



3-21 SCHEDULED AND UNSCHEDULED LEAVE

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 2-2 Department Property
- 2-5 Department Vehicles
- 2-76 Court
- 3-20 Overtime, Compensatory Time, and Work Shift Designation

B. Form(s)

City of Albuquerque Supervisor's Injury Investigation Report
Family Medical Leave Act (FMLA) Packet

C. Other Resource(s)

Agreement Between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO
 Agreement Between the City of Albuquerque and Prisoner Transport Officers
 City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees (AFSCME, Local 2962, AFL-CIO, CLC)
 City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)
 City of Albuquerque Personnel Rules and Regulations, § 401.4 A. Certification of Sick Leave
 Family Medical Leave Act of 1993
 Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994

D. Rescinded Special Order(s)

SO 21-133 Amendment to SOP 3-21 Scheduled and Unscheduled Leave; and Rescission of Special Order 20-63 Military and FMLA Leave

3-21-1 Purpose

The purpose of this policy is to outline the procedures for scheduled and unscheduled leave.

3-21-2 Policy

It is the policy of the Albuquerque Police Department (Department) to ensure eligible Department personnel may use their leave in accordance with established City guidelines and requirements and, when applicable, in accordance with the employee's union contract.

N/A

3-21-3 Definitions



None

N/A 3-21-4 Union Contracts

- A. Department personnel who oversee the Department's procedures on leave shall adhere to the provisions outlined in the following union contracts:
1. The City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA);
 2. The City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees;
 3. The agreement between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO; and
 4. The agreement between the City of Albuquerque and Prisoner Transport Officers.

7 3-21-5 Procedures

A. Family Medical Leave Act (FMLA) Leave

1. Department personnel shall:
 - a. Pick up an FMLA packet from City of Albuquerque Employee Relations in City Hall for any non-duty disability leave and use of five (5) or more consecutive days of sick leave;
 - b. Submit the FMLA packet to City of Albuquerque Human Resources Department personnel for any qualifying event; and
 - c. Notify their direct supervisor and the Operations Review Section Staffing Detective of their expected leave dates, prior to being placed on FMLA status.
2. A Department supervisor shall ensure Department personnel who are under their supervision pick up and submit an FMLA packet to City of Albuquerque Human Resources Department personnel for any qualifying event.
 - a. Upon notification from the employee, the employee's direct supervisor shall notify the Operations Review Section Staffing Detective.
3. Department personnel shall be prohibited from working overtime when they are taking FMLA leave.

6 B. Injured Light Duty (ILD) Leave

1. Department personnel who sustained an injury while on-duty or acquired a job-related illness shall promptly notify:



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

N/A

- a. Their immediate supervisor;
 - b. The Operations Review Section;
 - c. Department Human Resources Division personnel; and
 - d. City of Albuquerque Risk Management personnel through Medcor.
 - i. Medcor personnel provide a call reference number for the City of Albuquerque Supervisor's Injury Investigation Report.
2. Department personnel who sustained an injury while on-duty or acquired a job-related illness and require medical care on a week day between 0800 and 1700 hours shall report to the City of Albuquerque Employee Health Center.
3. Department personnel who sustained a serious injury while on-duty or acquired a job-related illness on the weekend or before 0800 and after 1700 hours shall:
- a. If it is an emergency, call Albuquerque Fire Rescue (AFR) paramedics;
 - b. If it is a non-emergency, call Medcor who will recommend any appropriate additional medical care including, but not limited to, treatment at an approved local emergency medical facility; and
 - c. Report to or have someone call City of Albuquerque Employee Health Center medical personnel on the next working day.
4. Department personnel who are admitted to a medical facility for treatment of a work-related injury shall notify City of Albuquerque Employee Health Center medical personnel at the time of admission or within a reasonable time.
- a. The City of Albuquerque Employee Health Center Medical Director must pre-authorize treatment for work-related injuries by the Department employee's primary care physician or any other physician who does not work for the City of Albuquerque Employee Health Center.
 - i. The City of Albuquerque Employee Health Center Medical Director shall authorize and select a certified specialist for any necessary specialty care.
5. When Department personnel are under the care of an outside consulting physician, following each visit, they shall also be seen by City of Albuquerque Employee Health Center medical personnel to keep them informed of their progress.
6. **ILD Leave Request**
- a. Prior to returning to work, Department personnel who are on ILD must provide to Department Human Resources Division and Operations Review Section personnel:
 - i. Written approval by City of Albuquerque Employee Health Center medical personnel that authorizes them to return to work, which should state whether any limitations exist;
 - ii. Approval by the chain of command up through the Bureau Deputy Chief of Police or the area commander; and



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

- iii. Verification of time lost by Payroll Section personnel.
 - b. If the employee's attending physician authorizes them to return to full-time status and City of Albuquerque Employee Health Center medical personnel are unavailable, they shall report to their next assigned shift.
7. A supervisor shall:
- a. Ensure that their employee receives the appropriate medical treatment;
 - b. Investigate the injury or job-related illness;
 - c. Complete the City of Albuquerque Supervisor's Injury Investigation Report;
 - d. Within three (3) working days from their employee's work-related injury or illness, submit the City of Albuquerque Supervisor's Injury Investigation Report through their chain of command to City of Albuquerque Risk Management Division personnel at riskmgmt@cabq.gov;
 - i. If the Department employee's work-related injury or illness does not require medical treatment, the supervisor shall indicate in the City of Albuquerque Supervisor's Injury Investigation Report "For Reporting Purposes Only," and report the injury to City of Albuquerque Risk Management Division personnel immediately or the next working day if the supervisor is completing the report after hours or during the weekend.
 - e. Document in the City of Albuquerque Supervisor's Injury Investigation Report when their employee sustains an injury due to a criminal offense;
 - i. The investigating supervisor shall include a copy of the Uniform Incident Report and, if known, the name and address of the individual who committed the crime.
 - f. Have a Crime Scene Specialist (CSS) take photographs of their employee's injuries if the injuries are a result of a criminal offense and/or if the supervisor reasonably believes that photographs are essential for the criminal case;
 - g. If their employee's injury was the result of a traffic crash or a criminal offense, submit a copy of the completed Uniform Incident Report(s), Supplemental Report(s), Uniform Crash Report(s), and the City of Albuquerque Supervisor's Injury Investigation Report to City of Albuquerque Risk Management Division personnel and notify their chain of command; and
 - h. If their employee's injury was the result of a shooting, respond to the scene to ensure that a Uniform Incident Report is completed on the officer's behalf.
 - i. The supervisor shall attach the Uniform Incident Report to the City of Albuquerque Supervisor's Injury Investigation Report.

