MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

010 - ABSENCE

GENERAL ORDER: 2018-04 **ISSUED:** July 16, 2018	**EFFECTIVE:** July 16, 2018	**REVIEWED/APPROVED BY:** Director Regina Howard **DATE:** March 30, 2018
ACTION: Amends General Order 2016-60 (November 29, 2016)		**WILEAG STANDARD(S): 2.4.2, 2.4.5**

010.00 PURPOSE

The purpose of this standard operating procedure is to communicate the administrative procedures to follow when dealing with various absence related situations. Further, the following procedures assist in clarifying certain contractual benefits to ensure compliance with current labor contracts. Department members are encouraged to refer to their respective labor contract for additional information concerning absence related benefits. Civilian employees are encouraged to refer to city ordinance, chapter 350 regarding employee regulations and benefits.

Note: Members are to familiarize themselves with SOP 080 FMLA and Other Leaves.

010.05 COMMANDING OFFICER'S WORK SCHEDULE

The schedule for days off and vacation periods for commanding officers shall be arranged by the member's respective assistant chief of police with the approval of the Chief of Police.

010.10 REGULAR OFF DAYS

A. REGULAR OFF DAYS – POLICE MEMBERS

1. Police members shall be permitted four (4) regular off days per pay period, according to a schedule approved by the Chief of Police.

2. Police members' regular off days shall be arranged by their commanding officer in accordance with the aforementioned schedule.

3. Regular off days for police members shall be scheduled so that the least possible number of personnel shall be absent at any time in any work location.

4. Any regular off days may be rescheduled if deemed necessary or suspended in case of a sudden or serious emergency, when, in the opinion of the Chief of Police, such days off would impair the efficiency of the department.

B. REGULAR OFF DAYS – CIVILIAN MEMBERS

1. Civilian members (including police aides) shall have two (2) regular off days per calendar week, for a total of four (4) regular off days per pay period, according to a schedule approved by the Chief of Police.

2. Civilian members' regular off days shall be arranged by their commanding officer in accordance with the aforementioned schedule.

3. Regular off days for civilian members shall be scheduled so that the least possible number of personnel shall be absent at any time in any work location.

4. Any regular off days may be rescheduled if deemed necessary or suspended in case of a sudden or serious emergency, when, in the opinion of the Chief of Police, such days off would impair the efficiency of the department.

010.15 PAID OFF DAYS (WILEAG 2.4.2)

A. OVERTIME OFF

Department members should refer to Standard Operating Procedure 555 – Overtime Procedures for guidance on the scheduling and use of overtime off days. Members should further refer to their respective labor contract to determine the extent of overtime benefits.

B. HOLIDAY OFF – POLICE MEMBERS

Police members shall be entitled to receive up to 96 hours off with pay in lieu of holidays per fiscal year. Members should refer to their respective labor contract for further information.

C. HOLIDAY OFF – CIVILIAN MEMBERS

1. Civilian members shall be entitled to receive the following paid holidays off per calendar year:

   - New Year's Day
   - Dr. Martin Luther King Jr. Day
   - Good Friday
   - Memorial Day (last Monday in May)
   - Independence Day
   - Labor Day
   - Thanksgiving Day
   - Day after Thanksgiving Day
   - Last normal working day before Christmas
   - Christmas Day
   - Last normal working day before New Year's Day

2. Whenever Independence Day (July 4) falls on a Saturday, the preceding Friday shall be observed as a holiday; and whenever New Year's Day (January 1) and Christmas Day (December 25) falls on a Saturday, the following Monday shall be observed as a holiday. When New Year's Day, Independence Day or Christmas Day falls on a Sunday, the following Monday shall be observed as a holiday.

3. Half-time civilian members are entitled to receive holiday off time on a pro-rated basis.

4. Civilian members who are required to work on a holiday enumerated above shall be compensated at overtime.

D. OPTIONAL HOLIDAY OFF – CIVILIAN MEMBERS

1. When a civilian member selects an optional civilian holiday, which includes:

   - Cesar E. Chavez Day – March 31
   - Juneteenth Day – June 19

   The civilian member must provide the department advanced written notification of the optional day selected by submitting a *Department Memorandum* (form PM-9E) and specify what other city appointed holiday (within the fiscal year) will be substituted in lieu of the optional holiday (Payroll requires a copy of this notice for recordkeeping).

2. The substituted city appointed holiday will be considered a normal work day and a "Civilian Holiday" overtime card shall not be processed for the member.

3. Any member wishing to take the substituted city appointed holiday as an off day can request a vacation or comp day from the location's supervisor which will be approved based on staffing needs.

E. SICK LEAVE CONTROL INCENTIVE PAY (SLCIP)

Department members may be eligible for the sick leave control incentive pay benefit depending upon the requirements prescribed within their labor contract. When determining eligibility, members should refer to their respective labor contract for guidance or chapter 350 of city ordinances for civilian employees.

F. ILLNESS IN FAMILY – POLICE MEMBERS

A leave of absence, with pay, for one day may be granted by a commanding officer or designee to any police member of his/her command in cases of serious illness in his/her immediate family or other extraordinary emergency.

Note: Civilian members are not eligible to use illness in family.

G. FUNERAL LEAVE

1. Department members may be granted funeral leave benefits in the event of the death of a family member or relative as provided in their applicable labor contract. When determining funeral leave benefits, members should refer to their respective labor contract.

2. Department members that are not represented by a labor contract may be granted

funeral leave benefits in accordance with Milwaukee City Ordinance 350-35-5.

H. DEPARTMENT AWARDS

1. Generally, two merit award ceremonies will be scheduled in a calendar year; during Law Enforcement Memorial Week in May and during the week of Veterans Day in November. If a member is awarded a merit day(s) off during the May ceremony, the merit day(s) must be used within the remaining calendar year. If a member is awarded a merit day(s) off during the November ceremony, the merit day(s) must be used by the conclusion of the next calendar year. Members who fail to use their merit off day(s) within the prescribed time limits will lose all rights to use their time off with pay.

2. Merit off day(s) may be scheduled and used irrespective of minimum staffing requirements. However, the Chief of Police reserves the right to reschedule a merit off day(s) in the event of an emergency; the emergency being determined by the Chief of Police.

010.20 VACATIONS (WILEAG 2.4.2)

A. ELIGIBILITY

1. All department members who have completed twelve months of continuous service shall be entitled to a vacation of two weeks sometime between the date they have completed their first year of service and either December 31st of that year (for police members represented by the MPA) or fiscal year (for MPSO, MPA – Police Aides, ALEASP and DC-48 members), as designated and arranged with their commanding officer or designee.

