

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 156-A

REFERENCE STANDARDS: 22.1.9

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SUBJECT: Military Deployment and Reintegration

PURPOSE: The purpose of the policy is to provide procedures for employees' military deployment and reintegration to the Department. This policy shall apply to military employees who are absent from the Department following a deployment exceeding 180 days. This shall apply to any branch of military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA), and shall be in addition to any benefits as provided in the Village of Hanover Park Employee Handbook Section 604, (Military Leave), or other additional benefits as provided by the Village of Hanover Park. The Village will grant all employees leaves of absence to fulfill military service obligations in accordance with the requirements of applicable law.

DEFINITIONS:

AGENCY POINT OF CONTACT - A Department member who has been identified by the Chief of Police or his designee to serve as a liaison between the deployed employee and the Department during his/her absence. (22.1.9a)

I. PRE-DEPLOYMENT PROCEDURES

- A. Any employee seeking a military leave of absence must provide the Village with advance notice of his/her intent to take a military leave unless advance notice is precluded by military necessity or is otherwise impossible or unreasonable, considering all relevant circumstances.
- B. The employee will submit a copy of his/her military orders to his/her supervisor as soon as possible along with written notification to their immediate supervisor to include the following:
  - 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 (or equivalent) telephone number and e-mail address.

- C. The Chief of Police or his designee will identify a member of the Department to act as their agency point of contact. (22.1.9a)
- D. The Director of Human Resources will serve as the Village's point of contact and together with the Chief of Police, or a designee, will meet with the employee prior to deployment to ascertain information regarding: (22.1.9b, 22.1.9c)
  - 1. Employee benefits;
  - 2. Salary continuation;
  - 3. Any other relevant information which may aid in later reintegration.
- E. The Director of Human Resources and Chief of Police, or a designee, will provide oversight over the reintegration of military employees into the Department during the exit interview. (22.1.9c)
- F. The employee shall store department issued equipment in a secure locker during their deployment. (22.1.9d)

## II. DEPLOYMENT PROCEDURES (22.1.9)

- A. During the deployed employee's absence, the Department shall provide support to the employee through the agency point of contact and Director of Human Resources.
- B. The agency point of contact shall:
  - 1. Keep up-to-date status on the employee, and provide the information to the employee's immediate supervisor for dissemination up the chain of command, which information shall include current status and active needs.
  - 2. Providing current e-mail and address information to the Director of Human Resources.
- C. The agency point of contact shall maintain a current file on the deployed employee, including the status of any certifications, applicable Department training missed, e-mail and address information to be made available for other Department members to maintain contact.
- D. Department members are encouraged to maintain active contact with the deployed employee. The sending of Department events, newsletters, and other information assists the deployed employee in maintaining an active link with his home.

## III. REINTEGRATION PROCEDURES (22.1.9)

- A. Any employee on a military leave of absence, upon completing his/her military service obligation, must return to work in a timely manner as established by applicable laws. Failure to return to work after an approved military leave in a timely manner, falsification of the reasons for taking the military leave or working elsewhere while on the military

leave can result in termination of the leave of absence and/or discipline, up to and including termination of employment.

- B. Prior to returning to full duty, the returning employee will meet with the Chief of Police, or a designee, for a reintegration interview.
- C. An employee returning from a military leave of absence will be reinstated in accordance with and as required by applicable laws. With some exceptions, an employee returning from a military leave of absence typically will be reinstated without loss of seniority, status or pay and return to either his/her prior position or the position in which the employee would have been employed had his/her continuous service not been interrupted by the military leave. Under certain circumstances, the Village may require an employee to provide documentation demonstrating his/her eligibility to return to work.
- D. Returning employees shall retrieve all clothing and equipment. The employee shall contact his/her immediate supervisor as soon as notice to return to work is received and request re-issuance of all required clothing and equipment.
- E. The returning employee will meet with the Sergeant of Support Services to determine what missed training or certifications must be completed. A schedule will be made to accomplish all required training tasks. The returning employee may be required to complete a short term assignment with a Field Training Officer for refresher training in their assigned area. (22.1.9f)
- F. A returning sworn employee will be required to complete weapons qualifications with a Range Officer in accordance with Directive 206-P, Lethal and Less Lethal Weapons – Specifications and Training. (22.1.9f)