

**NEW HAVEN  
DEPARTMENT OF POLICE SERVICE**

**GENERAL ORDERS**



**GENERAL ORDER 2.14**

**EFFECTIVE DATE:**

**REINSTATEMENT OF OFFICERS SEPARATED FROM SERVICE**

**2.14.01 PURPOSE**

The purpose of this General Order is to outline the eligibility requirements and process for the reinstatement of a Police Officer that separated from service with the New Haven Department of Police Service. This process will be subject to the rules and regulations of the Civil Service Commission and the Connecticut Police Officer Standards and Training Council (POST) guidelines for the rehiring of Police Officers (POSTC-51B).

**2.14.02 POLICY**

It is the policy of the New Haven Department of Police Service to engage in the process to reinstate an Officer who is eligible for reinstatement.

**2.14.03 ELIGIBILITY**

A Police Officer, of any rank below an Assistant Chief, who has resigned from a permanent position, or who has been removed or otherwise separated therefrom for any cause other than fault or delinquency on their part, shall be eligible for Civil Service reinstatement, and may be reinstated, at any time within one year from the date of such separation, in a vacant position in the same class and range held at time of separation. If the officer is seeking reinstatement beyond the one-year period, or if reinstatement cannot be achieved within the one-year period, then the officer will be required to follow

the components set forth in General Order 2.15 "New Hire Policy." The following requirements must also be met:

- The return to service must occur within 1 year of separation from the New Haven Department of Police Service.
- The Officer was P.O.S.T. certified at the time of separation.
- The Officer successfully completed their probationary period.
- The Officer separated from the Department in good standing. Any Officer who was dismissed for malfeasance or other serious misconduct or resigned or retired while under investigation for such will not be eligible for reinstatement in accordance with C.G.S. Sec. 7-291c.
- The Officer must be eligible for reinstatement under the applicable Civil Service rules.

#### **2.14.04 PROCEDURES**

To initiate the process, the former Officer shall submit a letter seeking reinstatement to the Chief of Police and a copy thereof to the Chair of the Board of Police Commissioners.

The components and procedures of the reinstatement process will then be dictated by the length of time the Officer was separated from service with the Department. The process may include, but are not limited to the following components:

Officers who apply for reinstatement within 180 calendar days of separation from service

- Background Investigation
- Psychological Examination
- Examination of fingerprints (FBI and SPBI)
- Interview with the Chief of Police and/or his or her designee

Officers who apply for reinstatement after 180 calendar days of separation from service

- Background Investigation
- Psychological Examination
- Examination of fingerprints (FBI and SPBI)

- Polygraph
- Medical Examination and Drug Screen
- Interview with the Chief of Police and/or his or her designee

Assuming favorable results from all necessary components, including the favorable evaluation of the background summary report produced by the IA/Backgrounds division, the Chief of Police and/or his or her designee shall then make a recommendation to the Board of Police Commissioners regarding reinstatement. The former Officer will then be presented to the Board of Police Commissioners for an oral interview panel and a decision on recommending reinstatement.

Assuming reinstatement is recommended, a reinstatement request form and signed by the Board of Police Commissioners will then be presented to the Civil Service Board. Said request will provide information concerning employment of the previous officer in the New Haven Police Department and will always include the date of separation from employment, the position title held at time of separation, the status of employment at the time of separation and the amount of time employed prior to separation. The request will confirm that if the previous officer is reinstated, he or she will be returned to the position title held at time of separation, and to the same salary range and step assigned at the time of separation.

- Assuming that the Civil Service Board votes favorably to approve the reinstatement request, the Board of Police Commissioners can then approve the reinstatement hire.
- If approved, the reinstated employee must be hired and working no later than one (1) year from the date last employed by the New Haven Police Department.

**This supersedes General Order 2.14 – issued on March 30, 2020.**

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Otoniel Reyes  
Chief of Police

Date