

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 3

January 18, 2018

**SUBJECT:** DEPARTMENT ATHLETIC ACTIVITY – REVISED; APPROVED ATHLETIC ACTIVITIES – RENAMED AND REVISED; APPROVED ATHLETIC ACTIVITY LOCATIONS – RENUMBERED AND RENAMED; DEPARTMENT-APPROVED POLICE GAMES AND SIMILAR EVENTS – ESTABLISHED; REPORT ON ATHLETIC ACTIVITY INJURY – REVISED; TRAINING DIVISION COMMANDING OFFICER’S REPORT – DELETED; AND, ATHLETIC ACTIVITY REGISTER, FORM 13.14.00 – REVISED

**PURPOSE:** The purpose of this Order is to clarify the current list of Department-approved athletic activities and the criteria for when an injury sustained during such activity is to be considered Injured on Duty (IOD).

**PROCEDURE:**

- I. **DEPARTMENT ATHLETIC ACTIVITY – REVISED.** Attached is the revised Department Manual Section 3/772, *Department Athletic Activities*, with the revisions indicated in italics.
- II. **APPROVED ATHLETIC ACTIVITIES – RENAMED AND REVISED.** Department Manual Section 3/772.05, *Approved Athletic Activities*, has been renamed as *Department-Approved Athletic Activities*, with the revisions indicated in italics. The Department-approved athletic activities have been clearly defined.
- III. **APPROVED ATHLETIC ACTIVITY LOCATIONS – RENUMBERED AND RENAMED.** Department Manual Section 3/772.30, *Approved Athletic Activity Locations*, has been renumbered as Department Manual Section 3/772.07 and renamed as *Department-Approved Athletic Activity Locations*. Department Manual Section 3/772.30 has been deleted from the Department Manual. Attached is Department Manual Section 3/772.07, *Department-Approved Athletic Activity Locations*, with the revisions indicated in italics.
- IV. **DEPARTMENT-APPROVED POLICE GAMES AND SIMILAR EVENTS – ESTABLISHED.** Department Manual Section 3/772.09, *Department-Approved Police Games and Similar Events*, has been established. The athletic events involving police games and similar events have been clearly defined.
- V. **REPORT ON ATHLETIC ACTIVITY INJURY – REVISED.** Attached is the revised Department Manual Section 3/772.75, *Report on Athletic Activity Injury*, with the revisions indicated in italics.
- VI. **TRAINING DIVISION COMMANDING OFFICER’S REPORT – DELETED.** Department Manual Section 3/772.80, *Training Division Commanding Officer’s Report*, has been deleted.

**VII. ATHLETIC ACTIVITY REGISTER, FORM 13.14.00 – REVISED.** Attached is the revised Athletic Activity Register, Form 13.14.00, with the revisions indicated in italics. The use of this form remains unchanged. The completion and distribution of this form have been revised.

**FORM AVAILABILITY:** The revised Athletic Activity Register is attached for immediate use and duplication and is available in E-Forms on the Department’s Local Area Network (LAN). All other versions of this form shall be marked “obsolete” and placed into the divisional recycling bin.

**AMENDMENTS:** This Order amends Sections 3/772, 3/772.05, 3/772.75; adds Sections 3/772.07 and 3/772.09; and deletes Sections 3/772.30 and 3/772.80 from the Department Manual. The “Form Use” link applicable to the Athletic Activity Register is accessible in E-Forms on the Department’s LAN.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



**CHARLIE BECK**  
Chief of Police

Attachments

DISTRIBUTION “D”

## DEPARTMENT MANUAL

### VOLUME III

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**772. DEPARTMENT ATHLETIC ACTIVITIES.** *An injury resulting from an athletic activity will be considered as Injured on Duty, providing:*

- It was sustained while participating in an approved *athletic* activity at an approved location;
- The injured employee had signed an *Athletic Activity Register, Form 13.14.00*, prior to *the* actual participation;
- The employee complied with all conditions established by the Commanding Officer, Training Division; and,
- The injured employee was examined by a *City-contracted First Care Panel Provider* or a *pre-designated physician*. *The City of Los Angeles Pre-Designated Physician Form must be on file at Medical Liaison Section (MLS) prior to the date of the injury.*

**Employee's Responsibilities.** All Department employees using Department athletic sites and equipment or participating in Department athletic activities are required to be on full unrestricted duty status. Unrestricted duty status is defined as having no physical or medical restrictions.