2. Eligibility for vacation shall begin after the completion of twelve (12) months of active service following appointment. A member whose service is expected to continue so as to complete a year's active service may, after six months of service and at the sole discretion of the Chief of Police, be allowed to take vacation time within the year of appointment. However, if the member leaves the service of the city before the completion of the initial 12-month period, that vacation shall be deemed unearned and payments made during the vacation shall be deducted upon termination of employment.

3. Civilian members can take vacation as soon as it is accrued and is not subject to a waiting period.

B. GUIDELINES

1. Department members shall refer to their current labor contract and civilians should refer to city ordinance, chapter 350, to determine rates at which vacation time is earned.

2. Annual vacation time taken, except for separation from service, shall be limited according to current labor contracts.

3. Department members must use vacation time during the calendar year or fiscal year for which such vacation time is earned. Members who do not use all of their entitled vacation time within the calendar year (MPA) or fiscal year (MPSO) for which it was earned shall lose all rights to the unused time off, except as otherwise provided in these regulations for the following:

   a. Department members on authorized sick leave;

   b. Police members on duty-incurred injury leave;

   c. As may be provided by city ordinance and current labor agreements; or

   d. MPSO member may schedule vacation time through pay period one, if pay period one falls in the calendar year.

4. After the completion of one full year of service, any member who leaves the service of the city due to resignation, retirement, layoff or death, or who takes military leave of absence will be paid for earned vacation time that has accumulated. Members discharged from the department are not entitled to pay for accumulated vacation time.

5. Civilian members are entitled to choose weeks of vacation equivalent to their years of service in a year. However, if they choose to pick less than their required weeks of vacation in a year, any additional weeks of vacation that are “rolled-over” to the next year will only be scheduled upon availability, staffing, and approval from the shift commander.

C. SELECTION PROCEDURES

The assignment and scheduling of vacations with pay shall be controlled by the Chief of Police.

1. All department members, except as otherwise provided, who will have been in the service continuously twelve months or more shall, beginning on the third Monday in January, unless otherwise ordered by the Chief of Police or designee, select their annual vacation periods on a seniority basis by shift.

2. The process of selecting vacations for the current year must be completed by March 15 of said year, to include members suspended, dismissed with pay pending appeal, or any other leave of absence.

3. Each member classification, by work location and shift, shall select their vacation(s) separately from all other member classifications within that work location and shift provided that the minimum staffing requirements for the work location are met for each classification (for example, court liaison officers select separately from police officers; forensic investigators vs. document examiners).

   Note: Members who serve in the United States Armed Forces may reschedule a vacation period (split or segmented) if they receive an

order for annual training or are activated and their order creates a scheduling conflict with a previously selected vacation period. Members must provide their commanding officer with a copy of the military order at the time they make such a request. Members may reschedule a vacation period to fall during their annual training or activation regardless of staffing considerations. Members may reschedule a vacation period to fall outside of their annual training or activation as long as minimum staffing levels are maintained.

D. SUMMER VACATION PERIOD

1. Vacations may be selected for any week of the year; however, members shall be limited to two weeks or ten working days of vacation during the period from June 1 through September 15 of each year, except as noted in section 2 below. This time period shall be hereinafter referred to as the "summer vacation period."

2. Segmented units of vacation may be used during the "summer vacation period" and are not subject to the limit of two weeks or ten working days of vacation during the "summer vacation period" as long as required staffing levels are maintained.

3. Nothing herein should be construed as prohibiting members from taking three to five weeks vacation consecutively at any other time of one year, provided, however, such vacations are arranged at the discretion of the commanding officer or designee, with due regard to the needs of the service.

E. SPLIT VACATIONS

Department members may “split” (divide vacations into allowed divisions) their vacation into weekly periods. Each selected vacation period will consist of at least five vacation days preceded by two regular off days, except as otherwise provided. Members electing to split vacation periods must make all selections on their first pick. One overtime off day, holiday off day or SLCIP, may be added to all such vacation periods. This shall apply to any single vacation period of ten, fifteen, twenty, or twenty-five working days each. Additional earned overtime off days or holiday off days, which extend a vacation in excess of ten, seventeen, twenty-four, thirty-one, or thirty-eight days, respectively, may be granted only in emergencies during the "summer vacation period" with the approval of the member’s respective assistant chief of police. However, at all other times during a calendar year, a commanding officer may grant such additional earned overtime off days, holiday off days, or SLCIP off days with due regard to required staffing.

Note: Members may schedule paid off days (e.g., SLCIP day, holiday off, overtime off, segmented vacation) immediately before or after their split vacation as long as such additional day(s) are requested after March 15th. The approval of such days must be in accordance with adequate staffing levels.

F. SEGMENTED VACATIONS

1. A police member may segment the entire portion of his/her maximum yearly vacation time earned that exceeds 80 hours into units of one (1), two (2), three (3) or four (4) consecutive eight-hour workdays (for members represented by MPA and MPSO).

2. Civilian members may segment the entire portion of his/her maximum yearly vacation time earned that exceeds 40 hours into units of one (1), two (2), three (3) or four (4) consecutive eight-hour workdays.

3. Requests for segmented vacations will not be granted until every member of the work location and shift has selected all non-segmented vacations for that calendar year, which are to be submitted by March 15. A member requesting a segmented vacation period prior to March 15th of such calendar year, shall notify his/her commanding officer in writing no later than 72 hours prior to the first day of the segmented unit of vacation. All segmented vacation days must be scheduled on or before October 15th of the calendar year.

4. Segmented vacations shall be processed on a first-come, first-served basis, subject to the availability of the dates requested as determined by the member's commanding officer or designee. No request will be granted that results in another member losing any non-segmented vacation dates he/she had previously selected in accordance with departmental practices established for that purpose.

5. Segmented vacation days may be used during the “summer vacation period” and are not subject to the limit of two weeks or ten working days of vacation during that period.

6. If it is determined that granting additional requests for segmented vacation periods will result in insufficient staffing being available to meet the needs of the police service, the request can be denied.

G. BAND MEMBERS

Commanding officers or their designee shall grant members of the police band two weeks or ten working days of earned vacation during the “summer vacation period.” Such two weeks of vacation shall not be drawn or made part of the regular shift vacation schedule, but shall be assigned by the commanding officer with consideration for the members and the needs of the service. Band members entitled to three, four, or five weeks of vacation will be required to pick such additional weeks as part of the seniority-based regular shift vacation schedule, except as otherwise provided for hereinafter.

H. MILITARY TRAINING

A military training leave of absence, not to exceed fifteen successive calendar days and granted upon receipt of official Department of Defense orders, shall in no way affect the selection of vacations. Department personnel who are members of a National Guard or reserve unit will pick their vacation at the same time as all regular employees and shall

not be given special consideration dependent upon the time of such military training leave.