C. Military Leave

- 1. Department personnel who are on active military duty shall:
 - a. Email the Operations Review Section Staffing Detective when they receive military orders, when they expect to return to military duty, and their expected leave dates;



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

- b. Use military leave in accordance with the provisions outlined in the Uniformed Services Employment and Reemployment Rights Act (USERRA) and their union contract;
 - i. Paid military leave shall be the preferred method of compensation.
 - c. Be authorized to use their compensatory time or vacation leave after their military leave has been exhausted.
 - i. Department personnel may also use hazard pay as long as they have accrued more than eight-hundred (800) hours.
 - d. Be allowed to attend regularly scheduled drills;
 - e. Notify their immediate supervisor and Payroll Section personnel of their anticipated absences, including regularly scheduled drills at the beginning of the federal fiscal year (October 1st);
 - i. The employee's immediate supervisor and Payroll Section personnel may request for their commander or non-commissioned officer-in-charge (NCOIC) to list the planned training activities in a memorandum.
 - ii. When scheduled drill dates change on short notice, Department personnel must provide documentation of the change in drill dates to Payroll Section personnel from their military supervisor.
2. When Department personnel receive active military orders, the following procedures shall be completed in this order:
- a. If the active military orders last longer than fourteen (14) days but less than thirty (30) days, Department personnel shall park their Department-issued vehicle at the City of Albuquerque Pino Yards by placing the keys in the appropriate drop box, and shall notify the Operations Review Section Fleet Manager, consistent with SOP Department Vehicles;
 - b. Department personnel shall take a copy of the military orders to Payroll Section personnel;
 - i. Payroll Section personnel shall inform Property Unit personnel of the change in status.
 - ii. Payroll Section personnel shall notify City of Albuquerque Risk Management Division personnel to remove the employee's name from the random drug test pool if orders exceed five (5) days.
 - iii. Payroll Section personnel shall notify the Military Liaison Officer of the military orders.
 - c. Department personnel shall turn in Department-issued equipment to Property Unit personnel, if the military orders last longer than thirty (30) days, consistent with SOP Department Property;
 - d. If active military orders are extended, Department personnel shall inform Payroll Section personnel and the Military Liaison Officer;
 - e. Department personnel shall send a copy of the extended military orders to Payroll Section personnel;
 - i. City of Albuquerque health insurance benefits cease unless the Department employee continues to pay their portion of the benefit.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

3. When Department personnel return from active military duty and/or re-acclimation time, the following procedures shall be completed in this order:
 - a. Department personnel shall report to Payroll Section personnel to obtain a check-in procedure list;
 - b. Department personnel shall provide a copy of any amended orders to Payroll Section personnel, specifically orders ending earlier than previously scheduled;
 4. Payroll Section personnel shall inform Internal Affairs Professional Standards Division personnel, City of Albuquerque Risk Management Division personnel, and the Advanced Training Unit sworn personnel of the employee's return from active military duty.
 - ii. Department personnel shall contact the Military Liaison Officer for questions or concerns;
 - iii. Consistent with the City of Albuquerque's Substance Abuse Policy, Department personnel who have been on an active military status for a period of ninety (90) days or more shall complete a drug test at the earliest opportunity;
 - iv. Upon completion of the drug test, Department personnel shall report to Advanced Training Unit personnel if they are an officer, or shall report to their supervisor if they are a civilian employee;
 - v. When the results of the drug test are received, for sworn personnel, Operations Review Section personnel shall notify the employee, the Military Liaison Officer, and Property Unit personnel; and
 - vi. Pursuant to USERRA, Department personnel shall be authorized to use re-acclimation time based on length of deployment.
 1. If Department personnel choose to take re-acclimation time, it shall be used prior to returning from active military duty.
 2. When taking re-acclimation time, Department personnel may also use vacation leave and/or compensatory time.
4. Department personnel shall be authorized to use military leave with pay in accordance with the City of Albuquerque Merit System Ordinance and their union contract.
 - a. Department personnel who request to use military leave with pay shall notify Court Services Unit personnel of the anticipated absence, consistent with SOP Court.
 - i. This includes using military leave to cover monthly drills and deployment.
 - b. If orders are received in less than forty-eight (48) hours' notice, the Department employee's supervisor may provide notice to Court Services Unit personnel on their behalf.
 - i. Department personnel shall notify their supervisors and Payroll Section personnel of expected active-duty military requirements as soon as possible.
 1. Time coded as military leave shall not count towards completion of the Department employee's twelve (12) month probation.
 2. Department seniority shall not be affected due to military leave.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

- c. The Department employee's military orders must include travel time in order to claim it as military leave.

6

5. The Military Liaison Officer shall:

- a. Be appointed by the Chief of Police;
- b. Be both sworn personnel and a commissioned officer in the guard/reserve;
- c. Ensure participation and be familiar with employee support that is provided by the guard and reserve programs; and
- d. Be available to coordinate and resolve problems between a Department supervisor or military supervisor and their employee at the lowest, most informal level possible, in addition to their normal duties.
 - i. If the Military Liaison Officer is unable to resolve the problem, they shall refer the issue to the Operations Review Division Commander.

6. A Department supervisor shall:

- a. In accordance with federal and state laws, make every effort to support Department personnel who need to be absent from work for reserve training by ensuring that they are allowed the required time-off;
- b. Allow Department personnel who receive military orders for reserve training to use their military leave for any activity or training in order to cover training time; and
- c. Not prohibit their employee from using their military leave when their military orders for reserve training are unavailable at the time of departure.

D. Sick Leave

1. Department personnel shall be authorized to use accumulated sick leave for a non-duty disability or illness, or they may request leave for a non-duty disability or illness in accordance with the provisions in their union contract.
 - a. Department personnel who exhaust their accumulated sick leave may request in writing to take additional leave by using their accrued vacation leave, accrued compensatory time, or leave without pay as covered under FMLA.
 - b. Department personnel who are absent for ten (10) consecutive work days or more who use sick leave or non-duty disability leave to cover the absence shall report to the City of Albuquerque Employee Health Center and may be required to undergo an examination by medical personnel prior to returning to work.
 - c. If required, Department personnel shall complete an FMLA packet prior to returning to work.
 - d. The Department employee's supervisor shall ensure that a leave request is submitted for each pay period.
2. The Department shall consider a Department employee's use of sick leave as acceptable if it is within forty-four percent (44%) of the amount of leave they accrue within one (1) year.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

- a. Department personnel who use more than forty-four percent (44%) of the sick leave that they accrue within one (1) year as overutilization and shall be just cause for disciplinary action.
 - i. When Department personnel exceed this amount, they shall provide documentation of all absences for a non-duty disability or illness, consistent with City of Albuquerque Personnel Rules and Regulations, § 401.4 A.
 - ii. Department personnel whose employment is protected under FMLA or who use sick leave that exceeds this amount shall be exempt from disciplinary action.
3. Department personnel must have accrued more than five hundred (500) hours before they can donate sick leave to another employee.

E. Vacation Leave and Compensatory Time

N/A

1. A supervisor shall ensure minimum staffing levels are maintained when approving or denying vacation leave and compensatory time requests, consistent with SOP Overtime, Compensatory Time, and Work Shift Designation (refer to SOP Overtime, Compensatory Time, and Work Shift Designation for sanction classifications and additional duties).
2. Department personnel are prohibited from donating or transferring compensatory time to another employee.

F. Other Circumstances Involving Leave

1. Leave without Pay

- a. Department personnel who have a scheduled medical procedure, such as corrective surgery, physical therapy, or for pregnancy, must advise their supervisor.
 - i. Department personnel who are unable to perform their assigned duties because of pregnancy or a non-duty disability may use their accrued sick leave, vacation leave, or compensatory time, or they may request additional leave without pay in accordance with the City of Albuquerque Merit System Ordinance, City of Albuquerque Personnel Rules and Regulations, and/or applicable union contracts.
 - ii. A supervisor shall approve all requests for leave without pay for five (5) days or less.
 1. Department personnel shall obtain approval from the Chief of Police to take leave without pay when it is for more than five (5) days.
 2. The Department employee shall refer to their union contract because it may provide variances for leave without pay.

2. Paid Leave Status



- a. Department personnel shall not submit and supervisors shall not approve any documentation that indicates Department personnel are on more than one (1) type of paid leave status for the same work period at any given time.
 - i. The only exception to this rule is when Department personnel are on paid leave and working Chief's Overtime (COT).

