

FLORIDA POLICE  
BENEVOLENT  
ASSOCIATION, INC.

POLICY AND PROCEDURE MANUAL



*Restated: October 21, 2022*

following policy:

**POLICY:**

The Association will not provide legal representation to any member who has been accused of involvement with illegal drugs in those cases where the member admits such actions or where, in the opinion of the Association's General Counsel, there exists sufficient evidence of such involvement whereby the furnishing of representation could bring discredit to the Association and/or the law enforcement profession

*PASSED and ADOPTED: January 13, 1990*

*EFFECTIVE DATE: January 13, 1990*

*RESTATED and ADOPTED: October 21, 2022*

(SEAL)

Secretary

***E. LEGAL DEFENSE BENEFIT<sup>25</sup>***

**BACKGROUND:**

In order to provide legal defense benefits to the members of Florida P.B.A., the Board of Directors hereby adopts the following policy:

**POLICY:**

***1. Coverages and Eligibility***

(a) The Legal Defense Benefit will be provided to Florida P.B.A. members only in those cases where a lawsuit or criminal allegation results from professional acts or omissions which arise out of and in the scope of their duties as a law enforcement officer. Representation will also be provided at shooting scenes and at the scene of serious personal injuries caused by a member, arising out of that member's performance of or pursuit of his/her official duties.

(b) The Benefit shall consist of the payment by Florida P.B.A. of attorney's fees and directly related court costs.

(c) Members are entitled to legal defense and costs within the coverage provided regardless of the number of separate incidents involving a member during each year. Where a single incident generates multiple criminal actions, the P.B.A. shall have the option to represent the member in each action if it determines such representation is in the best interest of the Association and its membership.

---

<sup>25</sup> Formerly identified as Policy No. 3-80

(d) For a member to be eligible for legal defense coverage, the member must be in good standing prior to the date of the incident, up to date in dues payments, and must remain in good standing at all times during the litigation. If the member fails to remain in good standing, Florida P.B.A. reserves the right to terminate its coverage.

(e) The term arising out of and in the scope of their duties as used in this Policy encompasses actions or omissions of a member while in the performance of regularly assigned law enforcement duties for his/her employing agency. The benefit is not designed to cover a member while he/she is off-duty or engaged in off-duty employment, unless the circumstances are such that it is apparent the member was justified in placing himself/herself on duty acting in his/her police capacity in order to effect an arrest, protect persons and property from harm. In instances of off-duty employment, coverage will be provided only where the member's employing agency or secondary employer decline coverage of the member.

(f) Coverage under the benefit is intended to apply to cases where a member has taken some type of direct law enforcement action consistent with his/her responsibilities as a law enforcement officer. It is not intended to apply to non-law enforcement actions including, but not limited to, personnel employment decisions (hiring, discipline or termination of employees), management decisions dealing with procedural operation or physical facilities of the law enforcement agency (validity of agency rules, procedural orders or a facility's capacity) or instances where no direct law enforcement action on the part of the member is alleged to have taken place (vicarious liability or liability based on theory of respondent superior). Furthermore, coverage under the benefit is not intended to cover actions of a member who is assigned to a professional standards or internal affairs unit and the case involves allegations that the member acted contrary to the rights, privileges or procedures set forth in sections 112.532, .533 and .534, Florida Statutes.

(g) A member must request P.B.A. representation at the time the member receives official notice of the civil suit or criminal allegation, and active representation of the member is undertaken. If counsel other than P.B.A.'s is retained by the member either at the onset of the case or at any future time, legal defense benefit coverage may, be denied or discontinued.

## ***2. Benefit Administration***

(a) The Association General Counsel will authorize all requests for legal services under the Benefit if it is determined that the following criteria are met:

(i) The requesting officer is a current member in good standing of Florida P.B.A.,

(ii) He/she was a member in good standing of the Association at the time of the incident,

(iii) The incident was the result of the member's performance of or pursuit of his/her official duties as a law enforcement officer, and

(iv) The request for coverage was submitted through the member's Charter/Chapter

(v) The request for coverage was submitted to and received by the

Association within sixty (60) calendar days after the member received official notification of the civil suit or criminal allegation and active representation of the member is undertaken by a legal defense benefit attorney.