I. ANNIVERSARY DATE / ADDITIONAL EARNED WEEKS – POLICE MEMBERS

Members shall not be permitted to select (schedule) additional earned weeks of vacation until they have completed the length of active service (as defined in the applicable labor contracts) required for such vacations. Members whose anniversary date falls during the current calendar year will be awarded their additional week of vacation by the commanding officer or designee, after said date, with consideration for the member and the needs of the service. However, members with an anniversary date on or after November 1st may select and use their additional earned week of vacation as early as November 1st. Should such member separate from the department prior to reaching their anniversary date, the amount of used but unearned vacation shall be deducted from their last payroll check.

Note: The administration of all vacation periods, holiday off time, compensatory off time and regular off days shall be strictly in accordance with city ordinances and current labor agreements.

010.25 VACATION DURING INJURY LEAVE FOR POLICE MEMBERS (WILEAG 2.4.2)

A. VACATION DURING INJURY LEAVE

1. Police members on authorized injury leave as a result of a duty-incurred injury may use vacation scheduled during the period of such leave provided the department receives a written advance request from the member to use the vacation, which indicates the time and place of the vacation, and the member's private physician has authorized use of this vacation.

2. Members are prohibited from leaving the state of Wisconsin during injury leave without first obtaining written authorization from the Office of Employee Benefits and notifying the department on a *Department Memorandum* (form PM-9E).

B. VACATION RESCHEDULED

Injured police members not using vacation scheduled during the period of their leave, either because they did not make a request for it or because the request was not approved, shall have their unused vacation rescheduled by their commanding officer when they return to duty, if it is possible to do so, before the end of the calendar year (MPA) or fiscal year (MPSO).

C. UNABLE TO RESCHEDULE VACATION

In the event the department is unable to reschedule all of the police member's remaining unused vacation before the end of the calendar year (MPA) fiscal year (MPSO), the member shall be entitled to receive a lump sum payment equivalent to the dollar value of the remaining unused vacation at the end of the calendar year, computed on the basis of the member's base salary rate in effect at the time for which the vacation

was originally scheduled.

D. CARRY OVER VACATION TO SUCCEEDING YEAR

1. When authorized by the department, police members may elect to carry over into the next succeeding calendar year (MPA) fiscal year (MPSO) any remaining unused vacation that the department was unable to reschedule by the end of the calendar year (MPA) fiscal year (MPSO), instead of the lump sum payment provided above.

2. The vacation carried over shall be used by March 1 of the next following calendar year or the member will lose all rights to it, including all rights to the lump sum payment provided above.

3. The scheduling of carried-over vacation shall be subject to availability of the dates requested by the member, require prior approval by the member's commanding officer, and in no way affect the scheduling of other member's vacations.

010.30 VACATION DURING SICK LEAVE FOR POLICE MEMBERS (WILEAG 2.4.2)

A. VACATION RESCHEDULED

Police members on authorized sick leave shall have their vacation that was scheduled during such leave rescheduled by their commanding officer or designee when they return to duty if it is possible to do so before the end of the calendar year (MPA) fiscal year (MPSO).

B. UNABLE TO RESCHEDULE VACATION

In the event the department is unable to reschedule all of the member's remaining unused vacation before the end of the calendar year (MPA) fiscal year (MPSO), the city, upon the member's return to duty and notification to the Payroll Section, will restore to the member's sick leave account an amount of time equal to the amount of unused vacation.

010.35 VACATION DURING INJURY LEAVE FOR CIVILIAN MEMBERS (WILEAG 2.4.2)

A. VACATION DURING INJURY LEAVE

Civilian members on authorized injury leave as a result of a duty-incurred injury may use vacation provided the department receives a written advance request from the member. The request shall include the time and place of the vacation, and a release from the member's private physician.

B. VACATION RESCHEDULED

Civilian members on authorized injury leave as a result of a duty-incurred injury shall have their vacation that was scheduled during such leave rescheduled by their commanding officer or designee when they return to duty.

C. UNABLE TO RESCHEDULE VACATION

In the event a commanding officer or designee is unable to reschedule all of the civilian member's remaining unused vacation, a member may elect to carry over into the next succeeding calendar year any remaining unused vacation. The scheduling of carried-over vacation shall be subject to availability of dates requested by the member, require prior approval by the member's commanding officer or designee and in no way affect the scheduling of other members' vacations.

010.40 VACATION DURING SICK LEAVE FOR CIVILIAN MEMBERS (WILEAG 2.4.2)

If a civilian member is unable to use all of the vacation time to which the member is entitled during a fiscal year because of an extended period of authorized sick leave that does not allow for rescheduling during that fiscal year, then the city, upon the member's return to duty in the next fiscal year and notification to the Payroll Section, will restore to the member's sick leave account an amount of time equal to the amount of unused vacation with pay that the department was unable to reschedule.

010.45 SICK LEAVE PROCEDURES (WILEAG 2.4.2)

Sick leave shall cover necessary absence from duty because of illness, injury, exposure to communicable disease, pregnancy related illness or disabling mental affliction.

A. ELIGIBILITY FOR SICK LEAVE PAY

1. Police members - eligibility for sick leave with pay for members newly appointed to city employment shall begin after six months of active service in the police department, but sick leave credit shall be earned from date of appointment.

2. Civilian members – eligibility for sick leave with pay for civilian members can be taken as soon as it is accrued.

B. OFF-DUTY EMPLOYMENT

Off-duty and extra-duty employment is prohibited while on sick leave without approval from the Chief of Police.

C. ABUSE

Members shall not feign illness or injury, falsely report themselves sick, ill or injured, or otherwise deceive or attempt to deceive any official of the department as to the condition of their health or that of their families. Management reserves the right to conduct home visits of any member who is believed to be abusing sick/injury leave. Members found to be untruthful regarding the use of sick time may be subject to disciplinary action, up to and including dismissal.

D. NOTIFICATION

1. Whenever members are injured or sick and unable to perform their assigned

duties, they shall be responsible for ensuring that their commanding officer or designee is informed reasonably in advance of the beginning of the member's scheduled work shift.

2. A member using sick leave must report to the supervisor the address and telephone number of the location where they can be reached each day they are absent from duty. This information will be updated each time the member's location changes while using sick leave.

   a. Members will no longer be required to state the nature of their illness when reporting out sick. Members must indicate whether the leave is related to pre-approved Intermittent FMLA at the time of call in.

   b. The following changes do not prevent supervisors from requesting additional medical information from members if:

      1. The member reports an on-duty injury or illness;

      2. There is reasonable suspicion that the member cannot perform the essential functions of his/her job;

      3. The member is excessively misusing sick leave; or

      4. The member requests a reasonable accommodation or leave pursuant to the Family Medical Leave Act or medical leave of absence. In these cases, supervisors will contact the Human Resources Division–Medical Section for direction.

