

III. DEFINITIONS

A. Behavioral health injury or illness – diagnosis and treatment of the psychological or psychiatric injuries and/or illnesses occurring in the performance of duty, and the monitoring of non-performance of duty
psychological or psychiatric injuries and/or illness. This is the accepted and commonly used medical term to describe stress-related medical conditions.

B. Performance of duty (POD) injury or illness – injury or illness that arises in the course of a member performing his or her duties as a police officer. A member can sustain a POD injury or illness while on or off duty:

1. An on-duty POD injury or illness is sustained when a member was legally on-duty, as evidenced by time and attendance records, and engaged in work for the MPD.

2. An off-duty POD injury or illness is sustained when a member was required to take police action, even though the member was legally off-duty, as evidenced by time and attendance records.

IV. REGULATIONS

A. Board members shall be aware that all meetings and discussions of the Board involving individual PD Forms 42 (Injury or Illness Report) are confidential.

B. Each Board member shall sign a confidentiality agreement addressing the confidentiality of the individual PD Forms 42.

C. Board members shall be aware that the discussions of individual PD Forms 42 in the Board meetings are not subject to the Freedom of Information Act (FOIA) and are covered under confidentiality of personnel regulations.

D. Board members shall be aware that the only person outside the Board who may have access to information contained in the individual PD Forms 42 reviewed and subsequent discussions of the individual PD Forms 42 by the Board is the Chief of Police.

E. All other matters addressed or discussed at the meetings, including trends, analysis and recommendations are not confidential, and are subject to FOIA.

F. The Board shall be comprised of:

1. The Assistant Chief of the Strategic Services Bureau (SSB), who shall serve as the Board Chairperson;

2. The Assistant Chief of the Corporate Support Bureau (CSB);

3. The Director of the Human Resources Management Division (HRMD);

4. The Director of the Office of Risk Management (ORM);

5. The Commander of the Metropolitan Police Academy (MPA);
6. The Director of the Medical Services Branch (MSB); and

7. The Chairperson of the Fraternal Order of Police (FOP) and MPD Labor Committee.

G. The Board shall meet quarterly to review individual cases. The case review shall include, but not be limited to:

1. Review of the POD PD Form 42 Summary providing:
   a. Available information on the cause and mechanism of the injury; and
   b. Information on POD and work place/occupational health and safety risk factors.

2. Review of the PD Form 318 (Communicable Diseases and Tuberculosis Contact Report) Summary providing:
   a. Available information on the cause and mechanism of the injury; and
   b. Information on POD and work-place/occupational health and safety risk factors.

3. Analysis of POD PD Forms 42 to determine commonalities in cause of behavioral health injury or illness (e.g., critical incident involvement, professional and personal stressors).

4. Analysis of POD injury or illness reports to determine commonalities in cause of physical injury (e.g., vehicle crash, assault).

H. Board members shall not send a representative in their place to a Board proceeding.

I. Board members shall be excused from a Board proceeding only by the Board Chairperson.

J. The review of files by Board members shall be consistent and in accordance with any applicable laws governing privacy and confidentiality and may include review of medical files, Internal Affairs Division files, recruiting files, personnel files, unit level files, time and attendance files, ORM files, Office of Police Complaints files, and performance management files. All documents and records reviewed by Board members shall be returned to the Board Chairperson at the end of the meeting.
K. The Board Chairperson shall have the authority to invite subject matter experts [e.g., the Director of the Metropolitan Police Employee Assistance Program (MPEAP)] to the meetings.

L. Board members shall make recommendations to the Board Chairperson, but he or she shall make the final determination regarding Board findings and actions. Dissenting Board members are permitted to submit their opposition or alternative recommendation as a supplement to the official Board Chairperson's recommendation.

V. ROLES AND RESPONSIBILITIES

A. The Assistant Chief of SSB shall designate a member to serve as the Board Administrator.

B. The Board Administrator shall:

1. Document Board members attendance as part of the record.
2. Coordinate with all the units and prepare files to be shared with the Board for their meetings.
3. Track all cases heard by the Board and the follow-ups assigned by the Board for completion.
4. Prepare a summary of all Board proceedings and forward to all Board members.
5. Maintain records of the Board and their actions and decisions consistent with MPD record retention requirements.
6. Complete other Board administrative duties as assigned by the Board.

Cathy L. Lanier
Chief of Police

CLL:PAB:MOC:AWS