



# Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**Policy #** 321

**Effective Date** 05/30/2024

**Policy Name** Military Leave

**Approved Date** 05/29/2024

**Approved by** *Wendell Franklin, Chief of Police*

**Previous Date** 10/11/2022

## PURPOSE OF CHANGE:

To update procedures for military deployment.

## POLICY:

Employees who voluntarily or involuntarily take a leave of absence to perform military obligations are guaranteed certain reemployment rights and other job protections under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Notice of any such absence (oral or written) is required unless the employee is unable to provide such notice because of "military necessity."

All police employees shall follow the City of Tulsa Personnel Policy and Procedures, Section 309, Military Leave.

**SUMMARY:** Procedures for reporting military leave.

**APPLIES TO:** All police personnel.

## DEFINITIONS:

**MILITARY LEAVE** – when an employee who is a member of the military, needs time off from a scheduled workday in order to fulfill any military requirement. This includes Reserve Military Components and National Guard.

**MILITARY LEAVE LIAISON** – The Accreditation Manager in the Chief's Section, will function as the Department's Military Leave Liaison on activations and will serve as the point of contact for the employee and/or their family from the time activation orders are received, throughout the activation and upon the employee's reintegration into the work environment of the Tulsa Police Department.

## PROCEDURES:

### A. ACTIVATIONS LESS THAN THIRTY (30) DAYS:

1. When an employee performs any duty that is military-related, they may use their available military leave. Examples of military-related duties include, but are not limited to:
  - a. Drill
  - b. Inspections
  - c. Mandatory meetings
  - d. Administrative duties
  - e. Training
2. The employee shall present a copy of their orders to report for military duty when available, to their immediate supervisor in order to obtain military leave.

- a. When a copy of the orders is not available, the employee shall verbally notify their immediate supervisor as soon as possible. The employee may attach unit published training schedules, drill letters, or a memorandum from their unit as validation.
- b. When a verbal notice is given, the employee shall complete an Interoffice Correspondence stating the purpose of the military leave. The Interoffice Correspondence shall be attached to the leave slip.

**B. ACTIVATIONS GREATER THAN THIRTY (30) DAYS:**

1. Employees who are activated by the military for a period exceeding thirty (30) days will be temporarily transferred to the Chief's Section and will immediately contact the Military Leave Liaison.
2. The employee shall present a copy of their orders to report for military duty to the Military Leave Liaison. The employee will then be directed to the Personnel/Payroll Administration Manager who will serve as human resources point of contact for the deployed employee and/or their immediate family for questions regarding department staffing, employee benefits, pay, etc.
3. The employee will be given a checklist of division/section/unit/personnel they must report to and equipment they will be required to relinquish. Once the checklist is completed, they will return the signed form back to the Military Leave Liaison.
4. While on active military duty, employees may maintain contact with supervisors/chain of command via city email at <https://email.cityoftulsa.org/owa>. They can also contact the Military Leave Liaison through city email.

**C. RETURNING FROM ACTIVATIONS GREATER THAN THIRTY (30) DAYS:**

1. Upon return from active military duty employees must contact the Military Leave Liaison within (1) business day prior to return and provide a copy of discharge documents, preferably a DD214/DD215 form. An officer may not return to duty until after the release date on their DD214/DD215 form.
2. Employees returning from active military duty shall utilize the following guidelines regarding reemployment:
  - a. If gone for less than 31 days – report at the beginning of the first regularly scheduled workday following their release, allowing eight (8) hours for travel/rest.
  - b. If gone for 31-180 days – report no later than fourteen (14) days following their release.
  - c. 180+ days – report no later than ninety (90) days following their release.
3. When an officer's return from active military duty exceeds 30 days, they must complete a re-instatement letter and forward it to the Chief of Police, stating their return to duty date.
4. Upon return of a military activated sworn officer, the Military Leave Liaison will:
  - a. Provide the officer a checklist of items to be completed prior to returning to a field assignment.
  - b. Direct the officer to report to the Training Division for their first day of work.
  - c. Officers must report to the Training Division in civilian attire.
5. The Training Division staff will provide the returning officer with their duty assignment and will prepare a packet of necessary information for the returning officer that includes:
  - a. Equipment
  - b. Updated training and certifications
  - c. Weapons qualifications
  - d. Personnel files
  - e. Legal and departmental updates

6. The returning sworn officer will return the signed and completed checklist to the Military Leave Liaison. The checklist will be forwarded to the officer's assigned division. The division will put a copy in the officer's file acknowledging that they are released to return to field duty.

## **REGULATIONS:**

1. Any employee who is a member of the military shall be granted up to three hundred (300) hours of paid military leave within a federal fiscal year (October 1 through September 30) for military duties. Leave may be used in any hourly increments.
2. Any employee who is a member of the military shall be granted up to three hundred (300) hours of paid military leave after being called into active duty within a federal fiscal year (October 1 through September 30) and/or per Military Order. The 300 hours runs consecutively until the time runs out or the employee returns. This is in addition to the 300 hours for military duties.
3. Employees shall be granted time off with pay, not to exceed one (1) day inclusive of travel, for physical examination prior to being called into active military service, or for veteran's reevaluation physical exams.
4. Any employee being deployed for 31 days or longer must notify the Military Leave Liaison and the Personnel/Payroll office before being deployed and report no later than fourteen (14) days following their release from military duty. For deployments of 180+ days report no later than ninety (90) days following their release.

## **REFERENCES:**

City of Tulsa Personnel Policy and Procedure, Section 309, Military Leave  
Uniformed Services Employment and Reemployment Rights Act