


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "REINSTATEMENT: VOLUNTARY BREAK IN SERVICE"		ORDER NUMBER: 25-02
		PLEAC STANDARD: 1.9.1, 1.9.2, 1.9.3		PAGE 1 OF 4
ISSUE DATE: 10/19/2018	EFFECTIVE DATE: 10/19/2018	ANNUAL REVIEW DATE: OCTOBER	RESCINDS: NONE	AMENDS: NONE

1.0 POLICY/PURPOSE

- 1.1 Reinstatements shall be subject to the approval of the Chief of Police with the concurrence of the Director of Public Safety and Human Resources and Civil Service.
- 1.2 This policy does not supersede the City of Pittsburgh operating policy on reinstatements.

2.0 DEFINITIONS

- 2.1 **Certified Police Recruit** – Newly appointed and reinstated individuals to the Bureau of Police who have previously completed the Basic Recruit Training Program mandated by the Commonwealth of Pennsylvania and are currently MPOETC Act 120 certified. These individuals must have completed the Basic Recruit Training Program or have been employed as a full-time, paid Police Officer within the previous sixty (60) months at the time of their assigned Academy class commencement to be considered as a Certified Police Recruit. Failure to meet this standard will require the individual to be assigned to and complete the Pittsburgh Bureau of Police Academy Basic Recruit Training Program.
- 2.2 **Probationary Officer** - The official Probationary Officer status shall be deemed to exist for the six (6) month period commencing upon successful completion of the Basic Recruit Training Program mandated by the Commonwealth of Pennsylvania (MPOETC) or the completion of the Pittsburgh Bureau of Police Academy Certified Police Recruit Training Program. During this six (6) month period, the just cause provisions of the collective bargaining agreement do not apply.

3.0 ELIGIBILITY FOR REINSTATEMENT

- 3.1 The following persons shall be eligible for reinstatement in the positions formerly held by them or to which they might have been legally transferred from such position:
 - 3.1.1 One who has resigned his/her position and who was in good standing therein at the time of such resignation. *Civil Service Commission Statute & Rules, Rule X Reinstatements.*
 - 3.1.2 One who has been separated from the service without delinquency or misconduct on his/her part. *Civil Service Commission Statute & Rules, Rule X Reinstatements.*
- 3.2 No former member who separated from the Bureau as a result of disciplinary action, pending disciplinary action, or while an internal investigation related to alleged misconduct by the individual was pending will be eligible for reinstatement in any capacity.
- 3.3 No former member with a break in service greater than sixty (60) months shall be considered for reinstatement. The official date of separation will be the effective date of resignation provided by the former member on PBP Form #25.20, "Retirement or Resignation from the Bureau."
- 3.4 All former members seeking reinstatement shall be Pennsylvania MPOETC Act 120 certified at time of application.
- 3.5 Any former member who returns from a resignation must reimburse the pension fund for all of the employee's contributions for prior service that the employee received upon resignation before the employee can be reinstated.

4.0 METHOD OF APPLICATION FOR REINSTATEMENT

- 4.1 Any former member or employee of the Bureau of Police desiring to be reinstated, who was in good standing therein at the time of resignation, shall make the request in writing to the Chief of Police.
- 4.2 A background investigation covering the time the former member separated employment to the present day, will be required in all cases and shall be completed by the Office of Municipal Investigations. The background investigation shall include, but not be limited to, any information connected with the former member's separation from the Bureau of Police. The completed file will then be sent to the Chief of Police.
- 4.3 The reinstatement file of the former member, along with the Chief's recommendation, will then be sent to the Director of Public Safety.
- 4.4 The Director of Public Safety will review the former member's file and submit it as follows:
- 4.4.1 If the former member is denied, then the reinstatement file will returned to the Chief of Police, who will send a letter to the former member with the results.
- 4.4.2 If the former member is approved, the following information will be submitted in writing to Human Resources and Civil Service by the Chief of Police per *Civil Service Commission Statute & Rules, Rule X Reinstatements*.
- That a vacancy in the said position exists.
 - The name and address of the person nominated for reinstatement together with full particulars concerning the record of the said nominee and the circumstances connected with his/her separation from service.
 - Such other information, including the nature of the position and compensation attached thereto, as will permit the Commission to decide intelligently either for or against the proposed reinstatement.
- 4.4.3 Upon receipt of the former member's file from the Chief of Police, Human Resources and Civil Service may grant an interview to the applicant, shall consider the proposed reinstatement and approve or disapprove it, and shall notify the Chief of Police of its action in writing within ten (10) calendar days from receipt of the proposal. If the reinstatement is approved, the Chief of Police shall reinstate the nominee to the next available Certified Police Recruit Training Class. If the reinstatement is disapproved, the nominee shall be ineligible thereafter for reinstatement under this rule. *Civil Service Commission Statute & Rules, Rule X Reinstatements*.
- 4.4.4 The Chief of Police will then contact the Director of Personnel & Finance to process the applicant for reinstatement.

