



Approved:
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Subject:

818. Military Deployment and Reintegration

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818.1: PURPOSE AND SCOPE

Employees who are members of the armed forces may be called to active duty for an extended period. It is important to realize they are still a valued member of our department, even though they may be thousands of miles away. The transition in and out of active duty can be challenging for both the employee and their family. The department can play a critical role in helping to mitigate some of the stress associated with this process.

The following provisions are intended to help any employee, whether sworn or civilian, when dealing with long-term (greater than 180 days) military deployment. Provisions are to support the employee and their family pre-deployment, during the deployment and subsequent reintegration.

818.2: AGENCY AND CITY POINT OF CONTACT (POC)

- a. The employee shall advise their supervisor as soon as they have been notified of the impending long-term military deployment. The employee shall provide their supervisor a copy of the military orders.
- b. The employee's Division Captain will act as the Department POC. The Division Captain will provide assistance to the family and employee as the need is identified by either.
- c. Technology provides options for staying in touch with the employee during their absence. The employee and their supervisor will determine the most convenient and appropriate level of contact to ensure a supportive relationship with both the employee and their family during deployment.
- d. The employee is encouraged to contact and speak directly with Human Resources if they have any concerns regarding City benefits, payroll, etc. The designated POC for Human Resources is the Human Resources employee assigned to the Police Department.

818.3: OUT PROCESSING

All deployed personnel shall complete an exit interview with the Chief of Police or his/her designee prior to deployment.

818.4: AGENCY EQUIPMENT

- a. Employees have the responsibility to store all department issued uniforms and equipment in such a manner to ensure they are both secure and safe from possible damage or deterioration.
- b. Employees will ensure their handgun and ammunition are stored in accordance with [Firearms: Policy 270](#).

818.5: REINTEGRATION

- a. When returning to duty after a long-term deployment the employee shall complete an interview with the Chief of Police or his/her designee prior to returning to work.
- b. The Department's TRUST team may play a role in maintaining a smooth return to duty.

818.6: REFRESHER TRAINING

- a. The Administrative Lieutenant will ensure sworn employees returning from long-term deployment will be provided refresher training to include firearms and less lethal requalification training.
- b. If the employee was in a Special Assignment prior to the long-term deployment, the Support Services Captain will ensure appropriate refresher training is provided prior to reassignment.