

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	8.07
		Original Issue Date	Reissue/Effective Date
		2/18/20	5-1-20
<p>Order Title:</p> <p>MILITARY LEAVE</p>	Accreditation Standard:	Section	
	POSTC: 1.2.7(d)	8	
		Section Title	
		PERSONNEL	
Rescinds:	Armando J. Perez, Chief of Police		

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

The purpose of this directive is to provide guidelines concerning the rights and responsibilities of the Bridgeport Police Department and its employees regarding an employee's service of duties in the Uniformed Services of the United States.

II. POLICY

The Bridgeport Police Department is committed to supporting employees in the Uniformed Services. In accordance with federal and state law, it is the Department's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform services for any of the Uniformed Services. Specifically, no person shall be denied employment, reemployment, reinstatement, promotion, or any other benefit on the basis of such membership. Any Bridgeport employee needing information or Military Leave will coordinate such leave through the Chief of Police or designee.

Employees who are members of the Uniformed Services, which includes members of the Military Reserves and National Guard, are guaranteed certain civilian job protections under the "Uniformed Services Employment and Reemployment Rights Act" ("USERRA.") The "Uniformed Services" includes the Armed Forces, the Army National Guard, and the Air National Guard, when engaged in active duty for training, inactive duty for training, or full-time National Guard duty; the Commissioned Corps of the Public Health Service, and any other category of persons designated by the President in time of war or national emergency.

This policy provides an outline of rights and expectations. Additional details and information may be obtained by contacting your Human Resources Representative to discuss your specific situation.

III. DEFINITIONS

Short-Term Military Leave: Any military leave up to 30 days. The 30 days may involve consecutive days or may be fragmented (for example, monthly training exercises).

Extended Military Leave: Any military leave for any period over 30 days and up to 5 years.

Uniformed Services: Armed Forces include the Army, Navy, Air Force, Marines, and Coast Guard. Reserve Components include federally recognized National Guard, Air National Guard of the United States, Officers' Reserve Corps, Regular Army Reserve, Air Force Reserve, Enlisted Reserve Corp, Naval Reserve, Marine Corps Reserve, and Coast Guard Reserve Armed Forces, the Army National Guard, and the Air National Guard, and any other category of persons designated by the President in time of war or national emergency.

IV. DISCRIMINATION

A person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service shall not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment by an employer on the basis of that membership, application, for membership, performance of service, application for service, or obligation. Furthermore, no person will be subjected to retaliation because such person has exercised his or her rights under this directive.

V. PROCEDURES

A. Reporting Discrimination

If any employee believes that he or she has been subjected to discrimination in violation of this directive, the employee should immediately contact a Labor Relations Representative for assistance.

B. Military Leave - Notice to the Department

1. An employee who has received written or verbal military orders shall notify their direct supervisor as soon as such orders have been received by employee. The Department's Military Coordinator is responsible for coordinating all Military Leave requests.
2. No advance notice is required if such notice is precluded by military necessity or under circumstances in which the giving of such notice is otherwise impossible or unreasonable.

C. Scheduling

1. Requirements for Returning to Work:
 - a. Service of 1-30 days: The beginning of the first regularly scheduled work period on the first full day following completion of service and expiration of an 8 hour rest period following safe transportation home.
 - b. Service 31-180 day: Application for reinstatement must be submitted no later than 14 days after completion of military duty.
 - c. Service of 181 or more days: Application for reinstatement must be submitted no later than 90 days after completion of military duty.
2. Drill Scheduling Conflicts: In the event that an employee's drill creates an undue hardship on a division's staffing, it is within the supervisor's rights to request the employee request drill be rescheduled or the supervisor reserves the right to contact the employee's military chain of command to see if an agreed upon solution may be worked out. If the military commander determines that the military duty cannot be rescheduled or canceled, the employer is required to permit the employee to perform his or her military duty.

VI. **BENEFITS DURING MILITARY LEAVE**

A. Insurance

1. Employees of the City of Bridgeport are eligible to continue the benefits listed below during your leave of absence. Employees are responsible for either the employee portion of the premiums for each benefit, or the employee and the City's portion of the premiums. Employees will be billed on a monthly basis for any coverage they elect to continue while they are out on leave. The employee will provide a billing address to the personnel department. Employees will also complete a Protected Health Information (PHI) authorization form designating those individuals who the employee may talk to about any billing or benefits issues during the absence.
2. If an employee chooses to terminate or change coverage, upon the employee's return from leave of absence, the employee is eligible to reenroll into the benefits with no pre-existing conditions or waiting periods. Employees will notify the personnel department of any termination or change of coverage.

B. Retirement Plan

Upon re-employment, the employee will be credited for purposes of vesting with the time spent in the Uniformed Services. Upon re-employment, the employee may elect

to make contributions that the employee would have been paid had the employee not entered the Uniformed Services. Employees must contact Bridgeport Labor Relations in order to properly complete this process.

C. Vacation

The employee may, at his or her option, use any or all accrued vacation leave during short term or extended military leave.

