

UW Whitewater Police



Military Deployment and Reintegration

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Special Instructions:
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Approved By:
Chief Kiederlen

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I. Purpose

To provide procedures for employees' military deployment exceeding 180 days.

II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) to make the transition to and from military deployment as seamless as possible by establishing clear procedures to be followed. It is the intent of the UWWPD to comply with all federal and state laws governing employment rights during military deployment and reintegration. The provisions of this policy shall only apply to personnel with military activations exceeding 180 consecutive days for pre-deployment, deployment, and post-deployment.

III. Procedure-Out Processing

- A. Employees requiring leave of absence for active military service shall provide the Department advance notice of their intent to take military leave unless advance notice is precluded by military necessity or is otherwise unreasonable considering circumstances.
- B. The employee shall submit a copy of their military orders to their direct supervisor as soon as reasonably possible along with written notification to include:
 1. Anticipated date(s) of mobilization;
 2. The Commanding Officer's name and contact information;
 3. Name of military ombudsman (or equivalent) and contact information.
- C. After notification, the affected employee's direct supervisor will be their Department point of contact for the deployment period.
 1. If staffing changes at the police department require changing the point of contact, the employee and their family will be notified as soon as possible.
- D. The employee should also contact UW-Whitewater's Human Resources Department to ensure the appropriate paperwork is completed.
- E. Out-processing of the employee shall be completed by Human Resources and the employee's supervisor (if requested) prior to deployment. Out processing shall include an exit interview with information regarding:
 1. Employee benefits;
 2. Salary continuation;

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3. Reintegration procedures upon return;
4. Any other relevant information.
5. Point of Contact for the employee from Human Resources.

F. On or before their last duty shift before deployment, the Chief or designee will also conduct an exit interview with the employee and answer any questions they might have.

G. The department shall be responsible for storage of Department owned equipment during deployment. This will be discussed with the employee during their meeting with the Chief of Police or their designee.

H. During the employee's absence, the Department shall provide support to the employee and their family through the Department's point of contact. The Department point of contact shall:

1. Keep up-to-date status on the employee.
2. Share agency significant events and promotion opportunities with the employee.
3. Keep track of any email and address updates.
4. Act as a resource for the employee and their family while they are deployed.

I. Staff at the police department is encouraged to keep in touch with the employee and make sure they are included as an active member of the team.

IV. Procedure-In Processing

- A. The employee will meet with their immediate supervisor and the Chief or designee for a reintegration interview. The interview shall include:
 1. Updates on the current state of the Department and any other relevant news.
 2. Information regarding the employee's work schedule; Information regarding required training, including weapons proficiency, that must be completed prior to return to full duty, if applicable;
 3. Information regarding University Employee Assistance Programs and the Department's Peer Support Program.
- B. Prior to returning to full duty, the employee shall meet with Human Resources personnel to discuss any updates to the employee's benefits or compensation.
- C. Depending on the length of deployment, the department employee may be assigned a Field Training Officer to work with to assist in getting the employee back into their role with the department.