

University of Chicago Police Department

GENERAL ORDER

<i>Effective Date:</i> August 17, 2015		<i>Number:</i> GO 1016
<i>Subject:</i> Military Activations Exceeding 180 Days		
<i>References:</i> CALEA Standard 22.2.8, Uniformed Services Employment and Reemployment Act of 1994, University Policy 517- Leave of Absence for Active Military Service		
<i>Reevaluation Date:</i> Annually		<i>No. Pages:</i> 3
<i>Amends:</i> 12 SEPT 2014 version (O.D.P.)		<i>Rescinds:</i>
<i>Approved By:</i> Fountain L. Walker, Chief of Police	<i>Signature:</i> (Original signed document on file in Accreditation Office.)	

1016.1 PURPOSE

The purpose of this policy is to provide procedures for employees' military deployment and reintegration to the Department. This policy shall apply to employees with military obligations who are to be absent from the Department for more than 180 days.

1016.2 PRE-DEPLOYMENT PROCEDURES

- A. Employees requiring leave of absence for active military service shall provide the Department and University advance notice of his/her intent to take military leave unless advance notice is precluded by military necessity or is otherwise unreasonable, considering circumstances.
- B. The employee will submit a copy of his/her military orders to his/her supervisor as soon as reasonably possible along with written notification to include:
 1. Anticipated date(s) of mobilization;
 2. Unit name and identification;
 3. Commanding Officer's name, telephone number and e-mail address;
 4. Immediate military supervisor's name, telephone number and e-mail address;
 5. Name of the military ombudsman (family liaison or equivalent) telephone number and e-mail address.
- C. The Community Outreach and Training Commander will serve as the Department point of contact for the employee.

- D. The Department Human Resources Manager will serve as the University's point of contact for the employee.
- E. Out processing of the employee will be completed by the Department Human Resources Manager. The Department HR Manager and the Chief of Police will provide an overview of the reintegration process for military employees coming back into the Department, during an exit interview.
- F. The employee shall be responsible for storage of Department owned equipment during deployment. For convenience and security, if mutually agreed, the Department may store the equipment during the deployment, for return post-deployment.

1016.3 DEPLOYMENT PROCEDURES

- A. During the deployed employee's absence, the Department shall provide any needed support to the employee and his/her family through the Department point of contact and Human Resources Manager.
- B. The Department point of contact shall:
 - 1. Keep up-to-date status on the employee, and provide the information to the employee's immediate supervisor and the chain of command as needed, including current status, needs during deployment, and family needs.
 - 2. Provide any e-mail and address updates to the Human Resources Manager.
- C. The Human Resources Manager shall maintain current information on the deployed employee, including e-mail and address information.

1016.4 POST-DEPLOYMENT REINTEGRATION PROCEDURES

- A. Prior to returning to full duty, the returning employee will meet with the Department HR Manager for in processing and with the Chief of Police for a reintegration interview.
- B. An employee returning from military leave of absence will be reinstated in accordance with applicable laws. See University policy 517- Leave of Absence for Active Military Service.
- C. Upon return to work, the employee will provide appropriate documentation regarding the length of time served, and the type of duty performed.
- D. The Staff and Faculty Assistance Program (EAP) may be a useful resource for the employee in the reintegration process, following deployment.
- E. The returning employee will meet with the Training Coordinator to determine what missed training, refresher training or re-certifications must be completed. A schedule

will be made to complete all required training, and all such training will be completed on a timely basis. The returning employee will be required to complete a short term assignment with a Field Training Officer for refresher training in their assigned area.

- F. The returning employee will be required to complete weapons requalification, if not current, in accordance with General Order 312, Firearms Policy.