

MILWAUKEE POLICE DEPARTMENT



WORKPLACE SAFETY PLAN

**Edward A. Flynn
Chief of Police**

2010

MILWAUKEE POLICE DEPARTMENT WORKPLACE SAFETY POLICY

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MILWAUKEE POLICE DEPARTMENT WORKPLACE SAFETY POLICY

SAFETY POLICY

Safety is the first consideration of the Milwaukee Police Department. It is a basic responsibility of all members of the Department. It is the policy of the Milwaukee Police Department to strive for the highest standards of safety by providing an accident-free, healthy, safe and comfortable work environment by eliminating recognized hazards from the workplace. Occupational accidents and unsafe hazardous conditions can result not only in personal injury, but can have a financial impact on the member and the Department as well.

A comprehensive plan for members' safety, education and training has been developed. Your cooperation and support of these safety initiatives is critical for the plan's success and the reduction of work related injuries.

The Milwaukee Police Department's Safety Plan has been developed for members to utilize as a tool to perform their job functions in a safe manner. All members are expected to abide by the policies and procedures outlined in this plan. Failure to comply can result in progressive disciplinary action and/or termination of employment. With everyone's cooperation, we can continue to make the Milwaukee Police Department a safe place to work.

EDWARD A. FLYNN
CHIEF OF POLICE

MILWAUKEE POLICE DEPARTMENT WORKPLACE SAFETY PLAN

SAFETY MANAGEMENT

There are several components of safety management which are essential in creating and maintaining a safe work environment. These include:

Individual Responsibility: Safety is everyone's responsibility, regardless of rank or position.

Identification of Patterns and Trends: An emphasis of this plan is to identify any causes, patterns and/or trends of hazards and injuries to employees such that they can be addressed and reduced through training, repair or other means.

Training & Education: Provide training, education and standard operating procedures to members on current techniques in defense and arrest tactics (DAAT), use of force, crowd control, vehicle pursuits as well as information on personal protective equipment (PPE) and precautionary measures that members may utilize to protect themselves against chemical, physical, or biological hazards, as well as common causes of injuries.

Hazard Identification: Identify and address hazards and potential hazards in the work place.

MILWAUKEE POLICE DEPARTMENT WORKPLACE SAFETY PLAN

ROLES & RESPONSIBILITIES

All members of all ranks are required to follow Standard Operating Procedures relating to safety. These include, but are not limited to, SOP 010 – Absence, SOP 210 – Communicable Diseases, SOP 640 – Department Owned Vehicles, SOP 660 – Vehicle Pursuits, SOP 650 – Vehicle Crashes and other policies relating to prisoners, booking and use of force. In addition, certain ranks have the additional responsibilities listed below.

Chief of Police

The Chief of Police is responsible for the government of the Department, including the safety of its members, through the proposal and enforcement of Standard Operating Procedures.

Assistant Chief of Police

Assistant Chiefs of Police are responsible for administering those bureaus under their command in all matters that pertain to administrative and operational aspects of the Department, including, but not limited to, the enforcement of Standard Operating Procedures relating to the safety of its members, while ensuring that the mission, goals, and objectives of the Department are carried out.

Inspector /Deputy Inspector

Inspectors and Deputy Inspectors assist the Assistant Chiefs of Police in carrying out the functions of the office, including the enforcement of Standard Operating Procedures relating to the safety of its members, as well as the efficient operation of the Department.

Captain/Lieutenant

Generally, a district/division commander is responsible for the immediate supervision and control of law enforcement and civilian members of the Department assigned to their work location. District/Division commanders are also responsible for the enforcement of Standard Operating Procedures relating to the safety of the members assigned to their district/bureaus.

Specifically, when an injury or exposure incident has occurred, the district/division commander shall ensure that the sergeant has completed all the appropriate forms [i.e. *Worker's Compensation Report* (EB-49), an *Injury Classification Report* (PM-12E) detailing the circumstances surrounding the injury, including the cause of the injury, and the steps taken to remedy the hazard, if applicable, and an *Application For Sick Leave or Injury Pay* (PS-16)]. The district/division commander shall review and sign the EB-49 and *Department Memorandum* (PM-9E). The commander shall forward these reports, including a *Physician's Report* (PP-18) or emergency treatment form, if applicable, to the Medical Section within 24 hours of the injury (SOP 010 – Absence).

ROLES & RESPONSIBILITIES

Continued

Captain/Lieutenant

Continued

When applicable, it is the responsibility of the district/division commander to review and approve the investigating supervisor's on-duty squad accident report on the AIM system, file a summary of the crash investigation on the AIM system, including any recommendations for further action or investigation, and forward the AIM system report directly to the appropriate supervisor of the Professional Performance Division (SOP 650 – Vehicle Crashes).

Sergeant

Generally, sergeants assist and instruct police officers and other members under their supervision in the safe conduct of their duties and ensure that Standard Operating Procedures, including those relating to safety, are followed.

Sergeants shall prepare an EB-49 whenever any Department member is injured or experiences an exposure incident in the line of duty. The sergeant shall also file a PM-12E detailing the circumstances surrounding the injury, including the cause of the injury, and the steps taken to remedy the hazard, if applicable. In cases of exposure incidents, the sergeant shall confirm that the member was following required precautionary work practices (SOP – 010 Absence, SOP – 210 Communicable Diseases). Sergeants are to direct the injured member, as well as any Department witnesses, to file a PM-9E detailing the circumstances surrounding the injury or the exposure incident. A PM-9E shall also be filed by sergeants whenever statements are taken from non-Department members (except traffic accidents). In cases where a higher ranking officer has been injured, the EB-49 shall be completed by a person whose rank is above that of the injured party. In all City property accidents or when third party negligence is indicated, the sergeant shall ensure that photographs are taken of the accident scene.

Per SOP – 650, Vehicle Crashes, sergeants shall respond to the scene of all crashes involving a Department vehicle and ensure that the investigating officer completes *Vehicle Crash Report* (Form MV-4000) and any *Supplemental Reports* (PO-15A), if applicable. Sergeants shall also file a squad accident report via the AIM system. If the crash occurred during a motor vehicle pursuit, the sergeant shall file a motor vehicle pursuit report via the AIM system.

Health and Safety Coordinator – Medical Section

The Health and Safety Coordinator shall direct and coordinate the Safety Plan and shall be responsible for the collection of data relating to Worker's Compensation claims and injury leave usage, as well as the analysis of the data to determine if any patterns, trends or hazardous conditions exist. The Coordinator shall also prepare quarterly and yearly reports of the claims / injuries to identify safety goals and objectives aimed at reducing work injuries and to assess for effectiveness. The Coordinator shall work closely with the Training Division to create training curriculum for members of the Department in the areas of safe work habits and practices.