D. Payroll

Per C.G.S. 7-461 any reservist for any branch of the U.S. military, shall be paid the difference between their regular salary and their military salary, for up to thirty (30) days in any calendar year, while they are engaged in field training. If the military salary exceeds the regular salary, the military compensation shall prevail. All other military leave shall be unpaid. If an employee has accrued paid leave (i.e., vacation and personal days), the employee may use his/her accumulated paid leave during their military leave. If the employee does not use accrued paid leave, this time will be credited to the employee upon his/her reinstatement.

VII. ELIGIBILITY FOR EMPLOYMENT RESTORATION

A. A member of the uniformed services shall be required to meet the following criteria to be eligible for full re-employment restoration with the Department:

1. The employee must be in compliance with the notification requirement in section V.B.1 above.
2. The employee's cumulative length of absence, and of all previous absences from a position of employment with the City by reason of his/her military service, generally cannot exceed five (5) years. Any employee who believes that their cumulative length of absence will exceed five (5) years shall contact Labor Relations to determine if there is statutory exception to this general requirement. The five year total excludes certain activity such as inactive duty training (drills) and annual training.
3. The employee must have, at the time of discharge from active duty, satisfactorily completed their service obligations and the release/discharge must be "honorable" "general" or "under honorable conditions."
4. The employee must report to, or submit an application for reemployment to, the City in accordance with the following guidelines.
 - a. Uniform Service less than 31 days. The employee must report to their direct supervisor within eight (8) hours after the beginning of the first

full regularly scheduled work period following the completion of the period of service. In the event it is impossible or unreasonable, through no fault of the employee, to report before the expiration of the eight hour period, then the employee must report as soon as possible.

- b. Uniform Service of 31 to 180 days: The employee must submit an application for re-employment with the City not later than fourteen (14) days after the completion of the period of service unless submitting the application is impossible or unreasonable in which case the employee may submit the application the first full calendar day when the submission of the application becomes possible.
 - c. Uniform Service for more than 180 days: The employee must submit the application for reemployment with the City not later than ninety (90) days after the completion of the period of service.
- B. An employee who fails to report pursuant to the above requirements will be treated as absent without leave and subject to the Bridgeport Police Department's disciplinary process.
- C. Employees returning from a leave of absence of more than sixty (60) days will undergo the following re-indoctrination process:
- 1. A thorough review of applicable laws, regulations, and operating procedures, particularly those initiated during the employee's leave of absence, and familiarization with operations of their division.
 - 2. Recertification and requalification with equipment and instruments necessary in the performance of regular duties, e.g., firearms, impact weapons, chemical agents, first aid, breath testing equipment, etc. If certification is not expired, the employee must still demonstrate to a qualified instructor or supervisor the ability to properly use equipment.

VIII. RETURN FROM DUTY

- A. Employees who were deployed in a designated combat area or where hostile action occurred will be subject to post-deployment psychological evaluation and physical examination by designated Department physicians. This process is an early intervention technique designed to identify officers who may be suffering from "combat stress." Results of examinations are kept confidential and any further treatment will be coordinated through the military.
- B. Supervisors should be cognizant to the fact that "combat stress" may occur in military personnel returning from active duty in a combat zone and should be observant for any of the following indicators:

- Anger
- Irritability
- Difficulty concentrating
- Loss of confidence
- Sadness
- Isolation
- Fear

C. Early intervention is key to effectively reducing “combat stress” reactions and the onset of Post-Traumatic Stress Disorder.

D. Officers will ride with an officer of their choice for 2 weeks. At the end of the 2 weeks, the lead officer will submit a written report to the Chief of Police, through the chain of command, on the returning officers status to be on their own. The written report is mandatory and a requirement for riding together.

IX. EMPLOYEE REINSTATEMENT RIGHTS

A person returning from Uniformed Service shall be promptly re-employed in a position of employment in accordance with the following order of priority:

A. Uniformed Service less than 91 days

1. The employee will be employed in the position which he/she would have been employed with the Bridgeport Police Department had not his/her employment been interrupted by Uniformed Service; or
2. If the employee is not qualified to perform the position described immediately above after reasonable efforts are made to qualify him/her, then the employee will be assigned to the needs of the Department.

B. Uniformed Service more than 90 days

1. The employee will be employed in the position of employment in which he/she would have been employed with the Bridgeport Police Department had not his/her employment been interrupted by Uniformed Service or a position of like seniority, status, and pay, the duties of which the employee is qualified to perform; or
2. If the employee is not qualified to perform the duties referred to immediately above after reasonable efforts are made to qualify him/her then the employee will be assigned by the needs of the Department.
3. In the event the employee is not qualified to be employed as set forth in 1 and 2 above and, after reasonable efforts are taken by the City, the employee will be employed to the needs of the Department.

X. ADDITIONAL INFORMATION & RESOURCES

- A. Additional information may be obtained from the United States Department of Veterans' Affairs by calling (800) 827-1000 or through their web site at www.va.gov. The booklet "Federal Benefits for Veterans and Dependents" is available on the web site or from the Veterans' Affairs office nearest you.

- B. Please note that the information provided in this directive is intended only to provide a summary of some of the benefits available to employees on military leave in an easy to understand format. It is not intended to provide full descriptions of all applicable laws, benefits plans or programs, terms of eligibility, or plan restrictions.