

126. OFFICER COMPENSATION FOR INSURANCE INTERVIEWS



RICHFIELD POLICE DEPARTMENT POLICY

Effective Date: 11/16/90
No. of Pages: 3
Serial Number: 10-026
Authority: Chief Jay Henthorne

NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this Policy is to establish guidelines for conducting insurance interviews.

II. POLICY

The work-product of any officer, generated while engaged in the performance of their duties for the City of Richfield, or generated as a consequence of their employment with the City of Richfield, whether created at the direction of the City or otherwise, remains the exclusive property of the City of Richfield.

No officer **shall** accept any personal compensation, except as provided in this Policy, for the dissemination of such work-product to any person or entity.

III. PROCEDURE

At any time an insurance adjuster requests an interview, they will be referred to the Patrol Section Lieutenant or designee to make arrangements. A request for interview form will be completed. Efforts will be made to schedule an interview during the officer's normal duty shift or during a shift extension at the beginning or end of the normal duty shift.

ON-DUTY INTERVIEWS

Insurance interviews should be set up for times that the officer is on duty;

- 1) Officers can be called in off the road when it is possible for them to be interviewed. Supervisors will use their discretion in determining officer availability but should make an attempt to accommodate the needs of the insurance investigator. These interviews may not be for more than 60 minutes in length unless the Duty Supervisor approves an extended time period.
- 2) There will be a charge for on duty interviews that will be paid to the City, by the insurance carrier, to compensate the City for the officers' time off the road. This "interview fee," in the form of a check to the City, will be collected by the officer at the time of the interview. The Insurance Interviewer should be given a receipt from the receipt book for the amount of the fee. The fee is 75.00 dollars per hour with a minimum of 1 hour.

OFF-DUTY INTERVIEWS

Insurance interviews can be conducted off duty only if an on duty interview cannot be arranged. However, all off duty interviews must be conducted at the station. If arrangements are made for an off duty interview:

- 1) Officers will submit overtime slips for callback overtime per contract agreement or actual time, whichever is greater, as their compensation for the interview. Note: Reporting early or an extension of a shift does not qualify for the two hour callback minimum.
- 2) There will be a charge for off duty interviews that will be paid to the City, by the insurance carrier, to compensate the City for the officers' overtime. This "interview fee," in the form of a check to the City, will be collected by the officer at the time of the interview. The Insurance Interviewer should


be given a receipt from the receipt book for the amount of the fee. The fee is 75.00 dollars per hour with a minimum of 2 hours per contract.

The officer **shall** submit all required forms in a timely fashion.

The employee who receives the check for the City **shall** fill out a receipt and ensure that a copy of the receipt is forwarded to the insurance company at that time.

All fees collected for interviews **shall** be turned in to the City. All insurance interviews, whether on or off duty, **shall** be conducted at the station. Appointments with insurance companies **shall** be considered a duty assignment.

By Order Of:



Chief of Police



**RICHFIELD DEPARTMENT OF PUBLIC SAFETY
REQUEST FOR INTERVIEW**

INTERVIEW APPOINTMENT INFORMATION

INTERVIEW DATE:	INTERVIEW TIME:
OFFICER INTERVIEWED:	
INCIDENT COMPLAINT NUMBER:	
DATE OF THE INCIDENT:	

INSURANCE COMPANY OR LAW FIRM INFORMATION

NAME OF REPRESENTATIVE:
TELEPHONE NUMBER OR REPRESENTATIVE:
NAME OF INSURANCE COMPANY OR FIRM:
ADDRESS:

PAYMENT FOR INTERVIEW

DATE INTERVIEW WAS CONDUCTED:	
INTERVIEW START TIME:	HRS. (Indicate time)
INTERVIEW END TIME:	HRS. (Indicate time)
TOTAL INTERVIEW TIME:	
AMOUNT OF PAYMENT RECEIVED FOR THE INTERVIEW: \$	
RECEIPT NUMBER:	(If available)

Signature of Person Who Received the Payment for the Richfield Department of Public Safety

Signature of Insurance Representative Who Received a Receipt for Money Paid