3-21-6 Training

- A. Department personnel who return to a full-time status after taking leave for thirty (30) days or more shall immediately notify the Operations Review Section Staffing Detective, Payroll Section personnel, and Department Human Resources Division personnel.
 1. The Operations Review Section Staffing Detective shall direct the employee to contact Advanced Training Unit personnel about their return to work.
 2. The Advanced Training Unit Sergeant shall ensure that the Department employee is current in all required advanced training.
 - a. If the Department employee missed any required advanced training during their absence, the Advanced Training Unit Sergeant shall schedule for the Department employee to make up the training as soon as practicable.

REDLINED



3-21 **SCHEDULED AND UNSCHEDULED LEAVE**

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 2-2 Department Property
- 2-5 Department Vehicles~~2-76 COURT~~
- ~~2-57 Use of Force: Review and Investigation by Department~~
- 2-76 Court ~~2-2 DEPARTMENT PROPERTY~~
- 3-20 Overtime, Compensatory Time, and Work Shift Designation
- ~~2-76 COURT~~
- ~~2-2 DEPARTMENT PR~~

B. Form(s)

- City of Albuquerque Supervisor's Injury Investigation Report
- Family Medical Leave Act (FMLA) Packet
- ~~City of Albuquerque Supervisor's Injury Investigation Report~~

C. Other Resource(s)

- Agreement Between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO
- Agreement Between the City of Albuquerque and Prisoner Transport Officers
- City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees (AFSCME, Local 2962, AFL-CIO, CLC)
- City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)
- City of Albuquerque Personnel Rules and Regulations, § 401.4 A. Certification of Sick Leave
- Family Medical Leave Act of 1993
- Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994

D. Rescinded Special Order(s)

- ~~SO X Subject~~ 20-63 Military and FMLA Leave ~~SO 21-133 Amendment to SOP 3-21 Scheduled and Unscheduled Leave; and Rescission of Special Order 20-63 Military and FMLA Leave~~

3-21-1 **Purpose**

The purpose of this policy is to establish guidelines and outline the procedures rules for scheduled and unscheduled leave. This policy also covers the steps for officers in the military for attending drill, trainings and deployments.



3-21-2 _____ Policy

It is the policy of the Albuquerque Police Department (Department) to ensure grant manage ~~appropriate types of leave to~~ eligible Department personnel may use their leave in accordance with established City guidelines and requirements and, when applicable, in accordance with the employee's union contract.~~e...~~

N/A

3-21-3 _____ Definitions

None

N/A

~~Collective Bargaining Agreement~~

3-21-4 Union Contracts

A. Department personnel who oversee the Department's procedures on leave shall adhere to the provisions outlined in the following union contracts:

1. The City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA);
2. The City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees (AFSCME, Local 2962, AFL-CIO, CLC);
3. The ~~A~~ ^B Agreement ~~between~~ the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO; and
4. The ~~A~~ ^B Agreement ~~between~~ the City of Albuquerque and Prisoner Transport Officers.

7

3-21-5 _____ Procedures

A. Family Medical Leave Act (FMLA) ~~Coverage~~ ~~Leave~~ ~~Leave~~

Department personnel shall:

1.
 - a. Pick up an FMLA packet from City of Albuquerque Employee Relations in City Hall for any non-duty disability leave and use of five (5) or more consecutive days of sick leave;
 - b. Submit the ~~Family Medical Leave Act (FMLA)~~ packet to ~~the~~ City of Albuquerque Human Resources Department personnel for any qualifying event; and



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

- c. Notify their direct supervisor and the Operations Review Section Staffing Detective of their expected leave dates, prior to being placed on FMLA status.
~~notify their direct supervisor and the Operations Review Section Staffing Detective of their expected leave dates.~~

~~Department personnel who use FMLA shall contact the Operations Review Unit sergeant via email when the leave occurs and when they return to duty.~~

~~Department personnel shall include their expected leave dates.~~

~~— A Department supervisors shall :~~

~~— Ensure Department personnel who are under their supervision pick up and submit an Family Medical Leave Act (FMLA) packet to from City Employee Relations on the 7th floor of City Hall for any non-duty disability leave and use of five (5) or more consecutive days of sick leave;~~

2. ~~Ensure Department personnel who are under their supervision submit the Family Medical Leave Act (FMLA) packet to the City of Albuquerque Human Resources Department personnel for any qualifying event.~~

a. ~~Upon notification from the employee, the employee's direct supervisor shall notify the Operations Review Section Staffing Detective.~~

3. ~~Department personnel shall be prohibited from working overtime when they are taking FMLA leave.~~

~~Department Personnel Shall:~~

~~Prior to being placed on FMLA status, notify their direct supervisor and the Operations Review Section Staffing Detective.~~

~~Require personnel to pick up and complete a Family Medical Leave Act (FMLA) packet from City Employee Relations on the 7th floor of City Hall for any non-duty disability leave and use of five (5) or more consecutive days of sick leave.~~

~~Approve all requests for leave without pay for five (5) days or less. More than five (5) days requires the approval of the Chief of Police. Collective bargaining agreements may provide variances for leave without pay requests.~~

6

B. ~~Injury in Line of~~ Injured Light Duty (ILD) Leave

~~— Department personnel :~~

1. ~~Who~~ who sustained an injury while on-duty or acquired a job-related illness shall promptly notify:

a. ~~‡~~ Their immediate supervisor;



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

N/A

~~b. The Operations Review Section;
and Department the Human Resources Section Division personnel; and~~

~~c.~~

~~d. On the job, injuries or job-related illnesses shall also be reported to City of Albuquerque Risk Management personnel through Medecor.~~

~~i. Medecor will personnel will provide a call reference number for the City of Albuquerque Supervisor's Injury Investigation Report.~~

~~2. Department personnel Who who are sustained an injured while on-duty or acquired a job-related illness and require medical care on a week day between 0800 and 1700 hours on weekdays shall report to the City of Albuquerque Employee Health Center.~~

~~3. Department personnel Who who are were seriously injured or who sustained if the an injury sustained a serious injury while on-duty or acquired a job-related illness occurred after on the weekend after or before the hours of 0800 and after 1700 hours or on weekends they shall:~~

~~a. If it is an emergency, call Albuquerque Fire and Rescue (AFR) paramedics;~~

~~b. If it is a Non-Emergency, call Medecor who will recommend any appropriate additional medical care including, but not limited to, treatment at an approved local medical emergency medical facility; and
Report to, or have someone call, City of Albuquerque the Employee Health Center medical staff personnel on the next working day.~~

~~c.~~

~~e. Department personnel Who who are admitted to a hospital medical facility for treatment of an injury sustained (a work-related injury when?), must shall notify the medical doctor for the City of Albuquerque's Employee Health Center medical personnel, or their representative, must be notified at the time of admission or within a reasonable time.~~

~~4.~~

~~The City of Albuquerque Employee Health Center Medical Director must pre-authorize treatment for work-related injuries by the Department personnel employee's primary care physicians or any other physicians who does not work for the not on the staff of the City of Albuquerque Employee Health Center.~~

~~a.~~

~~i. The City of Albuquerque Employee Health Center Medical Director shall authorize and select a certified specialist if treatment by a certified specialist is required for any necessary specialty care.~~

~~5. When Department personnel are under the treatment by care of an outside consulting physician, following each visit, they shall also be seen by the City of Albuquerque Employee Health Center medical staff personnel following each visit~~



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

~~with the consulting physician personnel in order that for the City of Albuquerque Employee Health Center to stay keep them remains informed of their progress.~~

6. ~~Completion of~~ ILD Leave Request for ILD

- a. ~~Prior to returning to work, Department P~~ personnel who are on ILD must report provide to Department the Department Human Resources Division (HR) and Operations Review Section prior to returning to work personnel. This requires:
 - i. ~~Written approval by the City of Albuquerque Employee Health Center medical staff personnel allowing personnel that authorizes them to return to work, which should, and state whether ing what, if any, limitations exist;~~
 - ii. ~~Approval by the chain of command up through the Bureau Deputy Chief of Police or the area commander; and~~
 - iii. ~~Verification of time lost by Police Payroll Section personnel.~~
- b. ~~If the employee's attending physician releases personnel back to return to full-time status and full duty during a time when the medical staff of the City of Albuquerque Employee Health Center is medical personnel are not unavailable, they personnel shall report to their next assigned shift.~~

