



Approved:
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Subject:

818. Military Deployment and Reintegration

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Page:
1

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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 120 days) military deployment. Provisions are to support the employee and their family pre-deployment, during the deployment, and subsequent reintegration.

818.1.1: DEFINITIONS

Deployment – For purposes of this policy, military deployment shall be defined as a long-term leave of absence from the Albany Police Department for military related leave, which includes deployment, mobilization, activation for training, or active-duty training.

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 assign a Military Support Officer (MSO) as the Department's POC. The MSO 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 a support interview with the Chief of Police or MSO 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. The MSO will work with the Division Captain to coordinate a reintegration plan.
- b. The reintegration plan should include:
 - 1) An interview with the Chief of Police;
 - 2) Refresher training;
 - 3) Meeting with a department TRUST team member; and
 - 4) Meeting with Human Resources, which includes available Employee Assistance Program (EAP) resources.

818.6: REFRESHER TRAINING

Refresher training will be determined by the Training Coordinator, in coordination with the MSO, based on length of deployment and the ability of the returning employee.

Refresher training should include:

- a. Meet with the Training Coordinator to review the written training plan;
 - 1) The written training plan should include any missed training during their deployment, legal updates, policy revisions and/or updates, and lapsed certifications.
- b. Qualification with any department issued weapons and personal weapons;
- c. Short-term refresher training to familiarize the employee with current department operation and procedures. The MSO shall select the Field Training Officer (FTO) with preference to Veteran FTO's.

Once the refresher training is completed and signed off by the Training Coordinator, FTO, MSO, and the employee, the returning employee may return to their original duty assignment and appropriate shift schedule.