

THE UNIVERSITY OF TEXAS AT AUSTIN POLICE DEPARTMENT

TITLE:	Administration / Policy B-34	Effective Date: 12-1-15
		Rescinds: 8-1-15
SUBJECT:	Military Leave and Reintegration	
PURPOSE:	To establish procedure for military activations exceeding 180 days	
SCOPE:	This directive applies to all personnel.	
REFERENCE:		
CALEA:	Chapter 22	

- A. The agency employs persons who are reservist in the various military branches that may be subject to extended military deployments. This policy addresses some of the concerns and specific tasks associated with an extended military deployment that lasts longer than 180 days, as well as the subsequent reintegration upon return from an extended deployment.
- B. The University of Texas at Austin Handbook of Operating Procedure § 5-4430 Military Leave, provides guidelines of employee for military leave are covered in the UT Austin
- C. Pre-deployment:
 1. The employee must notify their supervisor of the call to military service as soon as the information is known. The employee must provide the supervisor a copy of the orders authorizing such military service or some other valid form of verification.
 2. The Chief of Police or designee will designate an agency Point of Contact (POC). This POC will act as a liaison to assist the employee in preparations for deployment, maintain contact while deployed, and assist the employee upon return to the agency. Whenever possible, the deployed employee should provide phone and email contact information to aid in maintaining communication with the department POC during the deployment period.
 3. The Benefits Services section of The University of Texas at Austin Human Resources department will be the HR contact for employees being deployed.
 4. The Chief of Police or designee will conduct an exit interview with the employee prior to deployment unless the deployment orders are so immediate in nature that such an interview is not possible.
- D. Deployment:
 1. All equipment and uniforms issued by the department should be stored in the officer's department-issued locker for safekeeping during the deployment period. This safeguards the items and allows for retrieval by the employee upon return to the department, and allows for retrieval by agency personnel should the need arise.
 2. The assigned agency POC should make reasonable effort to maintain contact with the employee during the time of deployment. The POC should keep a list and materials of training that the returning employee will have to complete upon return.
- E. Post-deployment and reemployment
 1. Reemployment guidelines for employees returning after military leave are covered in The University of Texas at Austin Handbook of Operating Procedure 5-4430 Military Leave.
 2. A full time employee who returns from active duty in the armed forces of the United States is entitled to reemployment in the same position held upon entrance to active duty, or in a position of comparable status and pay.

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3. Upon return to the agency, the employee will meet with the Chief of Police or designee for an interview. Part of the interview should include discussion about the availability of various counseling and mental health services from the Employee Assistance Program.
4. Training:
 - a. Institutional training that an employee missed while deployed will be completed upon return from active duty, which may include legislative updates, roll call trainings, and major changes in agency practice or policy. The POC should be able to provide handouts, etc. that were provided when the training was given to the other agency members
 - b. If the returning employee is a commissioned officer and is not within agency requirements for weapons qualification, the employee will be required to qualify on all weapons systems before returning to commissioned job duties.
 - c. Additional training as deemed necessary by the Chief of Police or designee should be made available to aid the employee's transition from active duty to agency reemployment including the assignment to a training officer.

APPROVED:

Chief of Police

Date