ROLES & RESPONSIBILITIES

Continued

Training Division Director

The Training Division Director is responsible for directing and coordinating the training and development of members for the reduction of work related injuries and the creation of safe work habits and practices.

Civilian Supervisors

Civilian supervisors are responsible for the overall operations of their section or division, including discipline and adherence to Standard Operating Procedures, including those relating to safety. In addition, when any injury or exposure incident occurs, the civilian supervisor shall file a PM-12E confirming the cause of the injury and the steps taken to remedy the hazard, if applicable. In addition, the civilian supervisor shall also be responsible for the completion of EB-49.

All Managers – Law Enforcement and Civilian

The following members shall be responsible for identifying and addressing safety issues and concerns of their command or area of responsibility. These members shall be evaluated on measures and initiatives they have undertaken to address safety issues and concerns of their area of responsibility in their *Performance Evaluation Report – Management/Executive Level* (PE-27A) under Safety Measures (Attachments: Forms).

Sworn members holding the rank of Sergeant, Lieutenant, Captain, Deputy Inspector, Inspector, Assistant Chief and Chief.

Civilian members holding the title of Accountant III, Building Maintenance Assistant Manager, Building Maintenance Supervisor II, Crime and Intelligence Specialist, Data Communications Specialist, Data Services Manager, Electronic Technician Supervisor, Fleet Maintenance Supervisor, Network Manager, Office Supervisor II, Personnel Officer, Police Budget and Administration Manager, Police Buildings and Fleet Manager, Police Information Systems Manager, Police Personnel Administrator, Printing and Stores Supervisor, Public Relations Manager, Senior Administrative Specialist, Senior Human Resources Analyst, Senior Network Coordinator, Senior Personnel Analyst, Senior Staff Assistant, Senior Systems Analyst and Telecommunications Supervisor.

ROLES & RESPONSIBILITIES

Continued

All Members

All members must perform their work safely and exercise due care to prevent injuries to themselves, other members of the Department and the public. Members, when applicable, should:

- Keep all work areas and equipment clean, orderly and in good condition.
- Inspect tools, equipment, safety devices and personal protective equipment (PPE) prior to use and routinely thereafter.
- Understand instructions on safety requirements prior to starting work.
- Lift and handle materials properly and ask for assistance when needed.
- Know the location of the nearest fire extinguisher and emergency exit and cooperate with all required emergency drills.
- Except as indicated in Standard Operating Procedure 640.15 (2), wear a seatbelt at all times while driving or riding in a Department vehicle and while driving your personal vehicle on Department business.
- Use desks and chairs in the appropriate manner.

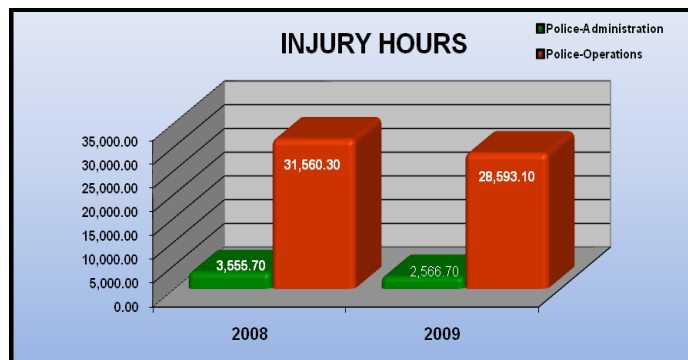
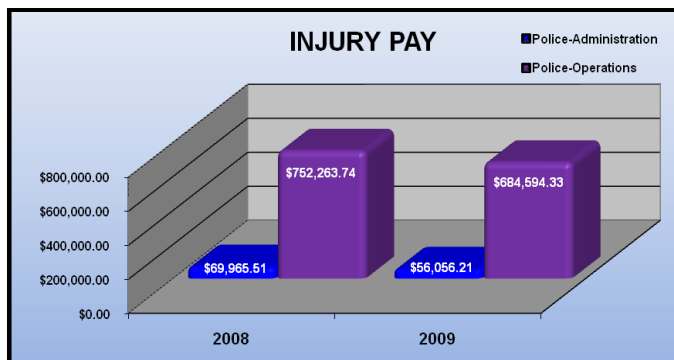
2008 – 2009 INJURY ANALYSIS

A variety of worker's compensation data was reviewed to determine the impact of injuries on the Department, identify individuals most at risk of injury, identify those types of assignments and activities where injuries most often occur and determine if there are any patterns or trends in the types of injuries (injury classification) that occur. The ultimate goal of the review was to determine what steps, if any, can be taken to reduce the number of workplace injuries to Department members.

In 2009, injury pay overall declined by about 11% from 2008. Injury pay is calculated at 80% of the average weekly salary (non-taxable) and at 70% of the average weekly salary (non-taxable) for non-represented management. Injury hours overall declined 13% in 2009 from 2008 figures. **Injury hours** are based on **hours** not worked due to compensable injury or illness. The complete breakdown in injury pay and injury hours is as follows:

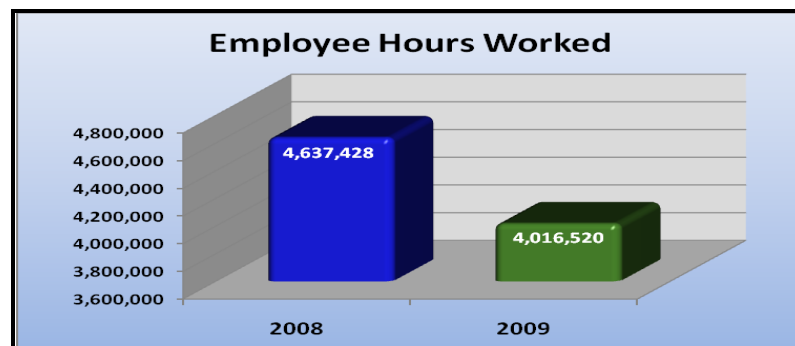
<i>Injury Pay</i>	2008	2009
Police-Administration	\$69,965.51	\$56,056.21
Police-Operations	\$752,263.74	\$712,677.79
	\$822,229.25	\$768,734.00

<i>Injury Hours</i>	2008	2009
Police-Administration	3,555.70	2,566.70
Police-Operations	31,560.30	29,673.30
	35,116.00	32,240.00



Injury hours account for less than 1% of employee hours worked in 2008 and 2009.

