



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: I-40 APPROVED: \_\_\_\_\_  
Richard Wall, Chief of Police

EFFECTIVE: September 7, 2016

SUPERSEDES: Reviewed/Revised: May 24, 2016

SUBJECT: **Military Deployment and Reintegration**

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I. PURPOSE:

This written directive is designed to establish policy and procedures concerning employees' military deployment and reintegration to the Department.

II. POLICY:

This policy shall apply to employees who are absent from the Department for a period of 180 days or longer with any branch of military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA). This leave shall be in addition to any benefits provided by the California State University Los Angeles or in accordance with state and or federal law.

III. DEFINITIONS:

- A. USERRA(Uniformed Services Employment and Reemployment Rights Act). - Establishes the cumulative length of time than an individual may be absent from work for military duty and retain reemployment rights to 5 years.
- B. Pre-Deployment Procedures – Procedures for employees' seeking a military leave of absence prior to reporting for deployment.
- C. Master Schedule. Refers to the monthly schedules maintained in the Briefing Room or other designated area and marked as such.

IV. PROCEDURES:

- A. Military Leave of Absence – An employee seeking a military leave of absence will submit a copy of his/her military orders to their supervisor as soon as possible along with written notification to include the following:
  - Anticipated date(s) of leave;
  - Unit name and identification;
  - Commanding Officer's name and contact information;
  - Immediate military supervisor's name and contact information.
- B. The employee will be responsible to store agency equipment in Department supplied storage locations.

- C. The Chief of Police and/or the Administration/Support Services Lieutenant will meet with the employee prior to deployment to discuss the employee's benefits while deployed and information relevant to reintegration.
- D. For any Human Resources needs, the Human Resources Point of Contact is HR Specialist Esmey Morales at (323)343-3664.
- E. Master Schedule.
1. Each division designee will maintain a schedule in the Briefing Room or other designated area. The schedules will list each person working within the respective divisions and the applicable schedule will reflect those employees on Military Leave with the letters, (ML) after their name.
  2. It is the responsibility of each person formulating the posted schedule to keep the Department timekeeper informed of the daily status of each of his/her personnel.
- F. Department Point of Contact.
1. The employee will identify a member of the Department to act as the Department's point of contact to provide information to the Chief of Police and/or the Administration/Support Services Lieutenant.
  2. The POC will keep up to date on the deployed employees' status, active needs, and family needs.
  3. The POC should keep the deployed employee up to date on Department activities and events.
- G. Reintegration.
- Prior to returning to full-duty, the returning employee will participate in a reorientation with the University Police which will include:
- A meeting with the Chief of Police and/or Administration/Support Services Lieutenant;
  - Reissue of any needed equipment;
  - Policy review/update;
  - Retraining/refresher training;
  - Weapons requalification if weapon use is part of the job classification.