



Effective: 7/27/2016

**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 2-21**

MILITARY DEPLOYMENT AND REINTEGRATION

SUBJECT: Military Deployment and Reintegration [CALEA 22.2.8]

PURPOSE: The purpose of the policy is to provide procedures for employees' military deployment and reintegration to the Department. This policy will apply to military employees who are absent from the Department for a period of 90 days or longer. This will apply to any branch of military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA), and will be in accordance to the established agreement between the Board of Trustees of the California State University and Statewide University Police Association (SUPA) for sworn personnel.

POLICY: It is the policy of this Department to support the Armed Forces of The United States and to accommodate the member in accordance with applicable Federal laws, State laws, and rules as established by the Board of Trustees of the California State University and Statewide University Police Association (SUPA).

DEFINITIONS:

- I. The following definitions are for the limited purpose of this General Order and may not apply in all other cases:
 - A. Military Support Officer (MSO) - is a Department member who has been identified by the military employee to serve as a liaison between the deployed employee and the Department during his/her absence. The MSO will serve to assist in the care and oversight of the employee's family and personal matters should the need arise during the employee's deployment. This will not be construed as giving the MSO any legal authority to act in the employee's stead unless it has been otherwise provided for in proper legal documentation.
 - B. Re-acclimation Process- Gradual, pre-determined steps, set by the Department, which are intended to give returning military employees the opportunity to more comfortably, and successfully, reintroduce themselves into their positions with the Department after deployment. This process is designed to afford the employee an opportunity to address issues which may be associated with their deployment, and their Department position.

PROCEDURES:

I. Pre-deployment Procedures

- A. Any employee seeking a military leave of absence must provide the Department 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 of their immediate supervisor to include the following:
 - a. Anticipated date(s) of mobilization;
 - b. Unit name and identification;
 - c. Commanding Officer's name, telephone number and e-mail address;
 - d. Immediate military supervisor's name, telephone number and e-mail address;
 - e. Name of the military ombudsman (or equivalent) telephone number and e-mail address.

- C. The employee will identify a member of the Department to act as their Military Support Officer (MSO).

California State University Human Resource's Benefits Manager and the SUPA union Representative will serve as the point of contact and together with the Chief of Police or his/her designee will meet with the employee prior to deployment and ascertain information regarding:

- a. Employee benefits;
 - b. Salary continuation;
 - c. Any other relevant information which may aid in later reintegration
- D. California State University Human Resource's Benefits Manager and Chief of Police or his/her designee will provide oversight over the reintegration of military employee into the Department during the exit interview.
- E. Prior to their deployment, the employee shall store all of their Department issued equipment in their Department issued locker or other agreed upon location at the station.

II. Deployment Procedures

- A. During the deployed employee's absence, the Department will provide support to the employee and his/her family through the MSO and California State University's Human Resource's Benefits Manager.
- a. The MSO will 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 will include current status, active needs, and family needs.
 - b. Provide current e-mail and address information to the California State University's Human Resource's Benefits Manager.
 - c. California State University's Human Resource's Benefits Manager will maintain a current file on the deployed employee.
 - d. Department members are encouraged to maintain active contact with the deployed employee.

III. Reintegration Procedures

- 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 California State University's Human Resource's Benefits Manager and the Chief of Police for 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 and return to either his/her former assignment as if continuous service had not been interrupted by the military leave. Under certain circumstances, the University may require an employee to provide documentation demonstrating his/her eligibility to return to work.
- D. Upon return to work, the employee must provide appropriate documentation regarding the amount of military pay received during the leave, the amount of time served, and documentation indicating the type of duty performed.
- E. The employee's immediate supervisor will provide training on any updated policy and procedures.

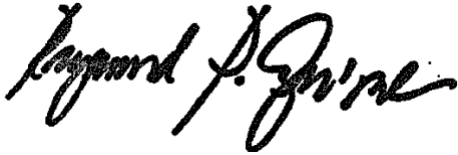
F. The returning employee will meet with the Operations Lieutenant to determine any training or certification deficiencies occurring in his/her absence. A schedule will be made to accomplish all required training tasks.

G. The returning employee may be required to complete a short-term assignment with a Field Training Officer and to complete weapons qualification with a Range Officer in accordance with Department policy.

REVIEWED BY:

A. McCarthy

APPROVED:

A handwritten signature in black ink, appearing to read "Raymund J. Aguirre". The signature is written in a cursive, flowing style.

Raymund Aguirre
Chief of Police