      Note: A member's illness must be treated as a confidential medical record.

3. The member shall be responsible for notifying a shift commander / or supervisor from their work location, each day of their sick/injury leave, of the information identified in subsection 2 above.

E. SHIFT COMMANDER RESPONSIBILITY

Shift commanders/supervisors shall check their shift's sick/injury leave file on a daily basis at the beginning of their tour of duty. They shall familiarize themselves with the complement of personnel on sick/injury leave; review each report to ensure the member has made the proper notifications, ensure the member has the appropriate amount of sick time, and/or to ensure the completion of reports as noted under 010.105 of this SOP. The shift commander/supervisor can request that a supervisory home visit be conducted of any person on sick leave at any time.

F. APPLICATION FOR SICK LEAVE, OR FMLA (FORM PS-16S)

When members are unable to report for duty and request sick leave, injury pay or sick time in conjunction with FMLA or maternity leave, their commanding officer or

designee shall ensure the completion of a PS-16S and immediately forward the pink copy to the Medical Section. The white original form PS-16S shall be provisionally retained at the work location for use as directed hereinafter, and the yellow copy of form PS-16S filed in the member's work location file.

Note: Members requesting FMLA shall refer to SOP 080.00 FMLA and Other Leaves.

G. MEMBER'S RETURN TO DUTY

1. Members must contact the on-duty shift commander/supervisor, prior to their return to duty, to notify the department of their intent to return to duty and conclude their period of sick leave. Members shall ensure the completion of information on the PS-16S and submit it to their immediate supervisor for review immediately upon their return to duty.

2. Law enforcement members on sick leave for a period exceeding seven (7) consecutive days shall provide a medical release prior to or upon their return to duty. Under such circumstances, the city shall not be responsible for any fee charged to the member by the medical practitioner.

3. Law enforcement members that are unable to furnish medical substantiation shall not be prohibited from returning to duty. The member shall be carried "sick without pay" for the period of sick leave. Supervisors shall check the appropriate box under section 7 on form PS-16S.

4. Regardless of sick leave credit earned, the maximum amount of sick leave with pay, which members may utilize for themselves from their accounts for any one period of continuous sick leave shall not exceed 365 calendar days (260 consecutive work days).

H. MEDICAL CERTIFICATION REQUIREMENT

Members may be required by their commanding officer or designee to furnish acceptable medical substantiation from a medical practitioner licensed in the state of Wisconsin – or the state in which the member has been treated – for each absence regardless of duration, if the commanding officer is informed or believes that the member is misusing sick leave. The shift commander may authorize the placement of any member on medical certification. Under such circumstances, the city shall not be responsible for any fee charged to the member by the medical practitioner.

I. CIVILIAN MEMBERS REQUIRED TO SUBMIT MEDICAL SUBSTANTIATION

1. Civilian members on sick leave for a period exceeding three (3) consecutive days shall provide a medical release prior to or upon their return to duty. Under such circumstances, the city shall not be responsible for any fee charged to the member by the medical practitioner.

2. Members unable to furnish acceptable medical substantiation shall not be prohibited

from returning to duty. Such member shall be carried "sick without pay" for the period of sick absence. Supervisors shall check the appropriate box under section 7 on form PS-16S.

010.50 LEAVING RESIDENCE WHILE ON SICK LEAVE (WILEAG 2.4.2)

A. PERMISSION REQUIRED

Department members shall not leave their residence or place of confinement without the permission of their commanding officer or designee, during the first seven (7) days of absence due to sickness or injury. Notwithstanding any other provision of this standard operating procedure, department members may leave their residence or place of confinement when absolutely necessary in an emergency in which case the member shall report the related circumstances to the member's commanding officer or designee as soon as practicable.

Note: This requirement does not apply to members who use sick time under approved FMLA, maternity, or medical leave of absence.

B. COMMANDING OFFICERS OR DESIGNEE REQUIRED TO GRANT PERMISSION FOR SPECIFIC REASONS

During said first seven (7) day period, commanding officers or designee shall grant permission to members to be absent from their residence or place of confinement for reasonable times for these specific purposes:

1. To keep scheduled appointments with physicians, dentists, physical therapists, and/or hospitals, or clinics, whether or not related to the member's present sickness or injury;

2. To purchase food, household necessities and/or medication for the member's present injury or illness, or for the health and/or care of the member's immediate family;

3. To attend religious services or funeral services of family members;

4. To register to vote or to vote in elections for municipal, county, state, or federal offices, or in regularly scheduled union elections;

5. To engage in physical exercise recommended in writing by an attending physician;

6. To honor court issued subpoenas;

7. To report to police facilities when ordered to do so by a supervisory or commanding officer; or

8. To transport one's child or parent as a part of necessary child or elder care.

Note: Department members may make a request for a reason not enumerated

above that is of personal significance; however, such requests shall be considered on a case-by-case basis by a member's commanding officer or higher authority.

C. MEMBERS TO REQUEST SPECIFIC PERMISSION

Department members shall make requests to leave their residence or place of confinement by contacting their commanding officer or designee. In making the request, the member shall state the purpose or purposes in leaving, the destination or destinations, the planned time of departure, and the estimated time of return to the residence or place of confinement. Upon returning, members shall immediately notify their commanding officer or designee of their return.

D. SICK LEAVE - PERMISSION TO LEAVE RESIDENCE / PLACE OF CONFINEMENT

Members on sick leave in excess of seven (7) days shall be permitted to leave their residence or place of confinement so long as they have first obtained a written statement from their physician stating that such travel will further recuperation. The member shall contact their commanding officer or designee regarding this matter and provide the written statement to the commanding officer as soon as practicable. This information shall be immediately noted on the member's PS-16S report. This information shall also be forwarded to the Medical Section as soon as practicable.

010.55 ON-DUTY INJURY PROCEDURES (WILEAG 2.4.2)

A. NOTIFICATION

Whenever a member sustains a work related injury, he/she shall immediately notify a supervisor of this fact. Each instance that the member fails to comply with the requirement of this subsection shall result in the member losing his/her entitlement to any injury pay for that incident.

B. REPORTS

1. Whenever a department member is injured in the line of duty, the supervisor to whom the injury is reported shall ensure that:

   a. He/she instructs the member to report the injury using the PC365 Nurse Triage Phone Line REDACTED The injured member should then contact the PC365 Nurse Triage Phone Line.

   b. The injured member and any department witnesses file a *Department Memorandum* (form PM-9E) describing the circumstances surrounding the injury. The injured member's *Department Memorandum* shall document the supervisor who was notified of the injury and the date and time of the notification.

   c. An *Injury Classification Report* (form PM-12E) is prepared detailing the circumstances surrounding the injury.

