

1. Insurance Audit & Claims

Documents:

[INSURANCE AUDIT AND CLAIMS AGENDA 01 25 22.PDF](#)

2. Insurance Audit & Claims

Documents:

[INSURANCE AUDIT AND CLAIMS PACKET 01 25 22.PDF](#)

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS  
January 25, 2022  
5:00 PM  
Carthage City Hall Council Chambers

**Old Business**

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report

**Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

**New Business**

1. Consider and discuss Agreement for Training and Uniform Reimbursement for a Police Officer to attend Police Academy at MSSU.
2. Consider and discuss changes to Resignation Notice Policy.
3. Staff Reports
4. Other Reports

**Adjournment**

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

Posted: \_\_\_\_\_

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## **AGREEMENT FOR TRAINING AND UNIFORM REIMBURSEMENT FOR POLICE OFFICERS**

I, Kendra Tackett understand as an incentive to recruit potentially promising employees, the City of Carthage (City) has established a program of tuition payment/reimbursement for appropriate employees and has agreed to pay the tuition for my attendance at Missouri Southern State University's (MSSU) Police Academy as a condition of my possible employment as a police officer with the Carthage Police Department (CPD). I agree that in consideration of my employment as a police officer with the CPD, I will reimburse the City for all costs and expenses related to my tuition, initial training, hiring and uniforms required to become a Police Officer subject to the following terms and conditions:

1. I agree to serve as a Police Officer with the Carthage Police Department for a period of not less than thirty-six (36) months, beginning after the completion of the Police Academy at Missouri Southern State University and my Police Officer Field Training Program at the Carthage Police Department.
2. I agree that if my employment should cease for any reason with the Carthage Police Department during my initial probationary period (12 months), or any other time prior to becoming a non-probationary Police Officer, I will repay 100% initial training costs, uniform costs, and expenses incurred by the City.
3. I agree that if I should not successfully complete and graduate from the Police Academy, I will repay 100% of tuition costs, initial training costs, uniforms costs, and other expenses incurred by the City.
4. I agree that if I should accept employment from any other police agency or any other employer upon successful completion and graduation from the police academy, I will repay 100% tuition, initial training costs, uniform costs, and other expenses incurred by the city.
5. I agree that for every month that I leave employment prior to serving thirty-six (36) months after completion of my FTO program, I will reimburse the City on a one-thirty-sixth (1/36) per month(s) remaining pro-rata share for all costs and expenses related to my initial training and uniforms provided by the Carthage Police Department.
6. I understand and agree that I will be responsible for the actual costs and expenses incurred on my behalf by the Carthage Police Department not to exceed \$9,065.00 (not including attorney's fees if applicable). I will reimburse this amount or the appropriate percentage pursuant to the terms and conditions of this agreement. (See attachment for the itemized cost of uniforms and training related costs.)
7. I agree that my leaving employment with the City of Carthage or the Police Department, for whatever reason, shall be prima facia evidence that I left employment with the Carthage Police Department voluntarily.
8. I understand and agree that this agreement does not constitute an employment contract and



Listed below are the costs of tuition, travel, and field training costs if these costs apply. Only costs incurred by the City of Carthage will be required to be reimbursed. (Below costs are maximum.)

Tuition to Academy \$8,051.98 - \$3,172 (Scholarships) = \$4,879.98

Initial Uniform Costs \$1,000.00

Medical Exams (Drug test, Physical and Psychological) \$ 655.00

TOTAL: \$6,534.98

# MISSOURI SOUTHERN

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## STATE UNIVERSITY

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### OFFICE OF THE BURSAR

Invoice: Spring 2022  
Semester Dates: January 18<sup>th</sup> - May 12<sup>th</sup>, 2022

Carthage Police Department  
Attn: Capt. James Woody

Re: Kendra Tackett

01/21/2022

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===== CHARGES ===== CREDITS/ANTICIPATED CREDITS =====
IS Undergrad Tuition-Spring 6726.98 Board of Govs Transfer Sch 750.00
Police Acad Special Course Ch1325.00 Federal Pell Grant 2422.00
=====
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Go Green and Gold - GO LIONS!

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=====
CRN SUBJ CRSE SEC COURSE TITLE CREDITS
1340 CJ 0180 01 Basic Law Enforcemen 13.00
1341 CJ 0181 01 Basic Law Enforcemen 13.00
=====
```

Course Credits: 26.00

Kendra E. Tackett  
Student ID: S00689784  
Campus: CAM  
Total Current Term Charges: 8051.98  
Total Current Term Credits: 3172.00  
Current Term Balance: 4879.98  
AMOUNT DUE: 4879.98

----- Return Bottom Portion With Payment -----

Kendra E. Tackett  
427 Lawrence 2110  
Stotts City, MO 65756  
United States

Student ID: S00689784  
Term: 202210  
AMOUNT DUE: 4879.98

**Make Checks Payable to:**  
**Missouri Southern State University**  
3950 E. Newman Road  
Joplin, MO 64801

**Authorized By:**  
**Briana Smith**  
Sr Bursar Associate  
1-417-625-9724  
Smith-Briana@mssu.edu

**207. Resignation and Retirement:**

**01. Notice of Resignation:** In order to terminate employment in good standing, regular full-time employees are required to give at least two (2) weeks notice, and part-time employees, at least one (1) week notice prior to the effective date of resignation.

**02. Advanced Notice of Resignation:** It is the responsibility of an employee who plans to resign from employment with the City to notify their immediate supervisor in advance as follows:

1. A written resignation will be submitted to the supervisor at least two weeks before the effective date. Accrued vacation does not count as notice.
2. Failure to give adequate notice will be recorded in the resigning employee's personnel file and may be cause for denying re-employment with the City and forfeiture of any vacation paid upon separation pursuant to Section 502.08.

**03. Notice of Retirement:** In order to retire from employment in good standing, regular full-time employees are required to give at least three (3) months notice, and department heads or employees in exempt positions are required to give at least six (6) months notice prior to the effective date of retirement.

**04. Advanced Notice of Retirement:** It is the responsibility of an employee who plans to retire from employment with the City to notify their immediate supervisor in advance as follows:

1. A written retirement letter will be submitted to the supervisor at least three months before the retirement date for all regular full-time employees and at least six months before the retirement date for department heads or employees in exempt positions.
2. Failure to give adequate notice will result in the forfeiture of the employee's sick leave payout upon separation pursuant to Section 501.04.