

ST. PETERSBURG POLICE DEPARTMENT

DATE OF  
ISSUE

EFFECTIVE DATE

NUMBER

**GENERAL ORDER**

April 2016

Immediately

**III-35**

Distribution: All Employees

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Subject: **MILITARY LEAVE AND REINTEGRATION**

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Index as: Active Duty  
Agency Point of Contact  
Long-term Military Leave  
Military Active Duty Checklist: Pre-Deployment 31+ Days  
Military Leave  
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Telephone Reporting Unit  
Training Requirements  
Uniformed Services Employment and Reemployment Rights Act (USERRA)  
USERRA

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Accreditation Standards: 22.1.2, 22.1.9

Cross Reference: Fiscal SOP X-01, Human Resource Specialist – FMLA, Workers Compensation and Military City of St. Petersburg Rules and Regulations of the Personnel Management System  
Uniformed Services Employment and Reemployment Rights Act (USERRA)

Replaces: G.O. III-35, Military Leave and Reintegration (March 12, 2019)

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This Order establishes guidelines regarding the management of military leave. It consists of the following sections:

- I. Policy
- II. Definitions
- III. Procedures

#### I. POLICY

It is the policy of the St. Petersburg Police Department to ensure all employees on military leave are protected per the Uniformed Services Employment and Reemployment Rights Act (USERRA).

#### II. DEFINITIONS

1. Long-term Military Leave – Activation exceeding one hundred eighty (180) days.
2. Short-term Military Leave – Military leave that is a sudden, short-term absence due to military obligations and could be considered the same as regularly scheduled drills or administrative leave, generally one hundred eighty (180) days or less.

### III. PROCEDURES

#### A. Active Duty

1. When an employee is activated for military service, the Department shall compensate the employee's salary for the first thirty (30) days of military leave in accordance with §115.09 and §115.14, Florida State Statutes.

#### 2. Short-term Military Leave

a. When an employee receives notice of military activation, they shall complete the Leave Request Form and submit it to their Assistant Chief via Chain of Command. Notice shall be provided at least two (2) weeks in advance of the date the employee is to report for training or service, or as soon as possible if orders are not given to the employee at least two weeks in advance of duty.

b. The employee's immediate Supervisor shall be the Department's point of contact for short-term military leave for a period of thirty (30) days or less.

c. The employee's immediate Supervisor may confirm the military activation with the employee's Military Commander.

d. An employee, who is ordered to short-term military active duty by an appropriate authority for a period of thirty-one (31) days or more, shall complete the [J:\Forms\Military Active Duty Checklist Predeployment 31+ Days.pdf](#) and shall return designated agency-issued equipment/property to the appropriate Division. It is the employee's responsibility to ensure the *Military Active Duty Checklist: Pre-Deployment 31+ Days* form is completed prior to deployment.

e. The employee's immediate Supervisor shall:

1) Schedule a meeting between the employee and the employee's Assistant Chief, or designee, prior to the employee's deployment.

2) Coordinate the return and storage of designated agency owned equipment and property.

3) Place a copy of the *Military Active Duty Checklist: Pre-Deployment 31+ Days* in the employee's personnel file.

#### 3. Long-term Military Leave

a. When an employee receives notice of military activation, they shall complete the Leave Request Form and submit it to the employee's Assistant Chief via Chain of Command. Notice shall be provided at least two (2) weeks in advance of the date the employee is to report for training or service, or as soon as possible if orders are not given to the employee at least two weeks in advance of duty.

b. The employee's immediate Supervisor may confirm the military activation with the employee's Military Commander.

c. An employee, who is ordered to military active duty by an appropriate authority for a period of thirty-one (31) days or more, shall complete the [J:\Forms\Military Active Duty Checklist Predeployment 31+ Days.pdf](#) and shall return designated agency-issued equipment/property to the appropriate Division. It is the employee's responsibility to ensure the *Military Active Duty Checklist: Pre-Deployment 31+ Days* is completed prior to deployment.

d. The employee's immediate Supervisor shall:

1) Schedule a meeting between the employee and the employee's Assistant Chief or designee, prior to the employee's deployment.

2) Coordinate the collection and storage of designated agency owned equipment and property.

3) Place a copy of the completed *Military Active Duty Checklist: Pre-Deployment 31+ Days* in the employee's personnel file.

#### 4. The Human Resource Specialist – FMLA, Workers Compensation and Military shall:

a. Serve as the agency's point of contact for the employee and/or employee's family; and maintain contact with the employee and/or the employee's family on a regular basis during the employee's deployment of thirty (31) days or more.

b. Schedule a meeting upon the employee's return to duty, between the employee and the employee's Assistant Chief of Police, or designee.

c. Assist the employee in receiving their agency-issued equipment/property and agency vehicle, if issued, as listed on the [J:\Forms\Military Active Duty Checklist Reintegration 31+ Days.pdf](#) upon the employee's return to duty.

d. Contact the Commander, Training Division, to schedule the employee for any initial and/or refresher training, weapons requalification as required, and any other training needs as required and/or appropriate for reintegration, based on the employee's length of deployment and assignment within the Department.

- e. Contact the Commander, Field Training Unit (sworn employees), to arrange for refresher training.
- f. Ensure the *Military Active Duty Checklist: Reintegration 31+ Days* is completed, and a copy is placed in the employee's personnel file.

5. The Manager, Fiscal Services Division, or designee shall serve as the human resources point of contact for the employee and/or the employee's family, during the employee's deployment, for the coordination of benefits.

6. The City of St Petersburg Rules and Regulations of the Personnel Management System provides additional information of provisions for employees with military activations.

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Anthony Holloway  
Chief of Police