Workers compensation reports are to be filed by members of a higher rank than that of the injured member.

2. The investigating supervisor shall file a *Department Memorandum* (form PM-9E) when:

   a. Statements from non-department witnesses were taken (exception: traffic accidents where such statements are contained in the accident report).

   b. The circumstances surrounding the injury are questionable.

   c. A violation of department standard operating procedures and/or Code of Conduct has occurred.

3. The *Department Memorandum* (form PM-9E), *Physician's Report* (form PP-18), *Injury Classification Report* (form PM-12E) and/or *Emergency Treatment Form* shall be forwarded to the Medical Section within 24 hours of the time the claim was reported. If the reports cannot be provided in a timely fashion, a *Department Memorandum* (form PM-9E) explaining the absence of those reports shall be sent to the Medical Section. The delayed reports, when completed, shall be forwarded within 24 hours to the Medical Section. A copy of the *Department Memorandum* (form PM-9E) and *Injury Classification Report* (form PM-12E) shall be retained in the district/division file.

4. An *Application for Injury Leave Report* (form PS-16I) shall be completed as soon as practicable when a member remains off of work due to the injury. In the event a member is not entitled to or denied injury pay, reimbursement will take place in accordance with the labor contract or applicable documents.

5. Members on injury leave who have exhausted the injury pay allotment, have been denied injury pay, or who have a determination pending from the Office of Employee Benefits, are required to apply for a medical leave of absence. They have the option of using available accrued time (sick, vacation, comp) or if they are entitled, temporary total disability (TTD) benefits. They must submit their decision to use either benefit in writing.

   Injury pay and TTD benefits may not be used concurrently. If Employee Benefits has determined the member is ineligible for TTD Benefits, they must use all accrued paid time before being permitted to go off the payroll or use donor pay. Approval for injury leave or donor pay does not negate the member's requirement to notify the department of the members' leave status. In no case shall TTD benefits and injury pay be allowed for the same time period.

6. Members requesting an on-duty "stress related injury" shall ensure the completion of a *Department Memorandum* (form PM-9E) outlining the contributing circumstances and to provide specific medical information. Members shall be carried on their own accrued paid time until the Office of Employee Benefits, provides written confirmation on compensability. Members requiring time off shall file an application for sick leave, FMLA or medical leave of absence.

7. Supervisors shall ensure the completion of the *Application for Injury Leave* (form PS-16I) if the member loses time from work.

C. LOCATION OF TREATMENT

Excluding exigent emergencies, investigating supervisors may direct the injured member to Concentra Medical Center or a healthcare provider of their choice.

D. TREATMENT

1. Members receiving treatment for duty related injuries or illnesses shall ensure the completion of the *Physician's Report* (form PP-18). The report shall be provided to the shift commander as soon as possible following the examination, treatment or therapy. An incomplete or unsigned *Physician's Report* (form PP-18) will not be accepted. Members shall review the form prior to leaving the examination, treatment or therapy to ensure completeness.

2. Failure to provide the *Physician's Report* (form PP-18) shall result in non-payment for the period of absence.

3. Supervisor's shall stamp the back of the original *Physician's Report* (form PP-18) and forward it to the Medical Section.

E. PHOTOGRAPHS

For all city property accidents and when third party negligence is indicated (e.g., an officer trips on a defective stairway, auto accidents) the investigating supervisor shall ensure photographs of the accident scene are taken and denote the date, time, location and number of photos.

F. DUTY INCURRED INJURY - PERMISSION TO LEAVE RESIDENCE / PLACE OF CONFINEMENT

1. Members on injury pay may leave their residence or place of confinement so long as they have first obtained a written statement from their physician stating that such travel will further their recuperation and the member has first presented the physician's statement to their commanding officer or designee.

2. Members are prohibited from leaving the state of Wisconsin during injury leave without first obtaining written authorization from the Office of Employee Benefits and notifying the department on a *Department Memorandum* (form PM-9E).

G. RETURN TO DUTY

1. Prior to returning, or at the time of return to duty from an on-duty injury absence, members must present a medical release to their commanding officer or designee. This release may be an *Emergency Treatment Form* if the member was treated and released at a hospital emergency room, or a *Physician's Report* (form PP-18), completed by the treating physician. The medical release shall be forwarded to the

Medical Section.

2. Members shall ensure the completion of information on the *Application for Injury Leave* (form PS-16I) and submit it to their supervisor for review.

3. Whenever a member returns to duty with medical restrictions, the commanding officer or designee shall place the member on limited duty status at the assigned work location and notify Medical of the member's return. The commanding officer or designee shall notify the Medical Section as soon as administratively possible when the member returns to full duty. Members requesting limited duty status must ensure a tentative release date or the next scheduled medical exam is noted on the *Physician's Report* (form PP-18).

4. Members returning to a reduced schedule are not permitted to work beyond the recommended hours without first providing a medical release on the *Physician's Report* (form PP-18).

5. The medical information for a temporary reduced schedule must contain the specific number of hours the member is allowed to work, as well as the length of time that the member is projected to be on the reduced schedule. Members are not permitted to increase/decrease work hours without first providing medical verification of the schedule increase/decrease.

Note: During a period of injury pay, police members shall be carried as holiday off on their "5th regular off day" according to the normal rotation of the members' off group, when applicable.

H. DISPUTES ON ELIGIBILITY

In the event of a dispute between the city and the employee relative to such eligibility, the Department of Workforce Development and the courts upon the statutorily prescribed review thereof, shall be the sole and final arbiters of such dispute.

010.60 OLD-DUTY INJURY PROCEDURES (WILEAG 2.4.2)

Whenever a department member files a claim involving the recurrence of an old-duty injury, the following procedures shall be adhered to:

A. DEPARTMENT MEMORANDUM (FORM PM-9E) REPORT

The commanding officer or designee shall as soon as administratively possible dispatch a supervisory officer to the residence of such member (when applicable) and require the member to submit a *Department Memorandum* (form PM-9E) outlining the particulars of this absence due to old-duty injury with reference to original date and circumstances of the injury.

B. PHYSICIAN'S REPORT (FORM PP-18)

The investigating supervisor shall furnish the member with the *MPD Physician's Report*

(form PP-18), and inform the member that the treating physician must complete the said report to confirm absence due to an old-duty injury.

C. APPLICATION FOR INJURY LEAVE (FORM PS-16I)

1. The commanding officer or designee shall insert information as to the absence claim due to an old-duty injury on the *Application for Injury Leave* (form PS-16I) and forward the pink copy, along with the member's *Department Memorandum* (form PM-9E) to the Medical Section within 24 hours of the time the old-duty injury is reported. Upon the member's return to duty, the white copy of the PS-16I shall be completed by the member and immediately forwarded to the Medical Section.