(b) The Association General Counsel shall review all cases on a continuing basis to ensure proper representation is being provided to the member and that the monthly fees, costs and expenditures are being incurred within the coverage and limitations set forth by this policy.

(c) If the Association General Counsel determines that the criteria listed above are not met, the General Counsel may reject the request. The member, through his/her Charter or Chapter president or designee may appeal such a denial to the Legal Defense Appeal Board, whose action shall be final and binding on all parties. The Appeal Board shall be comprised of the senior vice president, the vice president of charters, and the vice president of chapters. There shall be two alternates. The first alternate shall be the secretary and the second alternate shall be the Sergeant – At - Arms. The senior vice president shall serve as the presiding officer of the board. No officer identified above can serve on an appeal board when the appeal involves a member of his or her charter or chapter.

(d) It is the responsibility of the Charter or Chapter president or his or her designee to file a written request for legal assistance. The request shall include the name of the member and the member's identifying information; the type of legal action; a summary of the allegations; the date of the incident., and the president's recommendation for or against coverage. Upon receipt and review, approval or disapproval of coverage will be promptly relayed to the Charter/Chapter president or designee. At that time, if approval is granted, the Association General Counsel shall assign an attorney to handle the case.

(e) In order to utilize a designee, the Charter or Chapter president must provide written notice of the designee(s) in writing to the Association General Counsel prior to the designee's service in that capacity. If there is no designee list provided to the General Counsel by the President, the General Counsel will contact the President with all legal defense benefit requests.

(f) In cases involving emergency situations such as shootings, vehicular accidents involving serious injury, or other instances requiring emergency response by an attorney, the Charter/Chapter president or designee may authorize the use of an attorney for the emergency. The Association General Counsel is to be advised of the incident promptly. A written request for continued representation shall follow. The assignment of an attorney to cover an emergency will not commit Florida P.B.A. Legal Defense Benefit to coverage of future legal fees and costs. An attorney may not proceed beyond the preliminary stages of the emergency situation without additional written approval from the Association General Counsel.

### ***3. Legal Defense Benefit Attorneys and Authorized Fees.***

(a) Attorneys appointed by the affected Charter/Chapter president or designee, after consultation with the Association General Counsel, as a legal defense attorney shall be in good

standing with the State Bar Association in which they intend to represent members and be willing to represent members pursuant to the established fee arrangement.

(b) Attorney's fees will be paid based on uniform hourly rates established annually by the Association General Counsel and the Florida P.B.A. Executive Committee. Alternative fee arrangements, such as a flat fee may be approved by the General Counsel after consultation with Florida the P.B.A. President.

(c) The Benefit shall also consist of the payment of Appellate fees when authorized by the Association General Counsel. Appellate fees shall be established in the same method as attorney fees in (B) above.

(d) When an attorney accepts employment by a member, he or she may seek compensation for fees and costs from the Florida P.B.A. Legal Defense Benefit if:

(i) The attorney receives written authorization for such representation from the Association General Counsel. If such representation is denied by the General Counsel, the attorney may appeal the denial to the Legal Defense Appeal Board as provided for in E2(c),

(ii) The attorney consents to the procedure, restrictions and limitations as set forth herein and agrees to file an itemized statement of fees and costs with the Association General Counsel within 60 days of incurring such fees and costs,

(iii) In civil cases wherein, the employer is a party defendant, the attorney shall concentrate his/her efforts to protect the member against personal liability, unless the Association General Counsel authorizes otherwise,

(iv) Interlocutory appeals or writs of certiorari may be filed with written permission from the Association General Counsel. All appeals from final orders, judgments and verdicts must also have prior written approval, and

(v) Upon assignment of the case, the attorney shall immediately file a motion for costs (and attorney's fees, if applicable). Florida P.B.A. shall receive the benefit of an order granting recovery of attorney fees and assessed costs.

