

## **DEPARTMENT GENERAL ORDER 15-02**

OFFICE of the CHIEF OF POLICE

DATE: February 5, 2015

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### **MILITARY DEPLOYMENT AND REINTEGRATION**

#### **I. PURPOSE**

The purpose of the order is to provide procedures for employees' military deployment and reintegration to the Department. This order shall apply to military employees who are absent from the Department for a period of 90 days or longer. This shall apply to any branch of military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA). The City will grant all employees leaves of absence to fulfill military service obligations in accordance with the requirements of applicable law. SEE GENERAL ORDER 13-01 FOR DETAILS INVOLVING ALL MILITARY LEAVES.

#### **II. DEFINITIONS**

##### **A. Military Support Officer (MSO)**

A Department member who has been identified by the military employee to serve as a liaison between the deployed employee and the Department during his/her absence. The MSO will serve to assist in the care and oversight of the employee's family and personal matters should the need arise during the employee's deployment. This shall not be construed as giving the MSO any legal authority to act in the employee's stead unless it has been otherwise provided for in proper legal documentation. (22.2.8.a)

##### **B. Re-acclimation Process**

Gradual, pre-determined steps, set by the Department, which are intended to give returning military employees the opportunity to more comfortably, and successfully, reintroduce themselves into their positions with the Department after deployment. This process is designed to afford the employee an

opportunity to address issues which may be associated with their deployment, and their Department position.

### III. PRE-DEPLOYMENT PROCEDURES

- A. The employee will identify a member of the Department to act as their Military Support Officer (MSO). (22.2.8.a)
- B. The Department Human Resources Manager will serve as the City's point of contact and together with the Chief of Police will meet with the employee prior to deployment to ascertain information regarding: (22.2.8.b, 22.2.8.c)
  - 1. Employee benefits;
  - 2. Salary continuation;
  - 3. Any other relevant information which may aid in later reintegration.
- C. The Human Resources Manager and Chief of Police will provide oversight over the reintegration of military employees into the Department during the exit interview. (22.2.8.c)
- D. Prior to their deployment, the employee shall turn in their I.D., keys, and all issued clothing and equipment to their immediate supervisor, utilizing the Uniform and Equipment Checklist completed when they were hired. The clothing and equipment will be stored in a secure locker during their deployment. (22.2.8.d)

### IV. DEPLOYMENT PROCEDURES (22.2.8.g)

- A. During the deployed employee's absence, the Department shall provide support to the employee and his/her family through the MSO and Human Resources Manager.
- B. The MSO shall:
  - a. Keep up-to-date status on the employee, and provide the information to the employee's immediate supervisor for dissemination up the chain of command, which information shall include current status, active needs, and family needs.
  - b. Provide current e-mail and address information to the Human Resources Manager.
- C. Department members are encouraged to maintain active contact with the deployed employee. The employee should be sent Department events, newsletters, and other information to assist the deployed employee in

maintaining an active link with his/her home. It is incumbent upon the employee to periodically check and delete unneeded emails from their department account.

V. REINTEGRATION PROCEDURES (22.2.8.e)

- A. Returning employees shall be reissued their I.D., keys, and all issued clothing and equipment.
- B. The MSO will provide updated copies of policy and procedure manuals, in consultation with the Accreditation Manager.
- C. The returning employee will meet with the Training Coordinator to determine what missed training or certifications must be completed. A schedule will be made to accomplish all required training tasks. (22.2.8.f)
- D. The returning employee will be required to complete weapons qualifications with a Range Officer. (22.2.8.f)

BY ORDER OF:

KEVIN R. MURPHY  
Chief of Police

KRM:mj

Reference CALEA Standards: 22.2.8