7. ~~A S~~ Supervisor's shall:

- a. ~~Ensure that their employee receives the appropriate medical treatment is obtained by the injured employee by (fill in the blank) (How do you verify this?);~~
 - b. ~~Investigate the injury or job-related illness; and~~
 - c. ~~Complete the City of Albuquerque Supervisor's Injury Investigation Report; Within three (3) working days from their employee's work-related injury or illness. If the injury or job related illness does not require medical treatment, the supervisor shall mark the report for "reporting purposes only," and report the injury to Risk Management immediately, or the next working day if after hours or on weekends.~~
 - d. ~~Submit This the City of Albuquerque Supervisor's Injury Investigation Report must be submitted through their chain of command to City of Albuquerque the Claims Validation Unit Risk Management Division personnel at riskmgmt@cabq.gov within three (3) working days;~~
 - i. ~~If the Department employee's work-related injury or illness the injury or job-related illness does not require medical treatment, the supervisor shall indicate in the City of Albuquerque Supervisor's Injury Investigation Report report "For Reporting Purposes Only," and report the injury to City of Albuquerque Risk Management Division personnel immediately, or the next working day if the supervisor is completing the City of Albuquerque Supervisor's Injury Investigation R Report after hours or during the weekend.~~
- ~~Have a Crime Scene Specialist (CSS) take photographs taken by (someone) a Crime Scene Specialist (CSS) of their employee's injuries sustained by Department personnel. If the injuries are a result of a criminal offense and/or if~~



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

~~the supervisor reasonably believes that photographs are vital to the criminal case;~~

e. ~~Document in the City of Albuquerque Supervisor's Injury Investigation Report when Department personnel or their employee sustains an injured injury due to a criminal offense;~~

i. ~~The investigating supervisor's Injury Investigation Report shall contain the shall include a copy of the Uniform Incident Report number and, if known, the name and address of the offender individual who committed the crime's name and address if known.~~

f. ~~Have a Crime Scene Specialist (CSS) take photographs of their employee's injuries if the injuries are a result of a criminal offense and/or if the supervisor reasonably believes that photographs are essential for the criminal case;~~

g. ~~If their employee's injury was the result of a traffic crash or a criminal offense, Submit a copy of the completed Uniform Incident Report(s), all related Supplemental Report(s), and/or the Uniform Crash Report(s) if the injury was a result of a traffic crash or a criminal offense, and, along with the City of Albuquerque Supervisor's Injury Investigation Report to the City of Albuquerque Risk Management Division personnel at riskmgmt@cabq.gov via and notify their chain of command; and~~

h. ~~If their employee's Respond to the scene if their employee's injury was the result of a shooting, respond to the scene to ensure that a Uniform Incident Report is completed on the officer's behalf.~~

i. ~~The supervisor shall attach the in order for the Uniform Incident Report to be attached to the City of Albuquerque Supervisor's Injury Investigation Report in accordance with consistent with SOP Use of Force: Review and Investigation by Department (refer to SOP Use of Force: Review and Investigation by Department personnel for sanction classifications and additional duties).~~

N/A

~~Completion of Leave Request for ILD. (Why is this listed below Would it be better to incorporate these into B.1. through B.5. or make it a new B.6., above the supervisor's duties?)~~

~~Department Personnel on ILD must report to the Department Personnel Division (Human Resources (HR) and Operations Review Section, if applicable, prior to returning to work. This requires:~~

~~Written approval by the City of Albuquerque Employee Health Center medical staff allowing personnel to return to work, and stating what, if any, limitations exist;~~

~~Approval by the chain of command up through the bureau deputy chief or area commander; and~~

~~Verification of time lost by Police Payroll personnel.~~

~~If the attending physician releases personnel back to full duty during a time when the medical staff of the City of Albuquerque Employee Health Center is not available, personnel shall report to their next assigned shift.~~

~~Personnel may be allowed to work assigned shifts until necessary individuals are available to complete the clearance process.~~

~~Injured Light Duty (ILD) Leave~~

N/A



C. Military Leave

1. Department personnel who are on active military duty also members of the military shall:
 - a. Email ~~Contact~~ the Operations Review Section ~~sergeant Manning Staffing~~ ~~via email~~ when they receive military orders, and when they expect to return to military duty, and their expected leave dates;
 - b. Use military leave in accordance with the provisions outlined in the Uniformed Services Employment and Reemployment Rights Act (USERRA) and their union contract;
 - ~~====~~
 - ~~====~~ In the email include the expected leave dates.
 - ~~====~~ Be allowed to attend regularly scheduled drills;
 - i. Paid ~~M~~military ~~L~~leave shall be the preferred method of compensation.
 - c. ~~Have the discretion~~ Be authorized to use their ~~C~~compensatory time or vacation leave ~~may be used at the employee's discretion~~ after their military leave has been exhausted.
 - i. Department personnel may also use ~~S~~sick ~~H~~hazard pay ~~may also be used~~ as long as they ~~employee has~~ have accrued more than eight-hundred (800) hours ~~or more of sick leave accrued~~.
 - d. Be allowed to attend regularly scheduled drills;
 - ~~====~~
 - ~~====~~ Military ~~L~~leave without pay shall be used per the CBA and USERRA ~~City of Albuquerque Merit System Ordinance~~.
 - e. Notify their immediate supervisors and Payroll ~~Personnel~~ Section personnel of their anticipated absences, ~~to include~~ regularly scheduled drills at the beginning of the federal fiscal year (October 1st);
 - i. The employee's immediate ~~S~~supervisors and Payroll ~~Section P~~personnel may request for their ~~a memorandum from personnel's unit C~~ Commander or ~~Non-C~~ommissioned ~~O~~fficer-in-c-~~C~~harge (NCOIC) to list their ~~ing~~ planned training activities in a memorandum.
 - ii. When scheduled drill dates change on short notice, Department personnel must provide documentation of the change in ~~D~~drill dates to Payroll Section ~~P~~personnel from their military supervisor.
2. When Department personnel receive active military orders, they shall the following procedures shall be completed ~~the following procedures~~ in this order:
 - a. If the active military orders last longer than fourteen (14) days but less than thirty (30) days, Department personnel shall park their Department-issued vehicle at the City of Albuquerque Pino Yards by placing the keys into the appropriate drop box, and shall notify the Operations Review Section Fleet Manager, consistent with SOP Department Vehicles;
 - b. Department personnel shall ~~T~~take a copy of the military orders to Payroll Section personnel;



