**POLICY/PURPOSE:**
It is the policy of the Cedar Rapids Police Department (CRPD) to provide military leave for its employees in compliance with local, state, and federal regulations. Refer to chapter 5 of the City of Cedar Rapids Personnel Policy Manual, Chapter 29 of the Code of Iowa, and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) for further guidance. This directive will focus on the military leave departure and return notifications, process and procedures for departure for military leave, along with required training and reintegration procedures.

**DEFINITION:**
Point of Contact - a person serving as the coordinator of information and answering of applicable question a deployed employee may have. [22.2.8a,b]
- Human Resource (HR) Point of Contact can be anyone at HR which HR designates. The point of contact may vary from deployed employee to deployed employee.
- CRPD Point of Contact will be the Professional Standards commander, shift lieutenant, or if a civilian, the civilian’s direct supervisor.

Deployment and Reintegration Interviewer – Commander or civilian supervisor appointed by the Chief of Police to conduct the deployment and reintegration interviews to insure the Military Deployment and Reintegration Checklist (CRPD #764) is completed and assist with any questions the employee may have.

**PROCEDURE:**
**Eligible Employees:**
Military leave must be granted in accordance with Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), section 29A.28 of the Code of Iowa, and the City of Cedar Rapids Personnel Policy Manual section 5.06 for full-time employees who:
- Are members of the National Guard
- Are members of armed forces reserves of the United States of America
- Are members of the Nurse Corps
- Are members of the Civil Air Patrol
- Are members of the National Disaster Medical System (NDMS) with Homeland Security
- Are members of any other service or position activated by USERRA
- Are subject to call into federal service by the President of the United States, or
- Are volunteers for such service
The City of Cedar Rapids Personnel Policy Manual section 5.06 and 5.11 can be located at CR@Work → Policies & Procedures → City Personnel Policy → Personnel Policy Manual → Section 5. Section 5 addresses both military leaves, and includes but is not limited to:

- Annual and Monthly Military Training
- Days Allowed
- Departure Notification Process
- Flex Leave/Vacation
- General USERRA information
- Health Insurance Coverage
- Leave With or Without Pay
- Long-term Illness/Injury Sick Leave
- Reporting Back to Work
- Seniority
- Additional military leave items

Important points in addition to City Policy include:

- All military leave orders will be forwarded through the employee’s chain of command or supervisor to the Office of the Chief.
- HR will forward military leave requests of 30 days or more to the City Manager for approval as required in City Policy 5.11(3).
- A formal military correspondence on unit letterhead signed by the unit commander will suffice in the absence of orders prior to 15 days from training date. It is understood that training order publications are different between Military Functional commands.
- During September of each year all members of Military Reserve Forces and National Guard units will submit their upcoming training year schedule for annual training and monthly drill dates.
  - Changes in the annual training or the monthly drill dates should be submitted to the member’s supervisor or department head as soon as possible, after the member receives notice of the change.
- It is understood that department employees who are members of the Military Reserve Forces and National Guard units will have short duration (less than 30 days) orders outside their scheduled annual training and monthly drills. These additional duty/training assemblies will be supported; however, the employee is required to provide as much advance notice at possible.
- Employees are encouraged to communicate with their chain of command or point of contact with the CRPD if not in their chain of command, regularly throughout their orders and verbal or written (email, memo) notification of return will be accepted.
• Employees are able to remotely access their email via the internet and are encouraged to check their email to remain informed of department events.
  o In addition to the employee checking their email, if possible, the employee’s CRPD point of contact will be responsible for communicating important CRPD news, significant events, shift bids, and promotional opportunities. [22.2.8g]

• Fitness Exams – a city required fitness exam will be counted as on duty time and not count against the employees return to work time limit. This will apply regardless of the length of the person’s absence. Fitness exams, other than Iowa Department of Transportation (DOT) required physicals, will include a health screen and a hearing test. If the employee is issued an Air Purifying Respirator (APR), and the employee is out of date with their annual APR fit testing, a respiratory clearance physical and fit test will be completed prior to returning to full duty.

• An Authorized Leave Notice with the Municipal Fire and Police Retirement System of Iowa (MFPRSI) is required by the pension system for any member on authorized leave without full pay. This form is to be completed by the employer and not the employee.
  o The MFPRSI’s Authorized Leave Notice can be found at [www.mfprsi.org](http://www.mfprsi.org) → Employers → Notification Forms → Authorized Leave Form.

**LEAVES OF 29 DAYS OR LESS:**

**DEPARTURE PROCESS:**

Military leaves of 29 days or less require the following:

• Orders to be submitted to the employee’s immediate supervisor or department head who will forward them through the chain of command to the Office of the Chief.
  o Advance notice of military service should follow the notification and order submission process described in City Policy 5.06(3).

• The Office of the Chief will forward:
  o All orders and a memo to the Human Resource Director and Payroll in the Finance Department.