**Exception:** *Employees who are on restricted duty status, but have received documentary approval from MLS, Personnel Division, may participate in Department athletic activities defined by the documentary approval.* Employees can receive documentary approval by submitting medical documentation to their *Sick and Injured on Duty Coordinator* that:

- The off-duty use of Department athletic sites or equipment is part of an injury recovery program; and,
- The Department athletic activity will not hinder the recovery or aggravate the employee's condition.

**Note:** Medical documentation may be subject to review by a physician designated by the Department. Officers on restricted duty *status* shall not engage in a Department athletic activity unless documentary approval has been granted.

***Sick and Injured on Duty Coordinator's Responsibilities.*** *Upon receipt of medical documentation, Sick and Injured on Duty Coordinators shall forward the documentation to MLS for review and approval.*

**Commanding Officer's Responsibilities.** *Commanding officers shall ensure that Sick and Injured on Duty Coordinators forward the medical documentation to MLS for review and approval.*

**Medical Liaison Section - Special Duties.** Medical Liaison Section shall approve medical documentation for restricted duty employees who wish to use Department athletic sites and equipment or participate in Department athletic activities. Medical Liaison Section shall also arrange to have medical documentation reviewed by a City physician at their discretion.

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*Additionally, MLS shall provide the concerned Sick and Injured on Duty Coordinator with the results of their findings.*

**772.05. DEPARTMENT-APPROVED ATHLETIC ACTIVITIES.** *The Director, Office of Administrative Services (OAS), shall be responsible for approving and maintaining a list that clarifies the athletic activities selected for the purpose of determining Injured on Duty (IOD) status. The Director, OAS, shall periodically review, and, if necessary, update this list, with insight from the Commanding Officer, Police Sciences and Training Bureau; the Commanding Officer, Training Division; and, the Athletic Director, Los Angeles Police Revolver and Athletic Club (LAPRAAC). The following athletic activities are classified as the only activities approved for purpose of determining IOD-status, if performed at an approved location:*

- *Athletic activities requested for approval by the LAPRAAC; recommended for approval by the Commanding Officer, Training Division; and, approved by the Director, OAS;*

**Note:** *Recreational athletic activities held during Department social activities are NOT authorized for IOD status, in accordance with California Labor Code Section 3600(a)(9).*

- *Basketball, intradepartmental teams under the supervision of an athletic coach appointed by LAPRAAC, or basketball at the Police Academy Gymnasium;*
- *Handball, when wearing eye protectors and padded safety gloves;*
- *Racquetball, when wearing eye protectors;*
- *Running, jogging, bicycling, or walking on courses which start and end at a Department facility;*

**Note:** *Bicyclists must wear a safety helmet and padded gloves.*

- *Self-defense training under the supervision of a Department-approved instructor;*
- *Slow-pitch softball, intradepartmental teams under the supervision of an athletic coach appointed by LAPRAAC;*
- *Swimming;*
- *Tennis;*
- *Volleyball;*
- *Wrestling; and,*
- *Weight training at a Department facility, after receiving the Department's Weight Training Certification conducted by the Arrest and Control/Lifetime Fitness Unit, Training Division.*

**Exception:** *The Director, OAS, may approve additional athletic activities on a case-by-case basis, as needed, for the purpose of determining IOD status.*

**Note:** *Safety equipment required by the approved athletic activity shall be worn by all employees.*

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**772.07. DEPARTMENT-APPROVED ATHLETIC ACTIVITY LOCATIONS.** *For the purpose of determining Injured on Duty status, approved athletic activity locations are defined as Department facilities, Training Division sites, and any other locations recommended for approval by the Commanding Officer, Training Division, and approved by the Director, Office of Administrative Services.*

**772.09. DEPARTMENT-APPROVED POLICE GAMES AND SIMILAR EVENTS.** *The Director, Office of Administrative Services (OAS), shall be responsible for approving police games and similar events for the purpose of determining Injured on Duty (IOD) status.*

*Note: The Department-approved athletic activities, as referenced in Department Manual Section 3/772.05, shall be the only athletic activities approved for the purpose of determining IOD Status during police games and similar events.*