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

- i. Payroll Section personnel shall inform Property Unit personnel of the change in status.
 - ii. Payroll Section personnel shall notify City of Albuquerque Risk Management Division personnel to remove the employee's name from the "random drug test" pool if orders exceed five (5) days.
 - iii. Payroll Section personnel shall notify the Military Liaison Officer of the military orders.
 - c. Department personnel shall turn in Department-issued equipment to Property Unit personnel, if the military orders last longer than thirty (30) days, consistent with SOP Department Property;
 - d. If active military orders are extended, Department personnel shall inform Payroll Section personnel and the Military Liaison Officer;
 - e. Department personnel shall send a copy of the extended military orders to Payroll Section personnel;
 - i. City of Albuquerque health insurance benefits cease unless the Department employee continues to pay their portion of the benefit.
- 4.3. When Department personnel return from active military duty and/or re-acclimation time, they shall complete the following procedures shall be completed in this order:
- a. Department personnel shall report to Payroll Section personnel to obtain a check-in procedure list;
 - b. Department personnel shall provide a copy of any amended orders to Payroll Section personnel, specifically orders ending earlier than previously scheduled;
 - 4. Payroll Section personnel shall inform Internal Affairs Professional Standards Division personnel, City of Albuquerque Risk Management Division personnel, and the Advanced Training Unit (sworn personnel) of the employee's return of the from active military member duty.
 - ii. Department personnel shall contact the Military Liaison Officer for questions or concerns;
 - iii. Consistent with the City of Albuquerque's Substance Abuse Policy, Department personnel returning military members who have been on an active military status for a period of ninety (90) days, or more, shall complete report for a drug test to be completed. The test shall be completed at the earliest opportunity;
 - iv. Upon completion of the drug test, the returning military member Department personnel shall report to the Advanced Training Unit at the Albuquerque Police Department Academy personnel if they are an officer, or shall Sworn or report to their supervisor if they are a civilian employee; and
 - v. When the results of the drug test are received, for sworn personnel, Operations Review Section personnel shall notify the returning military member employee, the Military Liaison Officer, and the Property Unit for Sworn personnel; and;



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

vi. Pursuant to USERRA, Department personnel shall be authorized to use ~~USERRA gives allowance for~~ re-acclimation time based on length of deployment.

1. If Department personnel ~~a military member~~ chooses to take re-acclimation time, it shall be used prior to ~~checking back in~~ returning from active military duty ~~with the Department~~.

2. ~~Upon~~ When taking re-acclimation time, ~~a military member~~ Department personnel may also use vacation leave and/or compensatory time ~~during that time~~.

~~Every effort should be made to minimize the negative impact of absences on non-military members.~~

~~As provided for by In accordance with federal and state and federal laws, (someone)the Department shall make every effort shall be made to support Department personnel who shall need to be absent from work for reserve training by ensuring that they are allowed the required time off.~~

~~The guidelines for leave are:~~

~~Department pPersonnel are are authorized to use their paid military leave for reserve training consistent in accordance with their respective union contract.;~~

~~Department (Someone)supervisors shall allow Department personnel who receive military orders for reserve training to use their military Lleave shall be granted for any activity or training in order to cover for personnel who have active duty orders. This shall include any active duty training time.~~

~~The Department employee's military Oorders must include travel time in order to claim travel time it aas part of military leave.~~

~~(Someone)Department supervisors shall not prohibit their employee from using their military Lleave mayshall still be authorized even ifwhen their military orders for reserve training are not unavailable at the time of departure.~~

4. Department personnel shall be authorized to use military leave with pay in accordance with the City of Albuquerque Merit System Ordinance and their union contract.

a. Department Ppersonnel who request to using military leave with pay, ~~including monthly drill and deployment~~, shall notify Court Services Unit personnel of the anticipated absence, consistent with SOP Court.

i. This includes using military leave to cover monthly drills and deployment.

b. If orders are received ~~with~~ within less than forty-eight (48) hours' notice, the Department employee's ~~military member's~~ supervisor may provide notice to Court Services Unit personnel on their behalf.

i. PDepartment personnel shall notify their supervisors and ~~the~~ Payroll UnitSection personnel ~~as far in advance as possible~~ of expected active-duty military requirements as soon as possible.

~~Time coded as military leave shall not count towards completion of the Department employee's twelve (12) month probation.~~

1.

2. Department seniority shall not be affected due to military leave.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

c. The Department employee's military orders must include travel time in order to claim it as military leave.

6

5. The ~~m~~Military ~~L~~Liaison ~~O~~Officer shall:

- a. Be appointed by the Chief of Police;
- b. Be both sworn personnel and a commissioned officer in the guard/reserve;
- c. Ensure participation and be familiar with ~~E~~Employee ~~S~~Support that is of provided by the ~~G~~Guard ~~a~~and ~~r~~Reserve programs; and
- d. Be available to coordinate and resolve problems between a Department supervisor or military supervisor ~~(whether military or Department)~~ and their employee at the lowest, most informal level possible, in addition to their normal duties.
 - i. If the Military Liaison Officer is unable to resolve the problem, they shall ~~bring the issue to attention of the~~ refer the issue to the Operations Review Division Commander.

6. A Department ~~S~~Supervisor ~~S~~shall:

- a. In accordance with federal and state laws, make every effort to support Department personnel who need to be absent from work for reserve training by ensuring that they are allowed the required time-off;
- b. Allow Department personnel who receive military orders for reserve training to use their military leave for any activity or training in order to cover training time; and
- c. Not prohibit their employee from using their military leave when their military orders for reserve training are unavailable at the time of departure.

D. Sick Leave

~~Department personnel~~

1. ~~May~~ shall be authorized to use accumulated sick leave for a non-duty disability, ~~work-related injury, and~~ or illness, or they may request leave for a non-duty disability or illness ~~as provided by~~ in accordance with the provisions in their union ~~contract~~ collective bargaining agreements;

a. Department personnel ~~W~~who exhaust their accumulated sick leave may request, in writing, to take additional leave ~~from~~ by using their accrued vacation leave, accrued compensatory time, or ~~family leave~~ leave without pay as covered under FMLA.

~~The Department personnel employee must have accrued more than five hundred (500) hours before they can donate leave to another employee.~~



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

- ~~— Department personnel who are absent for ten (10) consecutive work days or more due to who use sick leave or non-duty disability leave to cover the absence shall :~~
- ~~b. a. Report to the City of Albuquerque Employee Health Center and may be required to undergo an examination by the medical staff personnel prior to returning to work.;~~
- ~~c. If required, Department personnel shall complete an FMLA packet prior to returning to work.;~~ ~~and~~
- ~~d. The Department employee's supervisors shall ensure that a leave request is submitted for each pay period.~~

~~2. Department personnel must have accrued more than five hundred (500) hours before they can donate sick leave to another employee.~~

2. The Department shall consider a Department personnel's acceptable employee's use of level of sick leave usage shall as acceptable if it is within be forty-four percent (44%) of the amount of leave they accrued for accrue within one (1) year.

a. Department personnel who use more than forty-four percent (44%) of the sick leave that they accrue within one (1) year as usage over the specified percentage is considered overutilization and is shall be just cause for disciplinary action.

i. When Department personnel exceed this amount, they shall provide documentation of all absences for a non-duty disability or illness, consistent with City of Albuquerque Personnel Rules and Regulations, § 401.4 A.

ii. Department personnel whose employment is protected under Absences involving FMLA leave (i.e., hospitalization, outpatient surgery, serious illness or disability requiring long term sick leave absences, including childbirth) or who use emergency sick leave that exceeds shall be exempt from the forty-four percent (44%) standard of sick leave that they accrue within one (1) year this amount shall be exempt from disciplinary action.