<i>Injury Hours Lost</i>	2008	2009
Employee Hours	4,637,428	4,016,520
Injury Hours	35,116	35,159
Percentage of Hours	0.80%	0.90%



2008 – 2009 INJURY ANALYSIS

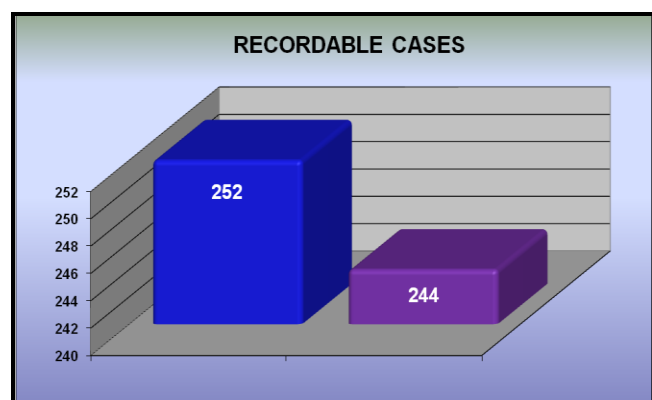
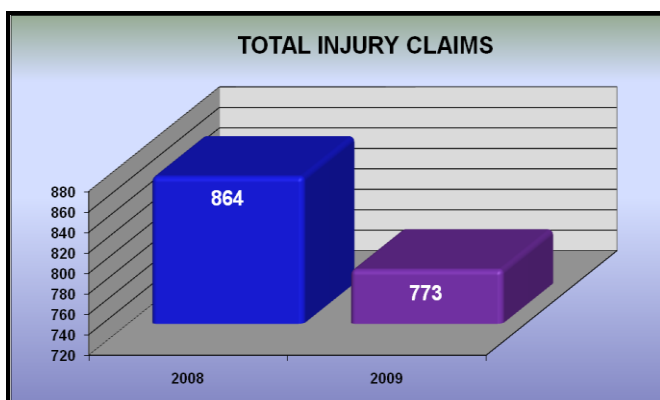
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Injury claims, recordable injuries, incidence rate and lost workdays were also examined. An injury claim is made whenever an accidental injury, occupational disease or mental harm occurs which stems from an employment related activity, including recordable cases. **Recordable cases** are work related injuries and illnesses that result in death, loss of consciousness, days away from work, restricted work activity, job transfer or medical treatment beyond first aid. **Incidence rate** is determined by multiplying the number of recordable cases by 200,000 (direct labor hours) and then dividing that number by the number of hours employees worked. **Lost workdays** are measured by either time off work or restricted work activity in consecutive calendar days.

The number of injury claims and recordable cases recorded in 2008 declined in 2009. However, lost workdays increased in 2009. In 2009, there were 8 injury claims that resulted in lost work days of 90 days or more. Of the 8 claims, 4 exceeded 200 lost workdays and involved serious bodily injuries as a result of 3 shootings and 1 squad accident. In comparison, in 2008, there were 8 injury claims which resulted in lost workdays of 90 day or more, with none exceeding 200 days. The injuries in 2008 consisted of two (2) right shoulder injuries, two (2) neck, back and hip injuries, one (1) left shoulder injury, one (1) left ankle fracture, one (1) right knee injury and one (1) left knee and hip injury.

The numbers of claims, recordable cases, incidence rates and lost workdays are as follows:

	2008	2009
Total Injury Claims	864	773
Recordable Injuries	252	244
Incidence Rate	10.68	10.78
Lost Workdays	3,441	3,894



When the 8 claims are removed as outliers from 2008 and 2009 data, lost workdays are reduced to 2,461 lost workdays in 2008 and 2,490 in 2009. These numbers are then consistent with the average number of workdays lost per year.

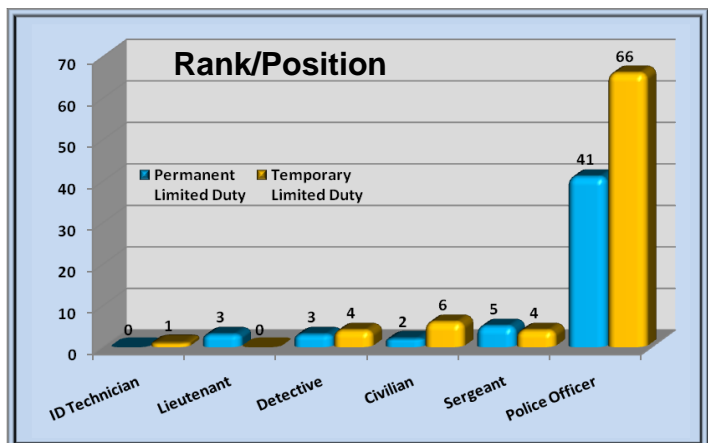
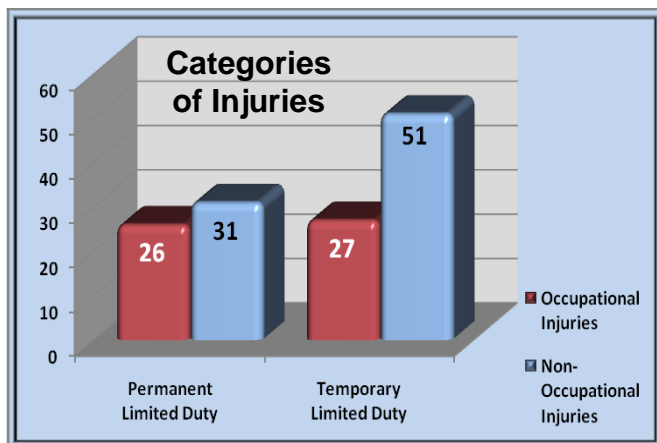
2008 – 2009 INJURY ANALYSIS

Continued

Limited Duty Policy

The objective of the Milwaukee Police Department's limited duty program is to provide officers incapable of unrestricted duty an opportunity to continue making a positive contribution to the department's operations, thereby enabling the department to better manage its' human resources. The department recognizes that some officers may be either temporarily or permanently rendered incapable of performing the full spectrum of law enforcement activities due to illness, injury, pregnancy or other health related problems. In such instances, these officers are placed on a limited duty status and assigned duties commensurate with their current physical abilities. Administrative and support positions have been designated as limited duty assignments. Assignments in these areas place reduced physical demands upon the officer and are removed from the hazards normally associated with police work. In some cases, these positions had previously been staffed by full duty officers. Utilizing limited duty officers allows us to better manage our human resources and aids in the departments efforts to provide the best possible service to the community.