• Employees must establish a point of contact with HR to ensure proper guidelines are followed and paperwork is completed. [22.2.8b]
  o HR maintains optional Power of Attorney forms to complete if appropriate for an employee’s situation.
  o MFPRSI’s Authorized Leave Notice will be completed by HR if the employee is a member of the MFPRSI and will be absent from work for any period of time in which the member does not receive full pay.
• Employees must establish a point of contact with the CRPD.
  o Applicable information on the Military Deployment and Reintegration Checklist (CRPD #764) will be completed by the CRPD point of contact and maintained by the Office of the Chief. Portions of this form will not be completed for leaves of 29 days or less. [22.2.8a]

• Employees are not required to submit any weapons, firearms, or department equipment, unless voluntarily submitted by the employee.

• Employees should contact Information Technology (IT) by sending a request to itsupport@cedar-rapids.org. Employees on leave have three options for their email. The employee can:
  o Have the user eliminated from distribution groups while they are gone so they do not receive as many emails.
  o Have the user’s mailbox deleted while they are gone.
  o Set up a rule on their outlook to put all emails in a pst file.
    ▪ This option requires a dedicated computer.

REINTEGRATION PROCESS:
Military leaves of 29 days or less will require:
• Employees returning from leave to check in with their point of contact with HR to ensure proper procedures are followed and paperwork is completed.
  o HR will resubmit the MFPRSI’s Authorized Leave Notice with the return to work date.

• Employees returning from leave to report to the city by the beginning of their first regularly scheduled workday as described in City Policy 5.06(4,a,i).
• Employees returning from leave should contact Information Technology (IT) by sending a request to itsupport@cedar-rapids.org explaining their return from leave.
• Employees will schedule make-up of all training missed while on military leave with the Training Coordinator.
• Shift commanders will assess any need to review directives based on recent changes published.
LEAVES OF 30-90 DAYS CONTINENTAL UNITED STATES (CONUS):

DEPARTURE PROCESS:
30-90 Day Continental United States (CONUS) military leaves will follow the same process as military leaves of 29 days or less, with the following additions:

- HR forwards military leave requests of 30 days or more to the City Manager for approval as required in City Policy 5.11(3).
- The Chief of Police or designee will conduct a deployment interview prior to deployment. [22.2.8c]
  - A Military Deployment and Reintegration Checklist (CRPD #764) will be completed by the interviewer and maintained by the Office of the Chief. [22.2.8a]

REINTEGRATION PROCESS:
30-90 Days CONUS military leaves will require employees the same process as described in 29 Days or less of military leaves with the following additions:

- Employees will schedule make-up of all training missed while on military leave.
  - The department’s Training Coordinator will determine needs based on State of Iowa requirements and exemptions due to military leave at the time of the event as these exemptions and requirements change over time. Qualification and re-certification with firearms and issued weapon systems along with any additional required re-certifications, such as NCIC, and new or updated policies will be conducted prior to returning to full duty. [22.2.8f]

- Shift commanders will brief employees of recent crime trends and section activity.
  - Employees will provide the commander with a brief of their military duties. Should the commander determine the employee needs to receive counseling or assistance due to stress, mental or physical issues the commander will initiate this through the chain of command.
    - Should an employee return from military leave with issues related to that service, the employees’ military chain of command should be notified in addition to any city support or activities.

- The Chief of Police or designee will conduct a reintegration interview with returning employees after all updates, re-certifications, and qualifications have been completed. [22.2.8e]
  - A Military Deployment and Reintegration Checklist (CRPD #764) will be completed by the interviewer and maintained by the Office of the Chief.

- The Chief of Police will determine when employees may return to full duty after satisfying all required updates, re-certifications, and qualifications.
Leaves of 30-90 Days Outside the Continental United States (OCONUS), and ALL Leaves 91 Days or Longer:

**DEPARTURE PROCESS:**
30-90 Days OCONUS orders and ALL leave of 91 days or longer will follow the same process as military leave for CONUS 30-90 days with the following additions: [22.2.8d]

- Employee will turn in ALL department issued weapons and firearms to the Quartermaster for storage, until the employee returns to full duty.
- Employee will store ALL department duty gear and uniforms in their issued locker or in the proper storage area for any specialty items. Excess equipment not fitting in the employee’s locker will be turned in to the Quartermaster for storage until the employee returns.
- Employees will turn in their City ID/Proximity Access Cards to the Quartermaster.

**REINTEGRATION PROCESS:**
30-90 Day OCONUS leaves and all leave 91 days or longer will follow the same process as employees returning from 30-90 days CONUS leave with the following additions:

- Shift commanders will ensure a full directives review. [22.2.8f]
- Employee will be reissued any equipment turned in to the Quartermaster for storage, along with any equipment that was issued during the employees absence.
- Shift commanders will assess the need for an FTO to be assigned to a Patrol Officer or supervised reintegration to any specialty assignments based on length of absence and employees ability to show proficiency on tasks related to their duties.
- The Chief of Police will determine when employees may return to full duty after satisfying all required updates, re-certifications, and qualifications.
  - Employee will be reissued all department issued weapons, firearms, and equipment from the Quartermaster.