~~— Department personnel shall provide documentation of Aall absences require appropriate documentation for a non duty disability or illness, consistent with City of Albuquerque Personnel Rules and Regulations, § .~~

~~— Under no circumstance shall comp time be donated or transferred to another employee.~~

~~D.~~
3. Department personnel must have accrued more than five hundred (500) hours before they can donate sick leave to another employee.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

- ~~— Military Leave with pay is authorized consistent with the City of Albuquerque Merit System Ordinance;~~
- ~~— Department Personnel who request Military Leave shall submit their military orders that direct them to active duty or active duty for training to the Payroll Unit.~~
- ~~— Personnel requesting Military Leave, including monthly drill and deployment, shall notify Court Services of the anticipated absence consistent with SOP Court.~~
- ~~— If orders are received with less than forty-eight (48) hours' notice, the military member's supervisor may provide notice to Court Services on their behalf.~~
 - ~~— Personnel shall notify their supervisors and the Payroll Unit as far in advance as possible of expected active duty military requirements.~~
- ~~— Department Personnel receiving active military orders shall complete the following in order:~~
 - ~~— If the active military orders last longer than fourteen (14) days but less than thirty (30) days, personnel shall park their Department vehicle at Pino Yards placing the keys into the appropriate drop box, and shall notify the Operations Review Section consistent with SOP Department Property Department Vehicles;~~
 - ~~— Take a copy of the military orders to Payroll/Personnel;~~
 - ~~— Payroll shall inform Property of the change in status.~~
 - ~~— Payroll shall notify Risk Management to remove the employee's name from the "random drug test" pool if orders exceed five (5) days.~~
 - ~~— Payroll shall notify the Military Liaison Officer of orders.~~
 - ~~— Turn in Department issued equipment to Property, if the military orders last longer than thirty (30) days, consistent with SOP Department Property;~~
 - ~~— If active military orders are extended, it is the responsibility of personnel to inform Payroll/Personnel and the Military Liaison Officer. A copy of the extended orders must be sent to Payroll/Personnel; and~~
 - ~~— City health insurance benefits shall cease unless the military member continues to pay their portion of the benefit.~~
 - ~~— Time coded, as military leave shall not count towards completion of the sworn personnel's twelve (12) month probation;~~
 - ~~— Department seniority shall not be affected due to military leave.~~
 - ~~— Personnel returning from active military orders and/or re-acclimation time shall complete the following in order:~~
 - ~~— Report to Payroll/Personnel to obtain a check-in procedure list;~~
 - ~~— Provide a copy of any amended orders to Payroll, specifically orders ending earlier than previously scheduled;~~
 - ~~— Payroll shall inform Internal Affairs, Risk Management, and the Advanced Training Unit (sworn) of the return of the military member.~~
 - ~~— Contact the Military Liaison Officer for questions or concerns;~~
 - ~~— Consistent with the City of Albuquerque's Substance Abuse Policy, returning military members who have been on an active military status for a period of~~



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

~~ninety (90) days, or more, shall report for a drug test to be completed. The test shall be completed at the earliest opportunity;~~

~~Upon completion of the drug test, the returning military member shall report to the Advanced Training Unit at the Albuquerque Police Department Academy if Sworn or report to their supervisor if civilian;~~

~~When the results of the drug test are received, Operations Review shall notify the returning military member, the Military Liaison Officer, and the Property Unit for Sworn; and~~

~~Uniformed Services Employment and Reemployment Rights Act (USERRA) gives allowance for re-acclimation time based on length of deployment;~~

~~If a military member chooses to take re-acclimation time, it shall be used prior to checking back in with the Department;~~

~~Upon taking re-acclimation time, a military member may use vacation and/or compensatory time during that time.~~

Continued...Military Leave

~~Non-Duty Disability Leave, Sick Leave, Not in the Line of Duty, etc.~~

~~Department personnel:~~

~~May use accumulated sick leave for non-duty disability, injury, and illness or may request leave as provided by collective bargaining agreements;~~

~~Who exhaust their accumulated sick leave may request, in writing, additional leave from accrued vacation, accrued comp time, or family leave without pay.~~

~~Address how an employee can only donate vacation and sick leaves. The employee must have accrued more than five hundred (500) hours before they can donate it.~~

~~Who are absent for ten (10) consecutive work days or more due to sick leave or non-duty disability leave shall:~~

~~Report to the Employee Health Center and may be required to undergo an examination by the medical staff prior to returning to work;~~

~~If required, complete a FMLA packet prior to returning to work; and~~

~~Supervisors shall ensure that a leave request is submitted for each pay period.~~

~~Who exhaust their accumulated sick leave may request, in writing, additional leave from accrued vacation, accrued comp time, or family leave without pay.~~

~~Who require a scheduled medical procedure, such as corrective surgery, physical therapy, pregnancy, etc., must advise their supervisor.~~

~~Who are unable to perform their assigned duties because of pregnancy or non-duty disability, may use accrued leave or may request additional leave without pay in accordance with the City Merit Ordinance, Personnel Rules, and Regulations, or applicable collective bargaining agreements.~~



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

~~Department personnel's acceptable level of sick leave usage shall be forty four percent (44%) of the amount of leave accrued for one (1) year.~~

~~Sick leave usage over the specified percentage is considered overutilization and is just cause for disciplinary action.~~

~~Absences involving FMLA leave (i.e., hospitalization, outpatient surgery, serious illness or disability requiring long term sick leave absences, including childbirth) or emergency leave shall be exempt from the forty four percent (44%) standard.~~

~~Department personnel who use FMLA shall contact the Operations Review Unit sergeant via email when the leave occurs and when they return to duty.~~

~~Department personnel shall include their expected leave dates.~~

~~All absences require appropriate documentation.~~

~~Under no circumstance shall comp time be donated or transferred to another employee.~~

~~Placeholder: Address how an employee can only donate vacation and sick leaves. The employee must have accrued more than 500 hours before they can donate it.~~

Sick Leave

Vacation and Compensatory (Comp) Time Leave

~~E. (place holder)~~

Department supervisors shall:

~~personnel's immediate supervisor a Approves or denies requests for Vvacation and compensatory time use requests are approved or denied by the immediate supervisor who shall and shall ensure minimum manning levels are maintained.~~

~~0.~~

~~Refer to SOP 3-20 for additionaladditional cCompensatory time guidelines are consistent with SOP Overtime Compensatory Time and Work Shift Designation; and.~~

~~Ttry to adhere to the 70% of assigned manning for the day.~~

~~0. Under no circumstance willshall compensatory time be donated or transferred to another individualemployee.~~

N/A ~~Placeholder: Address how an employee can only donate vacation and sick leaves. The employee must have accrued more than 500 hours before they can donate it.~~



~~Other Circumstances Involving Leave~~

~~Department personnel:~~

~~Who require a scheduled medical procedure, such as corrective surgery, physical therapy, pregnancy, etc., must advise their supervisor.~~

~~Department personnel who are unable to perform their assigned duties because of pregnancy or non-duty disability, may use accrued leave or may request additional leave without pay in accordance with the City Merit Ordinance, Personnel Rules, and Regulations, or applicable collective bargaining agreements.~~

~~Supervisors shall:~~

~~Approve all requests for leave without pay for five (5) days or less. More than five (5) days requires the approval of the Chief of Police. Collective bargaining agreements may provide variances for leave without pay requests.~~

~~Paid Leave Status~~

~~Personnel shall not submit, and supervisors shall not approve, any documentation that indicates personnel are on more than one (1) type of paid leave status for the same work period at any given time.~~

~~The only exception to this rule is when personnel are on paid leave and working Chief's Time.~~

~~Personnel on Regular FMLA may not work any over time.~~

E. Vacation Leave and Compensatory Time Leave

N/A

1. ~~A Ssupervisor s shall ensure minimum staffing levels are maintained when approving or denying vacation leave and vacation or compensatory time requests, consistent with SOP Overtime, Compensatory Time, and Work Shift Designation (refer to SOP Overtime, Compensatory Time, and Work Shift Designation for sanction classifications and additional duties).~~

2. ~~Department personnel are prohibited from donating or transferring shall not donate or transfer compensatory time to another employee.~~

F. Other Circumstances Involving Leave

1. Leave without Pay

~~Department pPpersonnel :~~



~~a. Department personnel who require have a scheduled medical procedure, such as corrective surgery, physical therapy, or for pregnancy, etc., must advise their supervisor.~~