The number of personnel on limited duty status in a wide variety of assignments on any given day varies between 135 – 150 members. Areas of assignment include, for example, district stations, Differential Police Response Unit, Central Records Division, Criminal Investigations Bureau, Community Services, Court Administration, Information Technology Division, License Investigation Unit, etc. There are currently 135 members in a limited duty status. Of that number, 127 are sworn and eight (8) are civilians. A breakdown by category of injuries and rank/position of the most current members on limited duty is as follows:

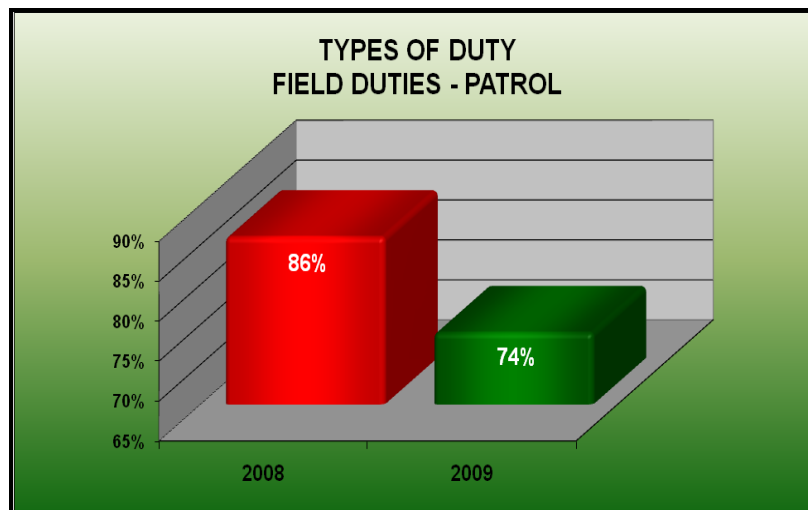


2008 – 2009 INJURY ANALYSIS

Continued

The Health and Safety Coordinator regularly reviews the types of injuries and their causes to identify commonalities. As expected, injuries related to patrol duties account for the majority of claims. Arrests and controlling subjects account for the majority of injuries, most of which are minor in nature, such as strains, sprains and pain. However, no one location has been identified as responsible for a disproportionate number of claims when the number of employees and nature of activity within the district is considered.

<i>Types of Duty - Patrol</i>	2008	2009
Patrol Claims	743	549
Total Claims	864	773
Percentage of Claims	86%	74%



TYPE OF DUTY

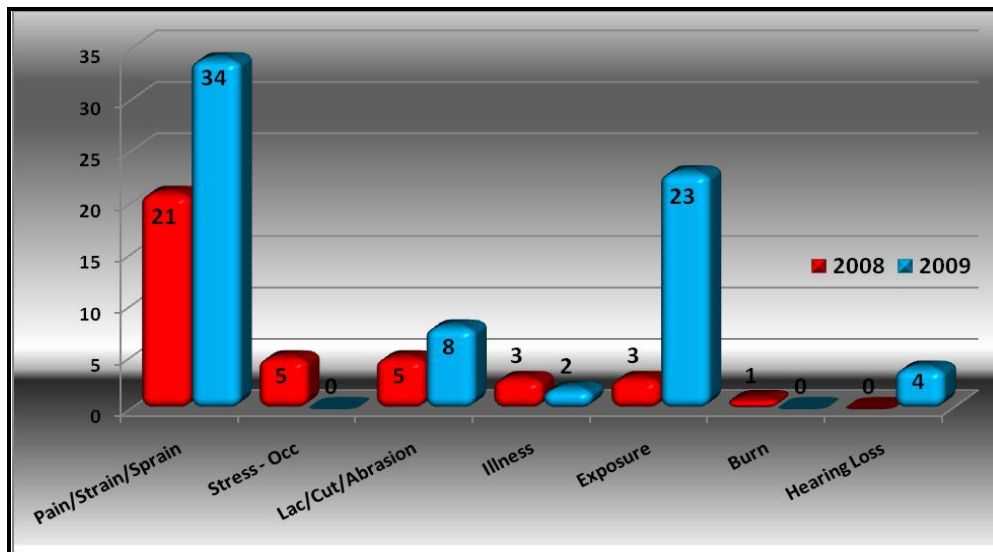
	2008	2009	TOTAL
Administration	38	71	109
Field Duty - Other	22	36	58
Field Duty - Patrol	743	574	1317
Maintenance	12	15	27
Not Available	11	Not used	11
Training In-Service	12	7	19
Training - Other	1	13	14
Training - Recruit Section	25	8	33
Other – Off Duty	Not Used	12	12
Crossing Guard	Not Used	8	8
Prisoner Processing	Not Used	29	29
Total:	864	773	1637

2008 – 2009 INJURY ANALYSIS

Continued

Members assigned to administrative duties and/or while performing office duties reported various injuries associated with those duties. The injuries were attributed to trips or slips, bumping desks, lifting property, exposure to prisoners, co-workers and citizens while in an office area or while booking/controlling subjects, using office equipment and materials, entering/exiting vehicles and loud noises (retirees). In 2009, members working at several districts reported contact with, or in the vicinity of, a citizen and a prisoner who had confirmed cases of scabies and MRSA. This resulted in increased claims from members assigned to the involved work locations.

A breakdown by year of injuries associated with administrative duties is as follows:

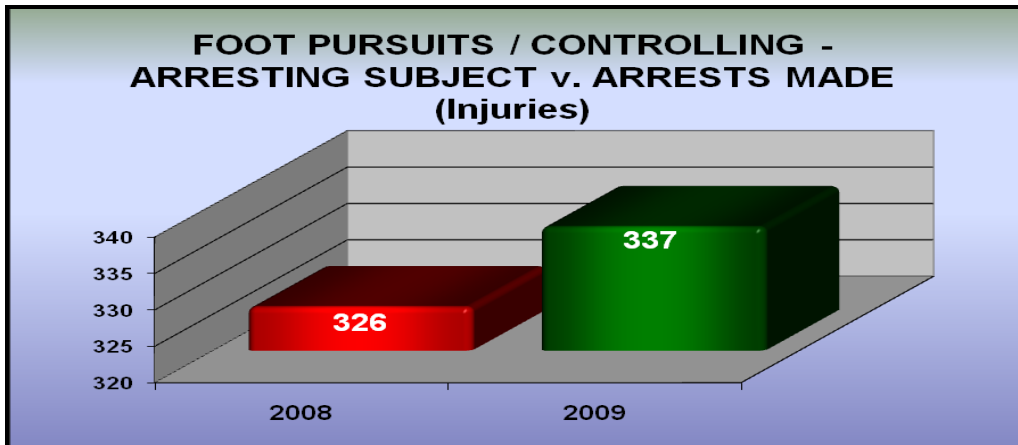


2008 – 2009 INJURY ANALYSIS

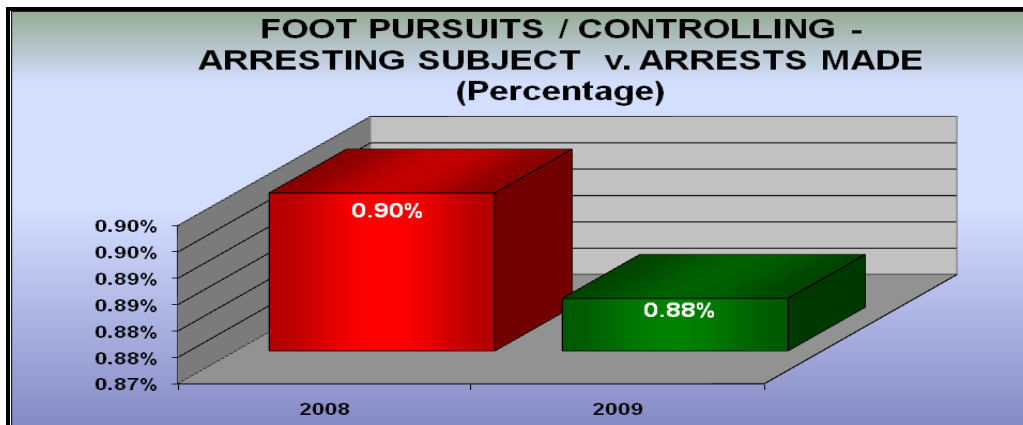
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Foot pursuits and controlling/arresting subjects account for 38% - 45% of all injuries (2008 – 38% and 2009 – 45%). Yet compared to the number of arrests per year, foot pursuit and controlling/arresting subject injuries occur in fewer than 1% of arrests. This figure has remained consistent over time. The Training Division recognizes that these areas are major causes of injuries and schedules training on arrest tactics and emergency vehicle operation on a regular basis and as required by the Law Enforcement Standards Board. Other categories of activity that round out the top 5 activities during which injuries occur include conducting investigations, booking prisoners and vehicle accidents. Conducting investigations account for 8% of the claims in 2009, while booking prisoners account for 4% and vehicle accidents account for 7%.

	2008	2009
Ft. Pursuit/Arrest Claims	326	337
Total Claims	864	773



	2008	2009
Ft. Pursuit/Arrest Claims	326	337
Number of Arrests	35,980	38,223
Percentage of Arrests	0.90%	0.88%

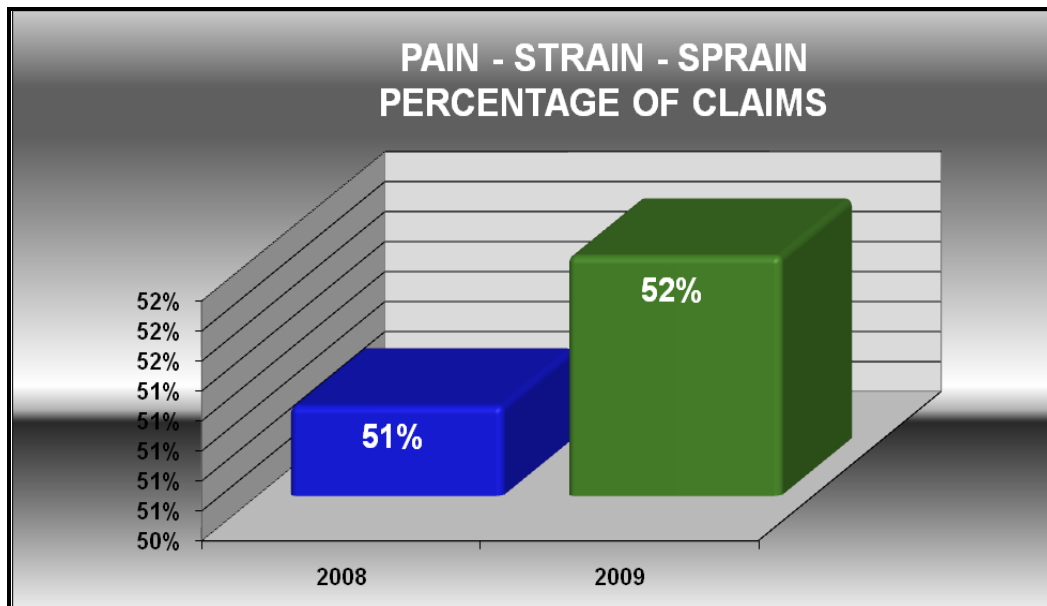


2008 – 2009 INJURY ANALYSIS

Continued

On average, “pains, strains, sprains” account for approximately 50% of all yearly injury claims. The Injury Review Committee will address this data in quarterly meetings to determine appropriate education and training issues. A number of injuries were a result of trips and falls. No pattern was identified that explained the trips and falls. While total claims were slightly higher in the 1st and 4th quarters of 2009. Injuries associated with patrol duties remained consistent for 2008 and 2009.

	2008	2009
PAIN/STRAIN/SPRAIN CLAIMS	441	390
TOTAL CLAIMS	864	773
PERCENTAGE OF TOTAL CLAIMS	51%	52%



In 2010, the term “Injury Classification” will be re-titled as “Nature of Injury” to appropriately categorize OSHA specific injuries.

2008 – 2009 INJURY ANALYSIS

Continued

A decline in yearly recruit classes is partly attributable for the decrease in recruit training injuries for 2006-2009.

- In 2005, 57 recruits (1 class) entered the academy and overlapped into 2006.
- In 2006, 156 recruits (3 classes) entered the academy. With the 57 recruits overlapping from the 2005 class, there were 213 recruits (4 classes) in the academy during the 2006-year. Twenty-eight (28) injuries were reported in 2006, or approximately 7 per class.
- In 2007, 160 recruits (3 classes) entered the academy. With the 104 recruits overlapping from the 2006 classes, there were 264 recruits (4 classes) in the academy during the 2007-year. Forty (40) injuries were reported in 2007, or approximately 10 per class.
- In 2008, 41 recruits (1 class) entered the academy. With the 128 recruits overlapping from the 2007 classes, there were 169 recruits (3 classes) in the academy during the 2008-year. Twenty-five (25) injures were reported in 2008, or approximately 8 per class.
- In 2009, 43 recruits (1 class) entered the academy. There were no overlapping classes from 2008. Eight (8) injuries were reported in 2009.

On average, there are approximately 10 reported injuries per recruit class. These injuries occurred during daily physical training or Defensive and Arrest Tactics (D.A.A.T.) training. The Training Division staff has addressed these injuries by providing education on and encouraging healthy lifestyles, mandatory warm-ups prior to physical activity and appropriate use of D.A.A.T. procedures.

