

FOP LEGAL PLAN – CLAIM REPORTING FORM
(PLEASE PRINT CLEARLY)



1. Claimant's full name _____
2. Address, City, State, Zip _____
3. Telephone (including area code) Work _____ Home _____
May we contact you at work? Yes _____ No _____
4. Social Security No. _____ - _____ - _____
5. Lodge / State _____
6. Law enforcement employer and employer's address, city, state, zip: _____

7. Date of incident resulting in (or which may result in) administrative discipline or lawsuit? _____
8. Specifically describe the incident leading up to the claim presented: (continue on separate sheet if necessary)

9. Specifically describe any administrative charges or discipline:

10. Lawsuit filed? Yes _____ No _____ (Please forward a copy of the suit)
11. Have you contacted an attorney? If so, provide name, complete address, and telephone number (w/area code)

12. Enclose copy of charges, notices of investigation, all documents, including correspondence to/from attorney.

Under the Administrative coverage, there is a **Salary Reimbursement Option (SRO)**, which can be taken once a suspension has been imposed and allows a Member to choose up to 3-days actual loss-of-pay (based on regular hourly rate) or \$500.00, whichever is less. No further claims can be made after taking the Option for that specific incident or similar incident resulting in suspension. Claims for the SRO cannot be taken more than 30 days after the suspension.

***This Option is in lieu of legal costs.
If attorney fees exceed a limit of \$500, the SRO is no longer available.***

Signature

Date

**Return COMPLETED and SIGNED claim form to:
Cara Webb – FOP Legal Plan, Inc.
Keenan & Associates, Inc.
PO Box 14590
Albuquerque, NM 87191
Toll free: 1-866-920-6600
Fax: 505-293-6400**

By signing this Form, the claimant affirms that he/she is a qualified Participant in good standing of the FOP Legal Plan, Inc. If it is determined at any time that the claimant is not a qualified Participant in good standing and eligible for benefits, the claim will not be subject to coverage.



FRATERNAL ORDER OF POLICE LEGAL PLAN, INC.

The Plan is devoted to defending *individual* participant FOP members against administrative proceedings, civil lawsuits and criminal prosecutions alleging they committed wrongful acts in the scope of law enforcement employment.

★ **Who do I contact to file a claim?**

★ **Who do I contact if I have questions regarding an existing claim?**

Cara Webb
Keenan & Associates, Inc. -- Benefit Administrator
PO Box 14590
Albuquerque, NM 87191-4590
Toll free at 1-866-920-6600 or direct (505) 291-4981
CWebb@Keenan-Assoc.com

★ **How do I file a claim?**

Contact Cara Webb to get a list of Plan Attorneys in your area and a Claim Form. Your chosen attorney will forward the Claim Form and supporting documents to Keenan & Associates. You can also forward the Claim Form with documents directly to Keenan & Associates.

★ **Do I get to choose my own attorney?**

Yes. If you choose a Plan Attorney, there is no deductible and no limit on attorney fees. If you choose a Non-Plan Attorney, there is a \$250.00 deductible and a maximum limit on attorney fees. A Non-Plan Attorney can become a Plan Attorney by simply enrolling and meeting the Plan's requirements at the time he or she *begins* to represent you. Please contact Cara Webb for an Attorney Enrollment Packet.

★ **What kind of coverage do I receive?**

Defense for any Administrative, Civil, and Criminal actions, including grand jury proceedings, brought against you in the scope of your law enforcement duty, as provided in the Plan Description. Under the Administrative coverage, there is a **salary reimbursement** option which allows you to choose up to 3-days actual loss-of-pay (\$500.00 limit) *in lieu of legal costs* for any suspension. Call Cara Webb for more information.



KEENAN & ASSOCIATES, INC.

ADMINISTRATORS FOR THE FRATERNAL ORDER OF POLICE-LEGAL PLAN, INC.

PO Box 14590

Albuquerque, NM 87191

Toll-free: (866) 920-6600

Phone: (505) 293-6600

Fax: (505) 293-6400

Email: fop@keenan-assoc.com

Web: www.keenan-assoc.com

Cara Webb
Benefit Administrator
(505) 291-4981
cwebb@keenan-assoc.com

March 18, 2005

RE: Fraternal Order of Police Legal Plan, Inc.
Salary Reimbursement Option (SRO)

*The Legal Plan, Inc. is offering a **new option** to the Members.* Under the Administrative coverage, there is a **salary reimbursement option** which allows a Member to choose up to 3-days actual loss-of-pay (based on regular hourly rate) or \$500.00, whichever is less. This Option can be taken once a suspension has been imposed, but not more than 30 days after the suspension has been imposed. ***This Option is in lieu of legal costs.*** The election may not be rescinded or reversed with respect to the claim or other related claims after the reimbursement benefit is paid.

The SRO is available *per claim, per suspension*, just not for the SAME issue. For example, if an officer is suspended two separate times for not cleaning out his patrol car, the officer is only eligible for one SRO. The second incident/suspension can be grieved through the administrative grievance process, pursuant to normal claims procedures.

However, if an officer is being suspended for two different incidents, one for not cleaning out his patrol car and then another suspension for insubordination, the SRO is available for each claim (i.e., two separate issues). Taking the SRO for one suspension (dirty cruiser) does not mean a second claim (insubordination) cannot be made or that a second SRO cannot be taken. The "barred coverage" would be for an ***appeal*** to the suspension once the SRO is taken or a request for an SRO for an identical, subsequent suspension.

If the attorney can conclude the matter under \$500 up to the point of suspension, the officer is eligible and the attorney fees are reimbursed in full.

If attorney fees exceed a limit of \$500, the Option is no longer eligible. An appeal to the Board of Trustees would need to be made for a final decision on whether or not to allow the officer to take the SRO and how much of the attorney fees will be paid above the \$500.

The main point is we want the attorneys to not incur unnecessary fees for an insignificant issue that will only result in a brief suspension.

If you have any questions, please feel free to contact me toll free at 1-866-920-6600.

Sincerely,
KEENAN & ASSOCIATES, INC.

Cara Webb
Benefit Administrator
Fraternal Order of Police Legal Plan, Inc.

Also enclosed is the most current Claim Reporting Form. Please replace this form with any you are currently using. If the correct form is not used, the claim will not be accepted.

To view the most current PLAN ATTORNEY listing, please go to www.fophylant.com