~~i. Department personnel who are unable to perform their assigned duties because of pregnancy or a non-duty disability, may use their accrued sick leave, vacation leave, or compensatory time, or they may request additional leave without pay in accordance with the City of Albuquerque's Merit System Ordinance, City of Albuquerque Personnel Rules, and Regulations, or and/or applicable collective bargaining agreements union contracts.~~

~~Supervisors shall:~~

~~ii. A supervisor shall approve all requests for leave without pay for five (5) days or less.~~

~~1. Department personnel shall obtain approval from the Chief of Police to take leave without pay when it is for more than five (5) days requires the approval of the Chief of Police.~~

~~2. The Department employee shall refer to their union contract because it Collective bargaining agreements may provide variances for leave without pay requests.~~

2. Paid Leave Status

~~a. Department personnel shall not submit, and supervisors shall not approve, any documentation that indicates Department personnel are on more than one (1) type of paid leave status for the same work period at any given time.~~

~~i. The only exception to this rule is when Department personnel are on paid leave and working Chief's Overtime (COT).~~

~~Personnel on Regular FMLA may not work any over time.~~

3-21-6 Training Requirements

~~Department personnel who return to a full-time statusing from after taking leave for totaling thirty (30) days or more shall immediately notify the Operations Review Section Staffing Detective, Payroll Section personnel, and Department Human Resources Division personnel immediately upon their return to work.~~

A.

~~The Operations Review Section Staffing Detective shall direct the employee to contact the Academy Division's Advanced Training Unit personnel about their return to work.~~

1.

~~2. The Advanced Training Unit Sergeant shall ensure that the Department employee returning to work is current in all required advanced training.~~



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

~~— If the Department personnel have employee missed any required advanced training during their absence, the Advanced Training Unit Sergeant shall schedule a make-up class for the Department employee to make up the training as soon as practicable.~~

~~—
—
—~~

~~1. Non-Duty Disability Leave (Sick Leave, Injury (ILD), Not in the Line of Duty, etc.)~~

~~— Department supervisors shall:~~

~~— Require personnel to pick up and complete an Family Medical Leave Act (FMLA) packet from City Employee Relations on the 7th floor of City Hall for any non-duty disability leave and use of five (5) or more consecutive days of sick leave.~~

~~— Approve all requests for leave without pay for five (5) days or less. More than five (5) days requires the approval of the Chief of Police. Collective bargaining agreements may provide variances for leave without pay requests.~~

~~— Department personnel:~~

~~4. Personnel may use accumulated sick leave for non-duty disability, injury, and illness or may request leave as provided by collective bargaining agreements.~~

~~6. Supervisors will shall require an employee personnel to pick up and complete an Family Medical Leave Act (FMLA) packet from City Employee Relations on (CER) (7th floor of /City Hall) for any non-duty disability leave and use of five (5) or more consecutive days of sick leave.~~

~~8. Who are Personnel absent for ten (10) consecutive work days or more due to sick leave or non-duty disability leave will shall:~~

- ~~— Complete a FMLA packet prior to returning to work;~~
- ~~— Personnel will shall rReport to the Employee Health Center and may be required to undergo an examination by the medical staff prior to returning to work;~~
- ~~— If required, complete a FMLA packet prior to returning to work; and~~
- ~~— Supervisors will shall ensure that a leave request is submitted for each pay period.~~

~~14. Personnel wWho exhaust their accumulated sick leave may request, in writing, additional leave from accrued vacation, accrued compensatory time, or family leave without pay.~~

~~16. Personnel's commander or division head must approve lLeave without pay for five (5) days or less less requires the approval of the employee's commander or~~



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

~~division head. More than five (5) days requires the approval of the Chief of Police. Collective bargaining agreements may provide variances for leave without pay requests.~~

~~18. Personnel who require a planned scheduled medical treatment procedure, such as corrective surgery, physical therapy, pregnancy, etc., must advise their supervisor.~~

~~20. Personnel who are unable to perform their assigned duties because of pregnancy or non-duty disability, including maternity, may use accrued leave or may request additional leave without pay in accordance with the City Merit Ordinance, Personnel Rules, and Regulations, or applicable collective bargaining agreements.~~

~~Department personnel's The acceptable level of sick leave usage for employees personnel will shall be forty four (44)% of the amount of leave accrued for one (1) year.~~

~~22. Sick leave usage over the specified percentage is considered overutilization and is just cause for disciplinary action.~~

~~Absences involving FMLA leave (i.e., hospitalization, outpatient surgery, serious illness or disability requiring long term sick leave absences, including childbirth) or emergency leave will shall be exempt from the forty four (44)% standard.~~

~~Department personnel who use FMLA shall contact the Operations Review Unit sergeant via email when the leave occurs and when they return to duty.~~

~~Department personnel shall include their expected leave dates.~~

~~24. All absences require appropriate documentation.~~

7

~~1. Injury in Line of Duty (ILD)~~

~~28. Personnel will shall promptly notify their immediate supervisor and the Department APD Pp Personnel Dd Division of any on the job injury or job related illness.~~

~~30. On the job, injuries or illnesses will shall also be reported to Risk Management through Medcor.~~

~~32. Injured personnel requiring medical care between 0700 and 1700 hours on weekdays will shall report to the Employee Health Center.~~



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

~~34. If personnel area seriously injured, occurs or if the injury occurs after hours, night or on weekends, personnel will shall:~~

- ~~— If it is an emergency, call Albuquerque Fire Department and Rescue (AFR) paramedics;~~
- ~~— If Non-Emergency, call Medcor to recommend appropriate additional medical care including, but not limited to, treatment at an approved local emergency facility; and~~
- ~~— Report to, or have someone call, the Employee Health Center the next working day.~~

~~39. If personnel are admitted to a hospital for treatment of an injury, the medical doctor for the City of Albuquerque Employee Health Center, or his their representative, must be notified at the time of admission or within a reasonable time.~~

~~— Treatment for work related injuries by Department personnel's primary care physicians or any other physicians not on the staff of the City of Albuquerque Employee Health Center is not authorized without the prior approval of the Health Center Medical Director.~~

~~— Authorization will shall be given if indicated for treatment by certified specialists who will shall be selected by the Medical Director.~~

~~43. If personnel are under treatment by an outside consulting physician, they will shall also be required to be seen in the Employee Health Center following each visit with the consulting physician in order that the Employee Health Center remains informed of their progress.~~

~~45. Injuries sustained in the line of duty will shall be photographed if they are a result of a criminal offense and/or the supervisor reasonably believes that photographs are vital to the criminal case.~~

~~47. In cases of injury involving a criminal offense, the Supervisor's Injury Investigation Report will shall contain the offense Uniform Incident Report number and the offender's name and address if known.~~

~~49. Supervisor's Responsibilities:~~

- ~~— Supervisors will shall ensure that appropriate medical treatment is obtained;~~
- ~~— Supervisors will shall investigate the injury or illness and complete the City of Albuquerque Supervisor's Injury Investigation Report.~~
- ~~— If the injury or illness does not require medical treatment, the supervisor will shall mark the report for "reporting purposes only," and report the injury to~~



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

~~the Risk Management immediately, or the next working day if after hours or on weekends.~~

~~This report must be submitted through the chain of command to the Claims Validation Unit within three (3) working days.~~

~~If the injury is the result of a shooting, the requirements of SOP 7-3 will shall be met also; or.~~

~~If the injury was a result of a traffic accident crash or criminal offense, a complete copy of all the written offense Uniform Incident Report, all related supplemental reports(s) and/or traffic accident the the State of New Mexico Uniform Crash reports Report will shall be submitted with the Supervisor's Injury Investigation Report to Risk Management via their chain of command.~~