2008 – 2009 INJURY CATEGORIES

The categories used to determine type of duty, activity when injured and injury classification used to document injuries from 2006 – 2008 were modified in 2009. This was done to more accurately reflect the unique situations present in law enforcement today. In 2010, additional categories will be used for reporting purposes that specifically address OSHA specific data (i.e. “claim cause”, “nature of injury”, etc.).

The revised classifications for 2009 are as follows:

TYPE OF DUTY	ACTIVITY WHEN INJURED
OFFICE DUTIES	ASSISTING CITIZEN OR VICTIM
CROSSING GUARD DUTY	BICYCLE PATROL
FIELD DUTY-OTHER	CLEANING AREA*
FIELD DUTY-PATROL	CONDUCTING INVESTIGATION**
MAINTENANCE	CONTROLLING OR ARRESTING SUBJECT
OTHER (SPECIFY)	CROSSING DUTIES
PRISONER PROCESSING SECTION*	DIRECTING TRAFFIC
TRAINING-IN SERVICE	EXITING/ENTERING VEHICLE
TRAINING-OTHER	FIRE RESCUE OR DISCOVERY
TRAINING-RECRUIT SECTION	FOOT PATROL
	FOOT PURSUIT
	FORCING ENTRY
	IN COURSE OF NORMAL DUTIES***
	LIFTING OR MOVING PROPERTY
	OFFICE DUTIES
	OTHER (SPECIFY)
	PEDESTRIAN ACCIDENT
	TRANSPORTING/PROCESSING/BOOKING PRISONER
	SHOOTING INCIDENT
	TRAFFIC STOP
	TRAINING PARTICIPATION - FIREARMS
	TRAINING PARTICIPATION - PT
	USING POLICE EQUIPMENT
	USING OTHER EQUIPMENT
	VEHICLE ACCIDENT-OTHER (SPECIFY)
	VEHICLE ACCIDENT-PURSUIT

* **Cleaning area** includes injuries associated with physical over-exertion or contact with hazardous chemicals.

** **Conducting investigation** includes those activities not related to traffic accidents (officer involved) citizen contacts or arrests

*** **In the course of normal duties** includes such things as performing a squad check, sitting in squad, opening a drawer, using microwave, etc.

2008 – 2009 INJURY CATEGORIES

Continued

ACTIVITY WHEN INJURED

	2008	2009	2 Year Average
Foot Pursuit	120	101	110.5
Assisting Citizen or Victim	31	14	22.5
Conducting Investigation	163	79	121.0
Controlling/Arresting Subject	280	278	279.0
Directing Traffic	4	2	3.0
Fire Rescue or Discovery	3	7	5.0
Forcing Entry	10	9	9.5
Lifting or Moving Property	14	21	18.0
Office Duties	39	35	37.0
Other - Undetermined	0	7	3.5
Pedestrian Accident	0	Not used	0.0
Booking/Transporting Prisoner	47	30	38.5
Shooting Incident	3	5	4.0
Traffic Stop	3	4	3.5
Training-Participation	38	33	35.5
Using Police Equipment	11	9	10.0
Using Other Equipment	19	8	13.5
Vehicle Accident – Other	50	53	56.5
Vehicle Accident – Pursuit	6	2	4.0
Vehicle Related – Other	23	Not used	21.5
In Course of Normal Duties*	Not used	44	22.0
Entering/Exiting Vehicle*	Not used	20	10.0
Foot Patrol*	Not used	4	2.0
Bicycle Patrol*	Not used	3	21.5
Cleaning Area*	Not used	3	21.5
Crossing Duties*	Not used	2	1.0
Total:	864	773	818.5

- In 2009, an additional 6 categories were added to the “Activity When Injured” to further delineate activities

2008 – 2009 INJURY CATEGORIES

Continued

<i>Injuries Summary</i>	2008	2009	TOTAL
Burn	9	4	13
Contusion	85	30	115
Exposure - Bloodborne	15	26	41
Exposure - Contagious Disease	86	114	200
Exposure - Hazardous Material	10	14	24
Exposure – Other / Smoke	9	24	33
Fracture	22	17	39
Gunshot Wound	1	5	6
Hearing Loss	7	7	14
Illness	16	4	20
Laceration / Cut / Abrasion	154	125	279
Not available	0	Not used	0
Other	0	Not used	0
Pain, Strain or Sprain	439	399	838
Stress - Occupational	11	4	15
Total:	864	773	1637

* In 2008, abrasions were included with laceration data

** In 2009, pain, strain or sprain was separated into strains and sprains (49), bruise (17) and irritation (8), all of which were combined into pain, strain or sprain for purposes of this chart only

It is anticipated that the iVOS program will be utilized by the Milwaukee Police Department beginning in 2011. Following is a breakdown of OSHA specific claim causes that will be used with this program. The data reflected in the below table is current data (see table above) that has been re-categorized to fit these projected categories.

OSHA SPECIFIC CATEGORIES

INJURIES - SPECIFIC	2008	2009	TOTAL	2 Year Avg
Abnormal Air Pressure		1	1	1.0
Absorption, Ingestion or Inhalation, NOC	43	42	85	42.5
Animal or Insect	14	8	22	11.0
Broken Glass	8	4	12	6.0
Caught In, Under or Between, NOC	16	12	28	14.0
Chemicals	4	3	7	3.5
Cold Objects or Substances	1		1	1.0
Collapsing Materials (Slides of Earth)	1		1	1.0
Collision or Sideswipe with Another Vehicle	35	47	82	41.0
Collision with a Fixed Object	4	4	8	4.0
Contact with, NOC	11	29	40	20.0
Continual Noise	5	6	11	5.5
Cumulative, NOC	2	2	4	2.0
Cut, Puncture, Scrape, NOC	34	31	65	32.5
Dust, Gases, Fumes, or Vapors	1	3	4	2.0
Explosion or Flare Back	1		1	1.0
Fall, Slip, Trip, NOC	57	40	97	48.5
Falling or Flying Object	3	8	11	5.5
Fellow Worker	3	1	4	2.0
Fire or Flame		1	1	1.0
Foreign Matter (Body) in Eye(s)	10	6	16	8.0
From Different Level (Elevation)	5	9	14	7.0
From Ladder or Scaffolding			0	
From Liquid or Grease Spills	6	4	10	5.0
Hand Tool, Utensil; Not Powered	2	1	3	1.5
Holding or Carrying	6	4	10	5.0
Hot Objects or Substances	6		6	6.0
Into Openings		1	1	1.0
Jumping	6	7	13	6.5
Lifting	17	9	26	13.0
Machine or Machinery	1		1	1.0
Motor Vehicle	8	3	11	5.5
Motor Vehicle, NOC	11	16	27	13.5
Object Being Lifted or Handled	20	20	40	20.0
Object Handled	5	6	11	5.5
Object Handled by Others	5	1	6	3.0
On Ice or Snow	70	45	115	57.5
On Same Level	23	25	48	24.0
On Stairs	17	5	22	11.0