2. Members will be responsible for ensuring the completion and submission of reports to the commanding officer or designee on the first occurrence of an old-duty injury. Members may be provided with several *Department Memorandums* (form PM-9E) and *Physician's Reports* (form PP-18) for completion when necessary.

D. OFF-DUTY EMPLOYMENT

Off-duty and extra-duty employment is prohibited while on injury leave without approval from the Chief of Police.

Note: During a period of old-duty injury pay, police members shall be carried as holiday off on their "5th regular off day" according to the normal rotation of the members' off group, if applicable.

010.65 OFF-DUTY INJURY PROCEDURES (WILEAG 2.4.2)

A. REQUESTING SICK PAY FOR OFF-DUTY INJURY

Members requesting sick leave for an off-duty injury shall follow the procedures outlined in 010.45 of this SOP.

B. RETURN TO DUTY

1. Prior to returning from an off-duty injury absence, members must present a medical release completed by the attending physician, to their commanding officer or designee. Whenever a member returns to duty with medical restrictions, the commanding officer or designee shall place the member on temporary limited duty status at the assigned work location and notify the Medical Section. Members requesting limited duty status must provide a tentative release date or the date of the next scheduled exam. Members are eligible for temporary limited/light duty assignments as available and as appropriate to their physical capabilities.

2. Members returning to a temporary reduced schedule are not permitted to work beyond the recommended hours without first providing a medical release.

3. The reduced schedule medical information must contain the specific number of hours the member is allowed to work, as well as the length of time that the member

is projected to be on the reduced schedule. Members are not permitted to increase/decrease work hours without first providing medical verification of the schedule increase/decrease.

010.70 MEMBERS INCAPABLE OF PERFORMING DUTIES DUE TO ILLNESS, INJURY OR DISABILITY

A. DEFINITIONS

1. Qualified individual – one who possesses the required training, education, experience, knowledge, skills and abilities or other job related requirements of the job and who, with or without a reasonable accommodation, can perform the essential functions of the job.

2. Essential job functions – the most important job duties and critical elements that must be performed to achieve the objectives of a job.

3. Interactive process – a good faith communication process between the department and the employee to identify a reasonable accommodation that allows an employee to perform effectively. The process requires participants to consider information such as, the essential functions of the job, the member's functional limitations and medical information, possible accommodations, and the reasonableness and implementation of possible accommodations.

B. Any department member with knowledge that he or she may be incapable of performing their assigned duties because of injury or illness shall inform their commanding officer of that fact in writing. This written notification shall be made on a *Department Memorandum* (form PM-9E) accompanied by supporting medical documentation from the member's attending and licensed medical practitioner. Personal medical information contained in this communication shall be treated with strict confidentiality and revealed on a need to know basis only. Information shall be forwarded in a sealed envelope to the Medical Section and shall not be communicated via email.

C. Commanding officers or designee shall place members returning to duty with medical restrictions on "limited duty status" at their work location and immediately notify the Medical Section.

D. MEDICAL FILES

Employee medical information shall be treated as a confidential medical record.

1. Medical information is not to be communicated via email.

2. Medical information shall be placed in a separate file from other employee reports and maintained in a secured location.

3. Access to medical files is limited to supervisory personnel on a need-to-know basis only.

010.75 MEMBERS NOT ENTITLED TO INJURY PAY BENEFITS (WILEAG 2.4.2)

A. RECRUIT OFFICERS

1. Members appointed to the police officer position classification shall not be entitled to the injury pay benefits for any injury they may sustain while on duty prior to the start of field training during the period of time they are assigned to the Training Division for recruit training.

2. Recruit officers who are unable to continue participation in mandatory training due to injury or illness may be terminated from the department for non-disciplinary fitness reasons.

B. POLICE AIDES

Members appointed to the police aide position classification shall not be entitled to injury pay benefits.

C. OTHER PROBATIONARY MEMBERS

Notwithstanding sections (A) and (B) above, probationary members – whether management, non-management, or non-represented – are not entitled to injury pay benefits as prescribed in city ordinance chapter 350.

010.80 PREGNANCY (WILEAG 2.4.2)

A. LIMITED DUTY STATUS

A female member who becomes pregnant may submit to her commanding officer or designee, at any time during the period of pregnancy or pregnancy related condition, a *Department Memorandum* (form PM-9E) requesting to be placed on limited duty status. Pregnant members are eligible for temporary limited/light duty assignment as available and as appropriate to their physical capabilities and well-being.

B. Members requesting a leave of absence for the birth of a child, adoption, placement for adoption or foster care shall follow the procedures in SOP 080 – Family Medical Leave Act (FMLA) and Other Leaves.

010.85 MEDICAL SECTION RESPONSIBILITIES

The Medical Section shall monitor the status of personnel on limited duty, sick, injury, FMLA, or any other medical related leave and maintain such records as may be required by the Chief of Police. Medical Section personnel shall be responsible for the maintenance of reports concerning members listed as injured on duty, recurrence of an old-duty injury, injured off-duty, sick leave, and claims that require disposition by the Office of Employee Benefits.

010.90 FITNESS FOR DUTY (WILEAG 2.4.5)

The Chief of Police or designee may order any department member to submit to an examination to determine whether the member is physically, mentally, or emotionally fit for the proper performance of their duties based on business necessities. A medical practitioner, clinical psychologist or a psychiatrist licensed in the state of Wisconsin may conduct the aforementioned examination. When required by the department, examinations are provided at no cost to the employee.

Note: "Reasonable Suspicion" exists when evidence or information, which appears reliable, is known to the commanding officer or designee. This information is of such weight and persuasiveness as to make the commanding officer or designee, based upon his/her personal judgment and experience, reasonably suspect that a department member is in need of a fitness for duty examination. Reasonable suspicion cannot be based upon a mere "hunch" or solely upon poor work performance.

010.95 MILITARY LEAVE (SEE SOP 475, MILITARY DEPLOYMENT / REINTEGRATION AND SOP 080 FMLA AND OTHER LEAVES) (WILEAG 2.4.2)

A. FEDERAL LAW

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) is found in Chapter 43, Title 38, of the United States Code. The main points of USERRA are as follows:

1. Military reservists must be granted time off from work to fulfill their military obligation, which includes drills, annual training leaves, and all other periods of military service whether voluntary or involuntary.

2. Military reservists are not required to request a leave of absence; they are merely required to make notification of the time needed off with reasonable advance notice to the department.

3. Notice can be either written or oral, or may be given by a person of appropriate military authority from the member's military unit.

4. Exceptions to Providing Advance Notice

   a. Military necessity prevents the giving of notice; or

   b. The giving of notice is otherwise impossible or unreasonable.