*The Director, OAS, shall maintain a list of approved police games and similar events and shall periodically review, and, if necessary, update the list with insight from the Commanding Officer, Police Sciences and Training Bureau, (PSTB); the Commanding Officer, Training Division; and, the Athletic Director, Los Angeles Police Revolver and Athletic Club (LAPRAAC). The Commanding Officer, PSTB, shall be responsible for publishing the police games and similar events list, as needed. Examples of approved police games and similar events include, but are not limited to, the following events: World Police and Fire Games, United States Police and Fire Championships, Nevada Police and Fire Games, Arizona Police and Fire Games, and Western States Police and Fire Games, by approved team members who are listed on an Athletic Activity Register, Form 13.14.00, and under the supervision of an athletic coach.*

*Note: Training for a Department-approved athletic activity in preparation for police games and similar events, when it is conducted at a Department-approved location, shall be classified as approved for the purpose of determining IOD status.*

**772.75. REPORT ON ATHLETIC ACTIVITY INJURY.** An employee who is injured while participating in an approved athletic activity at an approved location shall:

- Be examined at a *First Care Panel Provider, i.e., US HealthWorks Medical Group, Kaiser On-the-Job Center, Kerlan-Jobe Orthopaedic Clinic, or Southern California Orthopedic Institute; or, if one is unavailable, an appropriate medical facility as soon as practicable; and,*
- Promptly report the injury to a supervisor, ensuring *that* the supervisor is apprised of the circumstances.

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**Supervisor's Responsibilities.** When notified that an *employee* in an approved athletic activity at an approved location has been injured, the supervisor shall:

- Ensure that the injured employee has received proper medical treatment;
- Promptly initiate a thorough investigation of the circumstances pertinent to the injury, *such as verification of weight training certification from the Arrest and Control/Lifetime Fitness Unit, Training Division, and, TEAMS II, etc.;*

*Note: The supervisor shall carefully analyze the cause of an injury to ensure that any hazards or safety concerns disclosed during the investigation are mitigated immediately and/or isolated to avoid further injuries and reported to the appropriate City of Los Angeles entity or agency to repair or remove such hazards.*

- *Ensure that the following forms are completed and signed: Employer's Report of Occupational Injury or Illness, State Form 5020; Accident Investigation Forms (Employee's Report of Injury Form; Supervisor's Accident Investigation; and, Accident Witness Statement are all attached to the Employer's Report of Occupational Injury or Illness in the LAPD E-Forms); State of California Workers' Compensation Claim Form, State Form DWC1; City of Los Angeles Injury Status Report, Form Gen. 195; and the physician's note;*
- *Obtain a copy of the Athletic Activity Register, Form 13.14.00, listing the date, time, name and serial number of the injured employee for the date that the employee was injured; and,*
- *Ensure that the above forms are forwarded to the injured employee's Area/division of assignment's Sick and Injured on Duty Coordinator for entry into iVOS and its distribution.*

**DEPARTMENT MANUAL  
FORM USE LINK  
Revised by Administrative Order No. , 2017**

**13.14.00 ATHLETIC ACTIVITY REGISTER, FORM 13.14.00.**

**13.14.00-01 Use of Form.** This form is used as an individual or team record of Department employees engaging in Department-approved athletic activities.

*13.14.00-10 Completion. This form is self-explanatory and shall be completed by all Department employees prior to participating in any Department-approved athletic activities.*

**13.14.00-80 Distribution.**

***Individual participant.***

1 – Original, maintained by the commanding officer of the concerned Area for one year, then forwarded to Medical Liaison Section, Personnel Division.

**1 – TOTAL**

***Team event.***

*1 – Original, maintained by the commanding officer of the concerned athletic coach for one year, then forwarded to Medical Liaison Section, Personnel Division.*

*1 – Copy, commanding officer(s) of all team members.*

**2 – TOTAL**

13.14.00 (working 07/13/2017)

### **ATHLETIC ACTIVITY REGISTER**

**EMPLOYEES SHALL REGISTER PRIOR TO PARTICIPATING IN ANY DEPARTMENT-APPROVED ATHLETIC ACTIVITIES (DEPARTMENT MANUAL SECTION 3/772).**

**LOCATION OF ACTIVITY:**

**DATE:**

<b>EMPLOYEE'S SIGNATURE:</b>	<b>SERIAL #:</b>	<b>DIVISION:</b>	<b>TIME IN:</b>	<b>TIME OUT:</b>	<b>ACTIVITY:</b>	<b>TODAY'S DATE:</b>

**IF THIS IS A REPORT OF TEAM ACTIVITY - ATHLETIC COACH - TEAM TITLE:  
(PRINT NAME: LAST, FIRST AND SERIAL NO.)**

**ATHLETIC COACH'S SIGNATURE:**