OSHA SPECIFIC CATEGORIES

Continued

INJURIES - SPECIFIC	2008	2009	TOTAL	2 Year Avg
Other Than Physical Cause of Injury	46	79	125	62.5
Other-Miscellaneous, NOC	39	14	53	26.5
Person in Act of a Crime	40	60	100	50.0
Pushing or Pulling	24	24	48	24.0
Reaching	2	3	5	2.5
Repetitive Motion	5	5	10	5.0
Rubbed or Abraded, NOC	4	2	6	3.0
Slipped, Did Not Fall	2	3	5	2.5
Stationary Object	49	40	89	44.5
Stepping on Sharp Object		2	2	2.0
Strain or Injury By, NOC	42	16	58	29.0
Striking Against or Stepping On, NOC	15	13	28	14.0
Struck or Injured, NOC	69	54	123	61.5
Temperature Extremes			0	
Twisting	66	53	119	59.5
Using Tool or Machinery		2	2	2.0
Vehicle Upset		1	1	1.0
Welding or Throwing	1		1	1.0

LAW ENFORCEMENT IN-SERVICE TRAINING CURRICULUM

The following courses of instruction have either been provided to law enforcement members of the Department during 2010 or are scheduled in 2010.

Training Curriculum	Training Dates
Rifle Armorer Course	1/6/2010
Shotgun Maintenance Course	1/2/2010
Police Officer Relationship Management	3/3/10-3/5/10 3/31/10-4/2/10 4/6/10-4/8/10 6/1/10-6/3/10
Standardized Field Sobriety Testing Refresher	3/15/2010
Military Veteran and Post Traumatic Stress Awareness Training	1/25/10-1/27/10
Crisis Intervention Team In Service Training	2/15/10-2/18/10
Electronic Control Device Recertification Training	3/10/10-3/12/10
Specialized Training-Corrections Management System and Temporary Holding Facilities Training For Bookers	3/1/10-3/5/10
Leadership In Police Organizations	3/1/10-3/5/10 3/8/10-3/13/10 3/22/10-3/26/10 3/29/10-4/2/10 4/12/10-4/16/10 4/19/10-4/23/10
Crisis Intervention Team In Service Training	2/15/10-2/18/10
Instructor Development Course	2/22/10-2/25/10
Active Shooter Training	5/10/10-5/14/10
Specialized Training-Relationship Management	3/3/10-3/5/10
Patrol Rifle Operator Course	5/3/10-5/6/10 5/10/10-5/13/10 5/17/10-5/20/10 5/24/10-5/27/10 6/7/10-6/10/10
Patrol Rifle Operator Recertification Course	3/15/10-3/19/10 3/22/10-3/26/10 3/29/10-4/2/10 4/5/10-4/9/10 4/12/10-4/16/10 4/19/10-4/23/10
Police Cyclist Refresher Course	3/10/2010
Supervisory Development Training	3/15/10-4/21/10
Professional Communication Skills Instructor	3/9/10-3/11/10

LAW ENFORCEMENT IN-SERVICE TRAINING CURRICULUM

Training Curriculum	Training Dates
Make-Up In Service Session #2	3/15/2010
Payroll and Medical Section Training For Civilian and Sworn Members	3/22/10-3/26/10 2/29/10-4/1/10 4/12/10-4/16/10 4/26/10-4/30/10
Electronic Control Device Certification Course	3/25/10-3/26/10
In Service Training Session #3	3/30/10-5/21/10
Police Cyclist Training	4/26/10-4/29/10
Electronic Control Device Certification Course	4/8/10-4/9/10
Specialized Training-Supervision Of Police Personnel Northwestern University Center For Public Safety	5/17/10-5/28/10 6/7/10-6/18/10
Supervisory Development Training-Criminal Investigations	6/1/10-6/3/10 6/7/10-6/9/10
Professional Development Training-Police Lieutenants	5/10/10-5/12/10
Major Incident Response Team Training	5/25/2010 5/27/2010 6/1/2010 6/3/2010
Police Officer Support Team In Service Training	5/21/2010
Police Officer Support Team Training	5/17/10-5/21/10
Professional Development Training-Police Lieutenants-Make Up Session	5/27/2010
Command Staff In Service Training	6/1/2010
Electronic Control Device Certification Course	6/22/10-6/23/10 6/24/10-6/25/10
Leadership In Police Organizations	8/30/10-9/2/10 9/20/10-9/24/10 9/27/10-9/30/10 10/4/10-10/8/10 10/18/10-10/22/10 11/8/10-11/12/10 11/29/10-12/3/10 12/13/10-12/17/10
Relationship Training	6/5/10-6/6/10 6/7/10-6/8/10 6/9/10-6/10/10 6/14/10-6/15/10
In Service Training Session #1	9/13/10-10/15/10
Command Staff In Service Training	10/13/2010

CIVILIAN IN-SERVICE TRAINING CURRICULUM

The following courses of instruction have either been provided to civilian members of the Department during 2010 or are scheduled in 2010.

Training Curriculum	Training Dates
Police Officer Support Team In Service Training	5/21/2010
Police Officer Support Team Training	5/17/10-5/21/10
Payroll and Medical Section Training For Civilian and Sworn Members	3/22/10-3/26/10 2/29/10-4/1/10 4/12/10-4/16/10 4/26/10-4/30/10
Crisis Intervention Team In Service Training	2/15/10-2/18/10
Police Aide In Service Training	5/27/2010
Police Aide In Service Training	6/23/2010
Special Event Training For Police Aides	6/24/2010
Police Aide In Service Training	8/4/2010
Specialized Training-Temporary Holding Facility Course	8/9/10-9/3/10

New recruit officers are initially informed of safety policies of the Department as part of their course of instruction. This training includes, but is not limited to, the safe handling of firearms, arrest tactics and defensive driving tactics.

As Training Division staff becomes aware of new information regarding communicable diseases, emerging threats in the field, etc., this information is provided to members at In-Service as part of a section of instruction referred to as “generalities”.

The department’s Progress Report on 2009 Goals and Objectives can be found on pages 23 and 24, and 2010 Safety Goals and Objectives can be found on pages 25 - 27 of this report.