B. MILITARY TRAINING LEAVE OF ABSENCE

1. In accordance with city ordinance 350-36, members of the department shall be granted a leave of absence, with pay, in an amount equal to the difference obtained by subtracting the basic federal pay received by such member for such period of training from the total city salary which such member would receive for regular

employment during said period. Such leave shall not exceed fifteen successive days including Saturdays, Sundays, and legal holidays during the calendar year to take training as members of the Air Force Reserve, Organized Reserve Corps of the Army, Naval Reserve, Marine Corps Reserve, Coast Guard Reserve or National Guard, under the direction of state or federal authorities. Said leave shall be granted by the member's commanding officer upon presentation of satisfactory evidence of military, air force or naval authority to take such training; provided, however, that part-time or seasonal employees, such as city laborers (seasonal), shall not be granted such leave of absence with pay in any amount; provided further that officers and employees of the city of Milwaukee who, because of honorable service in any of the wars of the United States, are eligible for veteran's preference for employment by the city of Milwaukee, as provided in Wisconsin statutes and receive full city pay during such leave of absence.

2. As soon as practicable, members shall submit their training/drill dates or any changes to those dates to their commanding officer or designee for each military fiscal year.

3. Members notifying the department of a military training leave of absence in conformity with city ordinance provisions shall submit such notifications to their commanding officer or designee in writing on a *Notice of Military Leave of Absence* (form PM-10), together with a copy of the orders received notifying them to report for training duty or other military documentation as deemed acceptable by the department. Members shall provide reasonable advance notice of a military training leave of absence.

4. Commanding officers or designee shall forward such reports to the Human Resources Division where, after review, the original and the copy of military orders or other military documentation shall be filed in the member's personnel file, and a copy forwarded to the Payroll Section. The Human Resources Division shall send a copy to the member's commanding officer for placement in the member's work location file.

5. Military training leaves of absence shall not exceed the number of days specified in the military orders or fifteen (15) days, whichever is less, and shall include the regular off days normally earned in that period. If the military training duty is taken on an intermittent basis during the calendar year, then such leave with pay shall not exceed eighty (80) hours during the calendar year.

6. Non-Veterans Only

   Upon returning to duty the member shall submit their military pay voucher to the Payroll Section.

   Note: When a member notifies the department of necessary time off related to military training or active service, supervisors shall not deny the time off as long as the provisions of this SOP are met. Supervisors shall schedule member's training/drill dates well in advance to reduce any staffing shortages. When scheduling or staffing issues occur, the

Human Resources Division shall be promptly notified in order to resolve such issues.

C. ACTIVE MILITARY SERVICE

Whenever department members enter into a period of active military service, either voluntarily or involuntarily in any branch of our country's armed forces, either because they are members of a reserve organization, are drafted or enlist, they shall adhere to the following procedures:

1. Notice of Military Leave of Absence (Form PM-10)

   Members shall promptly complete the *Notice of Military Leave of Absence* (form PM-10) and submit it to their commanding officer or designee. The PM-10 shall include: the branch of service, the date of orders to report, the date they are obliged to present themselves for such service, a point of contact to their military unit (to include name, address and telephone number), any earned time off to be used during active service, and the date requested for separation from the police service to become effective, as provided by city ordinance 350-36. Commanding officers shall promptly forward such reports to the Human Resources Division.

2. Orders

   Members shall also provide to their commanding officer or designee their active duty orders or other military documentation as deemed acceptable by the department. Commanding officers or designee shall promptly forward to the Human Resources Division the orders received notifying a member to report for active duty in a branch of the armed services (a copy will be made and filed in the member's personnel file).

3. Use of Earned Time

   a. All military leaves are unpaid, however, the department allows members to use accrued time (other than sick time) to either reduce or eliminate the need to go off of the payroll. Pursuant to the federal USERRA law, reservists are guaranteed the use of their earned vacation time balance, if requested, for any military leave.

   b. Members requesting “Military Leave of Absence” as above provided, who have not had vacation to which they would be normally entitled, shall be granted such vacation with pay immediately preceding the “Military Leave of Absence,” regardless of the vacation drawn, even though such vacation period may extend beyond the date they are required to report for service in the armed forces.

   c. Vacation time usage for military leaves is not part of the seniority based vacation selection process.

D. RETURNING TO DUTY FOLLOWING MILITARY SERVICE

1. Military Drills

Members shall return to work following military drills on their next scheduled work shift, providing there is an eight (8) hour rest period following safe transportation home from the place the military duty was performed.

2. Military Leave (1-30 Days)

   Members shall return to work following a military leave (1-30 days) on their next scheduled work shift, providing there is an eight (8) hour rest period following safe transportation home from the place the military duty was performed.

   Note: The department may not violate the provisions in sections 1 and 2; however, members may choose to waive or elect to return to duty at a time earlier than eight (8) hours. Supervisors shall ensure the returning member is fit for duty. It is the member's responsibility to notify the department of any delay in returning to duty.

3. Military Leave (31-180 Days)

   Members must make application for reinstatement to the department not later than 14 days after completion of the military duty.

4. Military Leave (181 Days or More)

   Members must make application for reinstatement to the department not later than 90 days after completion of the military duty.

5. Additional Requirements Upon Returning to Duty

   a. Members shall contact the Human Resources Division – Payroll Section prior to returning to duty from any unpaid military absence regardless of duration.

   b. In conformity with city ordinance provisions, members may be reinstated to their former positions in the department if they make application for such reinstatement after being released from service in the armed forces of the United States, and present a copy of their *Certificate of Release or Discharge from Active Duty* (DD-Form 214).
   c. Members shall submit to a medical examination, which shall be arranged by the Human Resources Division. A drug test may be required for an unpaid leave of absence.

<u>010.100</u> <u>UNPAID LEAVES OF ABSENCE</u> (WILEAG 2.4.2)

A. CATEGORIES OF UNPAID LEAVES OF ABSENCE

The Chief of Police may grant an unpaid leave of absence under the following categories:

1. Medical
2. Political

3. Educational
4. Military
5. FMLA
6. General

All of the above leaves are unpaid, however, members may substitute any accrued, but unused time (other than sick time) to limit the time off the payroll. Leaves of absence in excess of the number of days allowed by ordinance, and as otherwise provided in these regulatory procedures, in any calendar year shall be without pay, and shall be granted only in cases of extreme necessity.

The Chief of Police may grant an unpaid medical leave of absence up to one (1) year.

Medical leaves of absence are unpaid. Members shall utilize accrued paid time first.

B. REQUEST PROCEDURES

1. Requests for all leaves of absence (other than FMLA) shall be made in writing to the Chief of Police, and submitted through the appropriate chain of command. Requests shall clearly state the reason(s) necessitating such leave of absence, along with any documentation substantiating the request and the anticipated return to duty date.