(e) When a full-time employed counsel of the Association, charter or chapter, renders legal services under the provisions of this policy and the actions of the attorney are subsequently challenged through a complaint filed with the Florida Bar, the legal defense benefit fund shall pay the cost of defending against the allegation of the complaint.

#### ***4. Limitations, Restrictions and Exemptions***

(a) A member will be entitled to an attorney under the Legal Defense Benefit in civil actions when the member is a co-defendant with his/her employer and when punitive damages are sought against the member. The litigation preparation shall be confined to the issue of

punitive damages. The Association General Counsel reserves the right to review the costs and expenditures each month to determine if they have been incurred within the coverage set forth.

(b) The Benefit will not provide legal services in civil matters wherein punitive damages are not sought unless the member is sued individually and the employer refuses representation; or unless the employer is going to settle the claim and the employer has admitted wrongdoing on behalf of the member without the member's consent.

(c) The Association General Counsel may direct that a case assigned to a legal defense attorney be monitored by the attorney in the following cases: (a) pro se cases in which the member is being actively represented by the employer; (b) civil cases in which the member is being actively represented by the employer and the member is satisfied with representation being provided, and (c) civil cases in which the member is only a nominal party, and the case is designed to test the legality of an employer's practice, policy or rule enforced by the member.

When a case is in monitoring status, the legal defense attorney will not actively participate in litigation of the case but, instead, will consult with the member and review appropriate court documents to ensure that the member's interests continue to be adequately protected. Should the legal defense attorney determine active representation is warranted or should the member request active representation in the case, the President will determine if such representation is approved. Thereafter, if approved, a legal defense attorney shall actively represent the member in the case.

(d) Florida P.B.A. reserves the right to withhold approval of any benefits and to withdraw approval of any benefits if it is determined at any time that there is sufficient evidence the member has committed an intentional, deliberate and/or illegal act, either civilly or criminally, or the member's own actions in the matter have substantially harmed the ability of counsel to render effective legal assistance.

(e) Florida P.B.A. reserves the sole right to settle a claim against a member based upon the recommendation of legal counsel and a determination by the Association General Counsel that such a course of action is in the best interest of Florida P.B.A. Where such a determination is made, the member shall be afforded the option of accepting the settlement or obtaining private legal counsel, at his own expense, to continue the case. Should the member elect to continue litigation, all obligations of Florida P.B.A. under the Legal Defense Benefit shall cease.

(f) The Benefit will not pay for the cost of any appeal, interlocutory or final, civil or criminal, unless prior approval is first obtained from the Association General Counsel based upon the member's assigned attorney's conclusion that there are substantial meritorious grounds for such appeal and the interests litigated on appeal are determined to be in the best interest of the Association and its membership.

(g) The attorney for a member may seek permission from the Association General Counsel to allow the attorney to actively litigate a civil case involving a member when the employer has indicated a position that is adverse to the member and/or the representation afforded by the employer is detrimental to the member. If the Association General Counsel grants approval in that instance, the Legal Defense Benefit will cover those legal fees and costs.

Permission must first be obtained from the Association General Counsel after consultation with the member's charter of chapter president.

(h) The Association will not provide legal defense benefit coverage as described in this policy to any member accused of illegal drug involvement where the member either admits such involvement or where, in the opinion of the Association General Counsel, there exists sufficient evidence of such involvement that providing such coverage could bring discredit to the Association and/or the law enforcement profession.

## **5. Cessation of Legal Defense Benefit Plan**

(a) In the event the State Board of Directors shall determine that the Legal Defense Benefit Plan is no longer feasible for whatever reasons, Florida P.B.A. shall promptly notice each member of the Association by U.S. mail, first class, to the member's address, as listed in the Association's membership list.

(b) Thirty (30) days after the notice is mailed, P.B.A.'s obligation under this plan shall cease, except in those incidents where representation of a member had already been undertaken. Where representation had been undertaken prior to the end of the thirty (30) day period, the provisions of this Plan shall continue to apply.