~~56. Completion of Leave Request for ILD.~~

~~Employee Personnel on ILD must report to the APD Department Ppersonnel Ddivision (HR) and Operations Review, if applicable, prior to returning to work. This requires:~~

~~Written approval by the City of Albuquerque Employee Health Center medical staff allowing personnel to return to work, and stating what, if any, limitations exist.~~

~~Approval by the chain of command up through the Bbureau Ddeputy Cchief or/ area commander; and.~~

~~Verification of time lost by Police Payroll personnel.~~

~~If the attending physician releases personnel back to full duty during a time when the medical staff of the Employee Health Center is not available, personnel will shall report to their next assigned shift.~~

~~a.~~

~~62. Personnel may be allowed to work assigned shifts until necessary individuals are available to complete the clearance process.~~

N/A

~~I. Military Leave~~

~~Department personnel who are military members shall contact the Operations review sergeant via email when they receive military orders and when they return to duty.~~

~~Department personnel shall include the expected leave dates.~~

~~66. As provided for by Sstate and Ffederal law, every effort will shall be made to support personnelemmployees who will shall need to be absent from work for reserve training. The guidelines for leave are:~~

~~Employees Personnel are authorized paid military leave in accordance consistent with the employee's their respective contract.~~



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

4

- ~~Leave will~~shall be granted for any activity or training for employees personnel who have active duty orders. This will~~shall~~ include any active duty training time.
- ~~Orders must include travel time in order to claim travel time as part of military leave.~~
- ~~Leave may be authorized if military orders are not available at time of departure.~~
- ~~Employees Personnel will~~shall be allowed to attend regularly scheduled drills.
- ~~Paid Military Leave will~~shall be the preferred method.
- ~~Compensatory time or vacation can be used at the employee's discretion.~~
- ~~Sick Hazard pay can also be used as long as the employee has eight hundred (800) hours of sick leave.~~
- ~~Military Leave without pay will~~shall be used per City of Albuquerque Merit System Ordinance.
- ~~Employees Personnel will~~shall notify their supervisors and Payroll/Personnel of their anticipated absences, to include regularly scheduled drills at the beginning of the federal fiscal year (October 1st).
- ~~Supervisors and Payroll/Personnel may request a memorandum from the employee's personnel's unit Commander or Non-Commissioned Officer in Charge (NCOIC) listing planned training activities.~~
- ~~When drill dates change on short notice, the employee personnel must provide documentation to Ppayroll/Personnel from their military supervisor.~~
- ~~Every effort should be made to minimize the negative impact of absences on non-military members.~~
- ~~The Chief of Police will~~shall appoint a military liaison officer.
- ~~He or she They should be both a sworn police officer personnel and commissioned officer in the guard/reserve.~~
- ~~Liaison officer will~~shall ensure participation and be familiar with Employer Support of the Guard/Reserve programs.
- ~~The military liaison officer will~~shall be available, in addition to normal duties, to coordinate and resolve problems between supervisor (whether military or Department) and employee at the lowest, most informal level possible.

7

- ~~Military Leave with pay is authorized in accordance~~consistent with the City of Albuquerque Merit System Ordinance.
- ~~Personnel requesting Military Leave will~~shall submit their military orders that direct them to active duty or active duty for training to APD payrollthe Payroll Unit.
- ~~Personnel requesting Military Leave, including monthly drill and deployment, shall notify Court Services of the anticipated absence in accordance~~consistent with SOP 2-76Court.
- ~~If orders are received with less than forty eight (48) hours' notice~~hours' notice, the military member's supervisor may provide notice to Court Services on their behalf.
- ~~Personnel shall notify their supervisors and the APD Payroll Unit as far in advance as possible of expected active duty military requirements.~~
- ~~Personnel receiving active military orders will~~shall complete the following in order:



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

P&P Draft 03/09/2022

- ~~— If the active military orders last longer than fourteen (14) days but less than thirty (30) days, personnel shall Tpark theirurn in Ddepartment vehicle, if applicable, to at Pine Yards placing the keys into the appropriate drop box, and shall notify Operations Review, if the active military orders last longer than fourteen (14) days in caccordance onsistent with SOP Department Property 2-2-4(L)(f);~~
- ~~— Take a copy of the military orders to Payroll/Personnel;~~
- ~~0. Payroll willshall inform Property of the change in status.~~
- ~~0. Payroll willshall notify Risk Management to remove the employee's name from the "random drug test" pool if orders exceed five (5) days.~~
- ~~0. Payroll willshall notify the Military Liaison Officer of orders.~~
- ~~— Turn in Ddepartment issued equipment to Property, if the military orders last longer than thirty (30) days, consistent with SOP Department Property in accordance with SOP 2-2-4(L)(1);~~
- ~~— If active military orders are extended, it is the responsibility of the employeepersonnel to inform Payroll/Personnel and the Military Liaison Officer. A copy of the extended orders must be sent to Payroll/Personnel; and~~
- ~~— City health insurance benefits willshall cease unless the military member continues to pay their portion of the benefit.~~
- ~~— Time coded, as military leave willshall not count towards completion of the officer's sworn personnel's twelve (12) month probation;~~
- ~~— Department seniority willshall not be affected due to military leave.~~
- ~~— Personnel returning from active military orders and/or re-acclimation time willshall complete the following in order:~~
- ~~— Report to Payroll/Personnel to obtain a check-in procedure list;~~
- ~~— Provide a copy of any amended orders to Payroll, specifically orders ending earlier than previously scheduled;~~
- ~~0. Payroll willshall inform Internal Affairs, Risk Management, and the Advanced Training Unit (sSworn) of the return of the military member.~~
- ~~— Contact the Military Liaison Officer;~~
- ~~— In accordanceConsistent with the City of Albuquerque's Substance Abuse Policy, returning military members who have been on an active military status for a period of ninety (90) days, or more, willshall report for a drug test to be completed. The test shall be completed at the earliest opportunity;~~
- ~~— Upon completion of the drug test, the returning military member willshall report to the Advanced Training Unit at the Albuquerque Police Department Academy if (Sworn) or report to their supervisor if (civilian);~~
- ~~— When the results of the drug test are received, Operations Review willshall notify the returning military member, the Military Liaison Officer, and the Property Unit for (Sworn); and~~
- ~~— Uniformed Services Employment and Reemployment Rights Act (USERRA) gives allowance for re-acclimation time based on length of deployment.~~
- ~~— If a military member chooses to take re-acclimation time, it shall be used prior to checking back in with the department.~~
- ~~— Upon taking re-acclimation time, a military member may use Vacation and/or CompCompensatory time during that time.~~



7

~~I. Paid Leave Status~~

~~110. Personnel shall not submit, and supervisors shall not approve, any documentation that indicates personnel are on more than one (1) type of paid leave status for the same work period at any given time.~~

~~The only exception to this rule is when personnel are on paid leave and working Chief's Time.~~

~~112. An employee Personnel on Regular FMLA may not work any over time.~~

~~I. Training Requirements~~

~~116. Department personnel, whether sworn or civilian, returning from leave totaling thirty (30) days or more shall notify the Operations Review Section Staffing Detective, Payroll Officer Section personnel, Human Resources Division personnel immediately upon their return to work.~~

~~118. The Payroll shall notify Operations Review of the return of the employee.~~

~~120. Operations Review Section Staffing Detective will shall direct the employee to contact notify the Training Academy Division's Advanced Training Unit Commander that the about their employee has returned to work.~~

~~122. a. The Advanced Training Unit Sergeant will shall ensure that the employee returning to work is current in all required advanced training. If the employee personnel has have missed training during their absence, the Advanced Training Unit Sergeant will shall schedule a make-up class as soon as practicable.~~