2. Members on a medical leave of absence for one (1) year who are not medically cleared to return to work may be terminated for non-disciplinary fitness reasons.

C. RETURNING TO DUTY FROM LEAVES OF ABSENCE

1. Whenever a member is returning from a leave of absence that exceeds 90 consecutive calendar days, reinstatement to the department shall be contingent upon the member passing a drug test as well as supplying a medical release from a licensed medical practitioner. Such members shall notify the department of their intention to return from their leave in advance of their anticipated return date by contacting the Medical Section.

2. The Medical Section will be responsible for notifying the Internal Affairs Division – Risk Management, Payroll Section and the member's commanding officer or designee of such return.

010.105 UNPAID STATUS (WILEAG 2.4.2)

A. NOTIFICATION

Whenever members (other than half-time members) are paid for less than 80 hours in a biweekly pay period for any reason other than suspension without pay per departmental order or retirement, their commanding officer or designee shall notify the Payroll Section by e-mail immediately following its occurrence. Notifications shall include the following information:

1. Name of member
2. People Soft® I.D. number
3. Member's work Location
4. Date(s)/hour(s) off payroll per pay period
5. Hours paid during pay period
6. Reason off payroll (excludes approved unpaid leave)

B. SEPARATION CHECKOUT SHEET AND PAYROLL SEPARATION CHECKOUT SHEET

Whenever members are placed on an unpaid status (removed from the payroll) for any reason except for suspension or an unpaid status of 14 days or less, Payroll Section shall prepare a *Payroll Separation Checkout Sheet* (form PS-25p). The Human Resources Division shall forward the *Payroll Separation Checkout Sheet* (form PS-25p) to the respective commanding officer or designee.

C. COMMANDING OFFICERS' RESPONSIBILITIES

Upon receiving a *Payroll Separation Checkout Sheet* (form PS-25p) from the Human Resources Division, commanding officers or designee shall ensure that the member's department issued equipment is retrieved and either stored at the member's work location or delivered to the Training Division, if applicable, and that the *Separation Checkout Sheet* (form PS-25) is completed

D. DEPARTMENT ISSUED EQUIPMENT

Department members should refer to Standard Operating Procedure 340 - Uniforms/Appearance/Equipment for guidance on surrendering department issued equipment.

E. FURLOUGH DAY(S)

1. If the Chief of Police designates a furlough day to be taken on a scheduled off day (e.g., regular off day, vacation, holiday), the furlough day will be taken as designated by the chief and the off day will be rescheduled by a supervisor.

2. A furlough day taken immediately before or after a scheduled vacation shall not impact the limit of weeks or ten working days of vacation during that period.

010.110 ABSENT WITHOUT LEAVE (WILEAG 2.4.2)

A. Department members who have reported out sick and have exhausted all sick time, or who have exhausted all other paid time and are absent from work without permission, shall be considered absent without leave (AWOL) and subject to discipline up to and including discharge from the department.

B. Department members who have exhausted their sick and/or injury pay benefits and who are medically incapable of returning to duty shall as soon as possible apply for a medical leave of absence, or FMLA. Members who fail to do so shall be considered

absent from duty without leave and subject to discipline up to and including discharge from the department.

C. Department members on sick or injury leave who have been deemed capable of returning to duty by their physician shall immediately notify their commanding officer of such decision and return to duty as directed. Members who fail to do so shall be considered absent from duty without leave and subject to discipline up to and including discharge from the department.

D. Absence from duty without leave of any department member shall be followed by forfeiture of pay for time absent, and disciplinary charges shall also be preferred against the member, unless otherwise directed by the Chief of Police.

010.115 RESIGNATION / RETIREMENT NOTIFICATION PROCEDURES

Department members wishing to resign or retire from the department shall submit written notice of such intention to the Chief of Police on the *Retirement / Resignation Department Memorandum* (form PM-9R). Such notice of resignation or retirement shall be effective at the time indicated therein, or if no time is therein indicated, then upon delivery of the written resignation or retirement to the Chief of Police or designee.

A. INTERVIEW OF MEMBER

The receiving supervisor shall conduct an interview of the member confirming dates of service, the reason for leaving and future plans, make sure the member understands their decision is final, confirm last day on the payroll and document response on the member's *Retirement / Resignation Department Memorandum* (form PM-9R).

B. COMPLETION OF RETIREMENT / RESIGNATION DEPARTMENT MEMORANDUM (FORM PM-9R).

1. The receiving supervisor shall complete the section labeled "To Be Completed by Receiving Supervisor" on the *Retirement / Resignation Department Memorandum* (form PM-9R).

2. The receiving supervisor shall ensure that the separating member has completed all pending reports prior to that member securing from his/her tour of duty including:

   a. Reviewing the Aging Incidents Report and Missing Incident Reports (Tickler Report) on the department's SSRS report server to ensure the member has completed all pending incident reports.

   b. Reviewing the TraCS reports on the department's SSRS report server to ensure the member has completed all open and rejected TraCS reports.

   c. Reviewing the Missing Traffic Stop Data report on the department's SSRS report server to ensure the member has completed all traffic stop data collection forms.

d. Ensuring the member has completed all outstanding property *Disposition Orders* (form PP-39). Supervisors can accomplish this by either:

1. Calling a Property Control Division supervisor to obtain any outstanding *Disposition Orders* between 6:00 a.m. and 7:00 p.m.;

2. Sending an email REDACTED; or

3. If using the "Disposition to Individuals" SSRS report server, supervisors shall use the date the SSRS report server is searched as the end date. If checking the SSRS site and the separating member does have outstanding *Disposition Orders*, the supervisor shall call or email the Property Control Division to have those *Disposition Orders* printed and delivered.

Note: If the separating member is listed on these reports, he/she is to be directed to complete the unfiled/pending reports. The separating member shall provide evidence to the supervisor that the reports listed in subsection a-d have been completed prior to securing from his/her tour of duty.

3. The receiving supervisor shall notate on the *Retirement / Resignation Department Memorandum* (form PM-9R) that the member has no pending reports once he/she verifies the separating member has completed all of his/her pending reports.

C. EQUIPMENT

The supervisor receiving the *Retirement / Resignation Department Memorandum* (form PM-9R) shall reference SOP 340 - Uniforms/Equipment/Appearance regarding the collection of the members' equipment.

D. NOTIFICATION

The supervisor shall notify Payroll Section via email immediately following receipt of the *Retirement / Resignation Department Memorandum* (form PM-9R) from the member. Notification shall include the following information:

- Name of member resigning/retiring along with members ID number;
- Member's last work location;
- Date of resignation/retirement; and
- Last day on the payroll.

ALFONSO MORALES
CHIEF OF POLICE

AM:mfk