**Risk Management Model: 2009 Safety Plan Final Report
MILWAUKEE POLICE DEPARTMENT**

2009 Safety Goals and Action Step(s)	Completion Date Target	Completion Date Actual (Include reason if not completed)	Safety Goal Outcome(s)	Impact – Describe how achievement of goal has impacted the overall safety culture and indicators in your department.
<ul style="list-style-type: none"> • Maintain, track, gather and analyze claim data. • Establish workplace safety curriculum for all members based on injury analysis. • Conduct Quarterly Injury Review Committee meetings. • Update Safety Plan data with yearly comparison reports 	End of 2009	December 2009	<ul style="list-style-type: none"> • Collect and analyze injury related data to identify necessary education and training for all members. • Incorporate workplace safety curriculum into regularly scheduled In Service Classes for law enforcement and civilian personnel. • Implement Safety awareness material and training in new employee orientation. 	<ul style="list-style-type: none"> • The collection and review of data has permitted training in various areas for members of the department (i.e. vehicle operations, ergonomics, communicable diseases) • The first year of the Safety Plan has proven positive in capturing data. Some of the information in the Safety Plan has been revised for 2010 to address the trends and patterns (i.e. OSHA specific injury categories, claim causes, etc.)
<ul style="list-style-type: none"> • Provide mechanism for employees to identify and report safety concerns. • Make appropriate forms accessible to members on the Department Intranet. 	End of 2009	September 2009	<ul style="list-style-type: none"> • Identify and document safety concerns reported by members to address the hazard and eliminate future injuries. 	<ul style="list-style-type: none"> • Information, SOP's, Forms have been placed on the Department Intranet for easy access and completion by members. • Safety concerns were addressed immediately, reducing further injuries.
<ul style="list-style-type: none"> • Incorporate safety performance requirements and revise job descriptions for Sergeants and above. 	December 2009	December 2009	<ul style="list-style-type: none"> • Include safety management requirements to ensure compliance of the Safety Plan Roles and Responsibilities by 	<ul style="list-style-type: none"> • First line supervisors complete Worker's Compensation reports on injured members and are better apt to capture information on safety hazards in the respective areas.

<ul style="list-style-type: none"> • Incorporate SOP's associated with absenteeism and safety programs within the Department. 			<ul style="list-style-type: none"> members. • Revise the Limited Duty SOP, Differential Police Response Unit SOP, and Communicable Diseases SOP. 	<ul style="list-style-type: none"> • First line supervisors have been responsible for the completion of Injury Classification Forms.
<ul style="list-style-type: none"> • Expedite return to work options for injured employees 	Continuous	Continuous	<ul style="list-style-type: none"> • Reduce absenteeism by monitoring and coordinating return to work by consistently communicating with the Employee Benefits-Worker's Compensation Section and using the Department's Limited Duty Program. 	<ul style="list-style-type: none"> • Consistent contact with EB has proven assist in the return of members for injury leave, thus reducing lost workdays. • The Limited Duty Program, inclusive of the Differential Police Response Program and the Pole Camera Operations, permits accommodations of most restrictions and provides an opportunity for members to make positive contributions to Department operations.
<ul style="list-style-type: none"> • Monitor members working in areas with excessive noise and hazards. 	Continuous	Continuous	<ul style="list-style-type: none"> • Baseline testing of members assigned, but not limited to, noise excessive areas (Firing Range, Hazardous Devices Unit). • Provide annual hearing/respirator exams of members in those areas. 	<ul style="list-style-type: none"> • This permits the Department the ability to capture and document hearing losses in a reasonable period of time. • Testing of members assigned to Hazardous Devices ensures physical fitness and reduction of injuries.

Risk Management Model: 2010 Safety Plan Goal Planning Matrix
Department: Milwaukee Police Department

2010 Safety Goals and Action Step(s)	Responsible Person(s)/Location for Tracking and Completion	Completion Target Date	Actual Completion Date/Note	Achievement of goal and impact of overall indicators in the Department
<ul style="list-style-type: none"> Implement the use of the use of the iVOS Program to capture and reconcile data between DER and the Milwaukee Police Department. 	<ul style="list-style-type: none"> The Medical Section. 	End of 2010		<ul style="list-style-type: none"> The use of the iVOS Program will ensure uniform collection of data for reporting and analyzing purposes. Collection of uniform data assists with determining citywide injuries, as well as determining specific internal education and training.
<ul style="list-style-type: none"> Provide specialized training for Command Staff and Bureau Supervisors on the use of the MPD Safety Plan, the <i>PE-27A Performance Evaluation Report – Management/Executive Level</i>, <i>PM-12E Injury Classification Form</i>, <i>PDD-63E Report of Hazardous Workplace Conditions Form</i>, and related SOP's to ensure compliance of mandatory requirements by members. 	<ul style="list-style-type: none"> The Medical Section. Human Resources Division. 	June 2011	Completion date is contingent on Training Academy schedule of In Service classes.	<ul style="list-style-type: none"> Specific training will assist with compliance of Safety Plan Role Responsibilities and Standard Operating Procedures in the reduction of injury and safety education.

<ul style="list-style-type: none"> • Provide specialized training for all members on vehicle operations, ergonomics and communicable diseases to address 2009 injury claims data. • Monitor the collection of vehicle accidents and injuries. 	<ul style="list-style-type: none"> • Training Academy • The Medical Section • Professional Performances Division. 	June 2011	Completion date is contingent on Training Academy schedule of In Service classes.	<ul style="list-style-type: none"> • Monitor injury following the completion of training to determine the reduction/increase of injury data in specific areas.
<ul style="list-style-type: none"> • Schedule Quarterly Injury Review Committee Meetings to review all data collected. 	<ul style="list-style-type: none"> • The Medical Section • Human Resources Div. • Facilities Services Div. • Professional Performances Division • Information Technology Division • Training Academy 	March 2010 June 2010 September 2010 December 2010	September 2010	<ul style="list-style-type: none"> • Determine which areas require continuing education and training.
<ul style="list-style-type: none"> • Mandatory review by all members of related SOP's on injury claims and notification. • Track time between notification and receipt of reports by the Medical Section. 	<ul style="list-style-type: none"> • All members and Managers • Medical Section 	End of 2010		<ul style="list-style-type: none"> • Process will remind members of mandatory process and will require immediate notification and submittal of injury claims. • Process will assist to reduce time of claims receipt between MPD, DER and the State of WI.

<ul style="list-style-type: none">• Provide specialized accident investigation training to supervisors responsible for the completion of injury claims.	<ul style="list-style-type: none">• Training Academy	June 2011	Completion date is contingent on Training Academy schedule of In Service classes.	<ul style="list-style-type: none">• Process will assist to ensure proper reporting and identify and correct injury hazards.
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