



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 106	Subject: Military Deployment and Reintegration	Effective Date: 02/10/2015
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to provide guidelines for the University of Pennsylvania Police Department (UPPD) employees who are members of the United States Armed Forces Reserve Component (military reservists or members of the National Guard) and receive military activations exceeding ninety (90) days of deployment (including pre and post deployment).

II. Policy

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) protects job rights and benefits for veterans and members of the reserves. USERRA, and various state laws, apply to all employers doing business in this country regardless of size. The law protects all persons serving in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of these services and the National Guard.

It is the policy of the University of Pennsylvania Police Department (UPPD) to abide by all aspects of USERRA and to provide support and assistance to any UPPD employee who may be called to active duty. The UPPD shall keep an open line of communication with the affected employee and their families before, after and during times of deployment or activation. The UPPD shall also provide assistance to the affected employee with reintegration and post-deployment transition.

III. Scope

This directive shall affect all members of the UPPD.

IV. Procedures

A. Agency Point of Contact

1. The Captain of Staff and Administrative Services shall act as a point of contact for the deployed Employee. The Captain of Staff and Administrative Services or designee shall maintain contact with the deployed employee and shall manage any needs the employee, employee's family or the department may incur during deployment. CALEA 22.2.8(a)

B. Initial Active Duty/Deployment

1. Prior to deployment, the UPPD Officer is required to meet with the Department HR designee to answer any questions regarding finances, leave balances, health and medical coverage, and provide information on the Employee's Assistance Program- EAP. The Division of Public Safety, Director of Finance and Administration serves as the Department's HR designee. CALEA 22.2.8(b)

C. Out Processing Exit Interview

1. Upon notification of activation or deployment, the employee shall request an out processing/exit interview with Captain of Administrative Services, via the chain of command. The exit interview is designed to help ensure that all questions/concerns are addressed prior to the employee's deployment. CALEA 22.2.8(c)
2. The employee shall also submit a copy of their orders at least fourteen (14) days prior to deployment. The orders should include the following information:
 - a. Name of Reservist and Branch;
 - b. Date of Departure and Return;
 - c. A copy of the official order
3. When practical, the deployed employee is requested to remain in contact with the department via email for the purpose of keeping up to date with department news, significant events, promotions or promotional and/or training opportunities.
 - a. UPPD employees are provided with a University email address as part of their employment and are permitted to access the account remotely.
 - b. Employees are encouraged to provide the Captain of Staff and Admin with a military email address when practical.
 - c. The employee may request to have their email address made available to additional department employees for further contact. CALEA 22.2.8(g)
4. The Captain of Staff and Administrative Services or designee shall be responsible for maintaining contact with the deployed employee's family when requested by the deployed employee.

D. Equipment Storage

1. The deploying employee shall arrange for the temporary return of University/department owned and/or controlled property (i.e. firearms and related equipment) through the Captain of Staff and Administrative Services, or designee. The University of Pennsylvania

Police Department retains the right to reclaim any and all University owned and/or controlled property from employees on a leave of four (4) or more work weeks / twenty-eight (28) days. Property may include firearms, identification cards and badges. Refer to UPPD Written Directive #2, Authorized Weapons: Training, Proficiency and Usage. CALEA 22.2.8(d)

2. Upon return from activation or deployment, the employee shall make an appointment with the Captain of Staff and Administrative Services, via the chain of command for the re-issuance of equipment. The return of equipment shall be conducted at the conclusion of the in-processing interview (see Section E. 1. and 2.)

E. Reintegration / Return to Duty

1. Upon return from activation or deployment, the employee shall request an in-processing interview with Captain of Administrative Services, via the chain of command. The Purpose of the in-processing interview is to help with the transition back into the workforce. CALEA 22.2.8(e).
2. The returning employee shall coordinate with the Captain of Staff and Administrative Services to schedule initial, refresher or qualification training requirements before returning to assigned duties. Minimum training requirements shall include: CALEA 22.2.8(f)
 - a. Lethal and Less Lethal Weapons qualifications,
 - b. All Mandatory in-service training;
 - c. Review of use of force policy;
 - d. Review of vehicular pursuit policy;
 - e. Review of emergency vehicle operations policy;
 - f. Review of current search and seizure policy and/or case law;
 - g. Review of all policy and procedure updates.
3. The Captain of Staff and Administrative Services shall coordinate returning employee's reintegration through shift supervisors. The period of reintegration will depend on the time of the employee's absence and other factors that may have impacted the deployed employee. CALEA 22.2.8(f)

F. Benefits

1. The Division of Public Safety, Director of Finance and Administration serves as the Department's HR designee as well as the DPS Benefits Coordinator.

2. The University grants up to five (5) cumulative years of time off without pay for faculty and regular staff members who are called to or volunteer for active military duty in accordance with Federal guidelines. Refer to University of Pennsylvania Policy # 611, "Military Leave": <https://www.hr.upenn.edu/myhr/resources/policy/timeoff/military>
 - a. During paid military leave, the employee will continue to accrue Paid Time Off (vacation) and sick days in accordance with the relevant University Policies and Collective Bargaining Agreements.
 - b. Maximum paid time allowed for annual duty is ten (10) workdays per fiscal year (July 1-June 30).
 - c. During time off without pay, there is no accrual of sick days or paid time off days.

G. Reasonable Accommodations

1. The University of Pennsylvania Police Department recognizes that members returning from military deployment, particularly those involved in combat operations, may return with specialized needs and may require reasonable accommodations.
2. In keeping with local, state and federal laws, the University of Pennsylvania provides reasonable accommodations to qualified employees with disabilities. In general, it is the employee's responsibility to inform his or her supervisor that he or she needs a disability-related accommodation in order to perform the essential functions of the job. A supervisor is not required to provide reasonable accommodations if he or she is not made aware of the employee's need and desire for the accommodation. Reasonable accommodations are determined, identified and implemented in a collaborative process among the employee, supervisor and the Office of Affirmative Action and Equal Opportunity Programs. The process is confidential and will only be shared as needed with the appropriate personnel to consider the implementation of a reasonable accommodation.
 - a. The term "disability" is defined by the federal and state governments in various ways, depending on the context. The definition of a person with a disability is typically defined as someone who has a physical or mental impairment that substantially limits one or more "major life activities"; has a record of such an impairment; or is regarded as having such an impairment.
3. Employees may contact The University of Pennsylvania Office of Affirmative Action and Equal Opportunity Programs for information regarding reasonable accommodations directly through any of the following means:

3600 Chestnut Street

Suite 228, Sansom Place East

Philadelphia, PA 19104-6106

(215) 898-6993 (voice)

Email: oaaeop@pobox.upenn.edu

H. Supervisor Responsibility

1. Any supervisor within the returning employee's chain of command may request, through the Captain of Staff and Administrative Services, for a returning employee to be progressively reintegrated into their assigned position.
2. All supervisors should be aware of the University Employee Assistance Program (EAP) which is available for all University employees.

I. Liability Protection

Employees of the UPPD have liability protection for the on and off-duty performance of official duties. This protection does not extend to willful acts that cause injury or damage, or to those actions that the employee knew, or reasonably should have known, were in conflict with law, or the established policies, directives or customs of this Department.

J. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

K. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

L. Application

This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy 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.