(c) Any Charter that is current in its Legal Defense Benefit payments and desires to opt-out of the Legal Defense Benefit may do so under the following conditions:

(i) The Charter's Board of Directors, by a two-thirds vote of that Board, approves the withdrawal;

(ii) After proper notice of the meeting and the issue, the Charter's general membership ratifies, by a majority vote, the action of its Board of Directors;

(iii) Florida P.B.A. be noticed of both above meetings and allowed to have a representative present to explain the procedures of withdrawal;

(iv) Following the affirmative votes described above, the Legal Defense Benefit for that Charter shall cease as of midnight on that date and Florida P.B.A. will have no further liability for cases from that time forward. Payments for the Benefit shall cease at the same time and date; and

(v) A Charter that has opted out of this Benefit may, after one year, be reinstated by a two-thirds vote of the Association Board of Directors.

*EFFECTIVE DATE: October 1, 1980*

*Passed and Adopted February 28, 1981*

*Amended (On-scene attorney), Passed and Adopted: 8/4/84*

*Amended (LDQ Committee/guidelines), Passed and Adopted: 2/13/86 Amended (Guidelines Adopted),*

*Passed and Adopted: 6/14/86*

*Amended (Benefit Adm.Com. to Gen. Counsel) Passed and Adopted: 6/27/87 Amended (Add 1(G) and 2(A)(5), (B)), Passed and Adopted: 10/30/89 Amended (Add 4(G)), Passed and Adopted: 1/13/90 Amended (Amend 3(A) and Add 5 (C, 1-6)), Passed and Adopted: 7/28/90 Amended (Add Sec. 1(H) and Sec. 4(C) re-lettering), Passed, Adopted: 7/18/92 Amended (Amend Sec. 2(A)(1) and Sec. 4(D)), Passed and Adopted: 12/2/00 Amended (Amend Sec. 1(C), Sec. 4(D), and Sec. 4(F)), Passed and Adopted: 6/9/01 Amended (Amend Sec 1(G)), Passed and Adopted: 6/17/2006 Amended (Add Sec 3(E)), Passed and Adopted: 6/05/2010 Amended, Passed and Adopted: 11/30/2016 Amended (Sections 1., 2., 3., & 5.); October 28, 2018 RESTATED and ADOPTED: October 21, 2022*

(SEAL)  
Secretary

## **F. LEGAL and ADMINISTRATIVE OPINIONS and HEARING PANEL<sup>26</sup>**

### BACKGROUND:

The growth of the Association and the complexity of complying with numerous administrative and governmental regulations has caused a need among the Charters and Chapters of Florida P.B.A. to establish a procedure for resolving internal Association matters. In order to resolve internal disputes or issues Florida P.B.A. has in the past issued administrative and legal opinions and utilized an independent hearing panel procedure. The purpose of this policy is to set guidelines for such action.

### POLICY:

1. Legal Opinions. The President, Executive Officers or the Board of Directors of any Charter/Chapter may request a legal opinion from the Association General Counsel. Once issued, that opinion will be deemed as binding upon the Charter/Chapter unless overturned by the Association Board of Directors or a court of competent jurisdiction. Opinions requested will be restricted to those legal matters faced by a Charter/Chapter complying with its Constitution, By-Laws and/or Policies, those of Florida P.B.A., and State or Federal laws or Court rulings.

2. Administrative Opinions. The President, Executive Officers or the Board of Directors of any Charter/Chapter may request an administrative opinion from the Association President. Once issued, that opinion will be deemed as binding upon the Charter/Chapter unless overturned, after consultation with alternative legal counsel, by the Association Board of Directors. Opinions requested will be restricted to administrative matters faced by a Charter/Chapter in complying with its Constitution, By-Laws and/or Policies or those of Florida P.B.A.

3. Dispute Resolution Panel. The President, Executive Officers or Board of Directors of any Charter/Chapter may request that Florida P.B.A. impanel an independent hearing panel to settle a dispute that has arisen in a Charter/Chapter. The panel will be comprised

---

<sup>26</sup> Formerly identified as Policy No. 3-84