5.0 EXAMINATIONS

- 5.1 Former members who voluntarily separated from the Bureau will be required to successfully complete the MPOETC Entrance Fitness Test Battery, which will be administered by the Pittsburgh Bureau of Police Academy. Applicants must achieve a 30th percentile (Cooper Standard) in each event of the Fitness Test Battery to be considered for reinstatement.
- 5.2 Former members separated from the Bureau for less than two years will require a reinstatement medical examination, drug screen, and psychological exam arranged by Human Resources and Civil Service.
- 5.3 Former members separated from the Bureau for greater than two years will require a full medical exam, drug screen, and psychological exam, the same as a new recruit, by an approved city doctor.

6.0 REPAYMENT OF PENSION MONIES

- 6.1 Any member of the pension fund, who has severed his/her connection therewith and has subsequently again become a member thereof, shall be required to pay a readmission fee of \$5.00 and to return to the fund such monies as were paid to

him/her from the fund when his/her membership in the fund was terminated with interest at the rate earned by the fund during the period. *Policemen's Relief and Pension Fund of the City of Pittsburgh, Section 12 Rules Governing Reinstated Members.*

7.0 TRAINING AND PROBATIONARY PERIOD

- 7.1 All reinstated members shall be assigned to and will complete the Pittsburgh Bureau of Police Academy Certified Police Recruit Training Program. This ensures that reinstated members are properly trained and recertified in the use of firearms, less lethal weaponry, and any specialized equipment, as well as providing training on new laws, equipment, policies and procedures, and court rulings since the member separated employment with the Pittsburgh Bureau of Police (*Refer to General Order #70-1, "Recruit Training"*).
- 7.2 Upon successful completion of all State and City mandated training, reinstated members will be administered the "Oath of Office" and presented with their badge during a formal graduation ceremony. Additionally, at this time, they will be assigned their field training schedules in preparation for beginning the Field Training Program. (*Refer to General Order #12-3, "Oath of Office," and General Order #70-2, "Field Training of Probationary Officers"*).
- 7.3 All reinstated members will complete the Field Training Program. As Certified Police Recruits, they will be eligible for possible early completion of the Field Training Cycle based on their performance. (*Refer to General Order #70-2, "Field Training of Probationary Officers"*).
- 7.4 Reinstated members will be required to complete a six (6) month period as a Probationary Officer, commencing upon successful completion of the Pittsburgh Bureau of Police Academy Certified Police Recruit Training Program.
- 7.5 The Training Academy will accept and review any submissions by the reinstated member and/or MPOETC for training acquired by the former member during their time of separation and will add them to the member's training file accordingly.

8.0 SENIORITY AND VACATION

- 8.1 Former members approved for reinstatement will be ranked at the bottom of the current seniority list.
- 8.2 When a member voluntarily breaks their service, they forfeit all of their previous seniority for the purpose of seniority-based picks such as vacation, job selection, and potentially, seniority-based tie-breaking in areas such as specialized positions or promotions.
- 8.3 Former members will be reinstated at the job grade at the time of their separation from the Bureau of Police. Former members who had achieved promotional rank but voluntarily had a break in service will be reinstated at a PO4 or MPO grade, dependent upon prior time in service.
- 8.4 Vacation accrual may be bridged by time of service. The bridging of vacation time will only occur after the completion of one year of continuous service.

9.0 ELIGIBILITY FOR PROMOTION

- 9.1 Former members who are reinstated are not eligible for promotional examinations during their time in the Certified Recruit Training Program or during their Probationary Officer period.
- 9.2 Upon completion of the six (6) month probationary period, the Officer's total years of service shall be used to calculate time of service requirements for the purposes of taking promotional exams or requesting selection to a specialized position. However, if seniority plays into the equation, the reinstated former employee may lose that selection to more junior Officers in overall time served, due to the voluntary break in service.

10.0 UNIFORMS AND EQUIPMENT

- 10.1 Members being reinstated to the Bureau of Police will be issued uniforms and equipment (if originally returned at time of resignation) through the Police Quartermaster system. Those required items of uniform and equipment not provided by the Quartermaster shall be purchased at the reinstated member's expense.

11.0 TERMINATION

- 11.1 At the direction of the Chief of Police or their designee, any Recruit or Probationary Officer pending termination will be placed on immediate paid administrative leave until a final decision is made by the Director of Public Safety.
- 11.2 The City of Pittsburgh may terminate a Recruit or a Probationary Officer without a right of appeal or grievance.
- 11.3 All Recruits or Probationary Officers who are dismissed or leave the employ of the Bureau of Police for any reason while in training at the Academy or in their probationary period shall return all items of uniform, equipment, insignia, identification, etc., to the office of the Quartermaster upon termination of their employment.

Approved by:



Scott Schubert
Chief of Police