



# RETURNING SERVICE OFFICER



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<b>RESCINDS:</b>			
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## I. PURPOSE

This directive outlines Department policy and defines procedures for a sworn Department member returning to work from a leave of absence, including but not limited to, disability status and military leaves, and the proper integration back into the Chicago Police Department workforce.

## II. PROCEDURES

A. Sworn Department members returning from a leave of absence of **a year or more** from service will notify the Office Public Safety Administration Human Resources Division (OPSA-HR) of their ability to return to full duty assignment. Absence and return to duty procedures continue to be outlined in the Department directives titled:

1. E03-01 titled, "[Medical Policy](#)" for medical absences.
2. E01-14 titled, "[Military Leave of Absence Act](#)" for military leaves of absences.
3. E01-16 titled, "[Leaves of Absence and Resignations](#)" for other types of leave including but not limited to:
  - a. training leave,
  - b. disability leave,
  - c. paid administrative leave and administrative absences,
  - d. union board member leave,
  - e. leave under the Family and Medical Leave Act (FMLA),
  - f. leave under the Victim's Economic Security and Safety Act (VESSA),
  - g. sickness in family leave,
  - h. traumatic incident leave, and
  - i. personal leave.

B. Prior to being released from the Returning Service Officer Program, a sworn Department member returning to work from a leave of absence of **a year or more** due to a military or personal leave of absence will:

1. contact the OPSA-HR to schedule an appointment to begin the reinstatement process;
2. undergo a mandatory drug test and physical and/or psychological examination, the scope of which will be determined by the Medical Services Section (MSS);
3. obtain a medical clearance prior to returning to duty;
4. attend refresher training and any other training necessary to update a returning member's skills so that he or she has the ability to perform essential tasks; and

5. undergo a weapon qualification and Taser recertification.
- C. Prior to being released from the Returning Service Officer Program, a sworn Department member returning to work from a medical leave of **a year or more** due to a disability status, injury on duty (IOD), or non-injury on duty will:
1. contact the OPSA-HR to schedule an appointment to begin the reinstatement process;
  2. present a letter of clearance from his or her treating physician to the Medical Services Section;
  3. undergo a mandatory drug test and physical and/or psychological examination, the scope of which will be determined by the Medical Services Section;
  4. obtain a medical clearance prior to returning to duty;
  5. attend refresher training and any other training necessary to update a returning member's skills so that he or she has the ability to perform essential tasks; and
  6. undergo a weapon qualification and Taser recertification.

### III. HUMAN RESOURCES RESPONSIBILITIES

- A. OPSA-HR will determine the returning service officer's (RSO) eligibility to return to work by verifying the officer has the following:
1. a valid Firearm Owner's Identification Card;
  2. a valid driver's license issued by the State of Illinois or a Military Deferral Certificate with the member's expired Illinois Driver's License; and
  3. a copy of the member's DD-214 form, if returning from a military leave.
- B. OPSA-HR will submit a To-From-Subject Report to the Medical Services Section when an eligible Department member is returning from a military or a personal leave of absence.
- C. Upon confirmation of the returning member's to return to duty, OPSA-HR will notify the Returning Service Officer Program Supervisor, Training and Support Group and the Chief, Bureau of Patrol that the returning member is eligible for mandatory Returning Service Officer training.

**NOTE:** A member's return to duty may require clearance by the Bureau of Internal Affairs (BIA) if the member left the Department while under investigation.

### IV. MEDICAL SERVICES SECTION (MSS) RESPONSIBILITIES

- A. The Chicago Police Department has a duty and responsibility to ensure all sworn Department members who were absent for **a year or more** and placed on the medical roll due to a disability status, injury on duty (IOD), or non-injury on duty possess the physical stamina and psychological stability to perform required duties upon being released from the RSO Program.
- B. The Medical Services Section will schedule the RSO for a mandatory drug test and physical, and/or psychological examination.

**NOTE:** Department members will refer to the Department directive titled "Drugs, Drug Abuse, and Mandatory Physical and/or Psychological Examinations" for specific procedures.

- C. Once sworn Department members have completed and cleared their drug test and physical and/or psychological examinations, the Medical Services Section will send a notification that the member is fit for duty to the following:
1. RSO Program Supervisor, the Training and Support Group (TSG);

2. Director, Office Public Safety Administration Human Resources Division (OPSA-HR); and
3. City of Chicago Pension Fund.

**NOTE:** The mandatory drug test and physical and/or psychological examination notice form will be retained in the member's medical file and a copy will be provided to the member.

## V. RETURNING SERVICE OFFICER (RSO) TRAINING

- A. It is mandatory for sworn Department members who have been absent for **a year or more** to participate in RSO training prior to returning to duty. The RSO training curriculum is designed to update Department members with knowledge to perform their job safely, professionally, and in accordance with the law and Department policy.
- B. Sworn Department members will be directed to the Training and Support Group where they will report to the RSO Supervisor. The RSO Supervisor will ensure returning Department members complete all mandated training requirements (including demonstrating firearms proficiency) prior to completing the RSO Program.
- C. A sworn Department member returning to work after taking a leave of absence of **a year or more** must complete at a minimum the training on all mandatory content included as part of the In-Service Training Program that was missed during the previous three years. In addition, the following courses are required for RSO training in the current year of their return:
  1. law refresher training;
  2. annual in-service use of force training before returning to their full duty assignment;
  3. technology refresher training;
  4. tactical safety awareness training;
  5. all mandatory e-learning training and all Department directive e-Learning training;
  6. elective courses based on individual RSO needs as determined by the RSO Program Staff; and
  7. courses requested by an individual RSO and approved by the RSO program staff.

**NOTE:** When mandatory training content has been updated or required multiple times during the period of inactivity, officers are only required to take the most recent offering. The training required will count towards the total amount of training required by the In-Service Training Program.

- D. Officers must complete use of force training before returning to unit of assignment.
- E. If an RSO has not obtained a clear physical examination status upon completion of his or her training, the RSO will continue to report to the Training and Support Group until released to active duty.

## VI. RETURNING UNIT OF ASSIGNMENT

- A. The RSO will be restored to his or her career service position provided that the position is available once the RSO has completed the required training and receives a clear drug test and physical examination status from the Medical Services Section.

**NOTE:** A returning service officer may not be reassigned to their previous unit if it is determined that the assignment would interfere with the officer's effectiveness.

- B. If the RSO is returning to duty from an extended leave of absence of **a year or more**, The Bureau of Patrol will provide the Department member with his or her assignment based on unit operational needs.

**NOTE:** RSOs returning from a military leave will be assigned to the same career service position, unit of assignment, and watch that they held prior to the military leave consistent with The Uniform Services Employment and Reemployment Rights Act (38 U.S.C. 4301-4335) and the Service Member Employment and Reemployment Rights Act (330 ILCS 61).

**VII. GLOSSARY TERMS**

**Returning Service Officer (RSO):** a sworn Chicago Police Department member returning from an extended absence from service, including a leave of absence, (e.g.; maternal, parental, personal, military leave, or medical absence) that the Department has deemed necessary to train before returning to "Full Duty" status.

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