



Atlanta Police Department – Standard Operating Procedure			
	<b>APD.SOP.2051 – Long Term Military Leave &amp; Reintegration</b> <b>Effective Date: May 20<sup>th</sup>, 2025</b>		
<b>Chief Darin Schierbaum</b>	<b>Signature by: DS</b>	<b>Date Signed: 5/20/2025</b>	<b>Expires:2029</b>

## SIGNIFICANT CHANGES

### APD Staff,

The Policy and Standards Section is dedicated to providing the department, and its employees, with accurate, understandable and transparent policies. In order to publish policies that reflect the most up-to-date standards, the Policy and Standard Section regularly reviews all policies to ensure that they are reflective of the current mission and objectives of the Atlanta Police Department.

During the review and renewal of APD.SOP.2051 – Long Term Military Leave & Reintegration, it is important to understand the following changes:

- All employees given orders for a military assignment lasting approximately 180 days or more, are required to store all department-issued equipment and gear with the Property Unit for safekeeping. (Section 4.3)
- The Human Resources Unit will now be handling the rights and benefits regarding military leave. (Section 3.4)
- The POST Liaison will assist any returning officers with completing the required POST Waivers and guiding them through any additional paperwork they need to restore their POST certification prior to returning to their law enforcement responsibilities (Section 4.5)

**Thank you and stay informed!**

**Policy and Standards Section**  
**Planning, Research, and Accreditation Unit**



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## 1. PURPOSE

The purpose of this policy is to establish procedures for managing long term military leave and ensuring the successful reintegration of sworn and civilian personnel returning to duty following extended military service.

## 2. POLICY

The Atlanta Police Department recognizes the importance of supporting employees who serve in the United States Armed Forces and is committed to providing a smooth transition both into and out of military leave. This policy ensures compliance with federal law, promotes organizational readiness, and fosters the continued personal and professional development of military-affiliated personnel.

## 3. RESPONSIBILITIES

- 3.1 Supervisors will be responsible for ensuring that employees under their command are in compliance with this directive.
- 3.2 As soon as the employee is given knowledge of the upcoming military service, the employee will provide their immediate supervisor with written notice that they will be leaving on a long-term military assignment.
- 3.3 A Military Leave liaison will act as a department point of contact during activation, deployment and post-deployment phases. (CALEA 6<sup>th</sup> ed. Standard 22.1.9a)
- 3.4 A Human Resources representative will be the deployed employees' single point-of-contact for all benefit and leave related matters. (CALEA 6<sup>th</sup> ed. Standard 22.1.9b)
- 3.5 The Property Unit commander will provide, log, and maintain storage of department-owned equipment during an employee's deployment.
- 3.6 The Training Academy commander or their designee will ensure that all employees returning from a deployment exceeding 180 days are provided with any training deemed necessary for reintegration.

## 4. ACTION

### 4.1 EMPLOYEE RIGHTS

The Department will fully comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and all applicable state laws governing military leave and reemployment rights.

### 4.2 OUT-PROCESSING

(CALEA 6<sup>th</sup> ed. Standard 22.1.9c)

- 4.2.1 Deploying employees will provide pertinent telephone numbers and/or email addresses to the military leave liaison to assist communications during deployment.
- 4.2.2 Human Resources will assign a representative to be the point-of-contact relating to the benefits and USERRA leave rights of the employee.
- 4.2.3 The employee will ensure that all reports are cleared from the Records Management System.



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#### 4.3 EQUIPMENT AND GEAR STORAGE

(CALEA 6th ed. Standard 22.1.9d)

- 4.3.1 Employees preparing to leave on a long-term military assignment are required to store all city-issued equipment and gear at Property for safekeeping during their deployment.
- 4.3.2 No appointment is necessary when turning over gear and equipment for safekeeping, however the employee must bring a copy of their military orders and department ID.
- 4.3.3 When storing property for safekeeping, sworn employees are to:
  - 1. Bring all city-issued gear and equipment to include, but not limited to, their: Firearm(s), ammunition, CEW, OC Spray, ASP Baton, radio, active-shooter gear, ballistic vest, and gas mask.
  - 2. **Secure unloaded Firearms** in either the originally issued gun box or a general white and clear gun box provided by the Property Unit. All other weapons such as CEW, OC and ASP baton can remain in their holsters on the gun belt.
  - 3. Create a short information/non-crime incident report outlining the dates of their deployment in the narrative. Each piece of property with the serial number (if applicable) is to be listed in the property modules. The employee will print the report and a barcode label for the property and bring it with them when turning in their property.
  - 4. Collect and secure all their equipment and gear together in a box or a bag to assist with storage. The property barcode label will then be secured to the outside of the bag/box for identification purposes.
- 4.3.4 Zone or Unit specific equipment such as vehicle keys, office equipment or electronics must be returned to the Zone/Unit Commander.

#### 4.4 DEPLOYMENT

- 4.4.1 The Military Leave Liaison will maintain contact with the deployed employee's family or point of contact. Contact may include notification of departmental news, significant events, promotional opportunities, etc. (CALEA 6th ed. Standard 22.1.9g).
- 4.4.2 The employee may have departmental emails forwarded to their military email account.
- 4.4.3 The employee's Division commander will ensure that annual and semi-annual performance evaluations are completed by adding "military leave" in the signature spot and submitted.

#### 4.5 IN-PROCESSING AND REINTEGRATION

(CALEA 6th ed. Standard 22.1.9e)

- 4.5.1 Upon returning from Leave, the employee will complete steps outlined in [APD Form 293 – Return from Military Leave Checklist](#) and submit to a Human Resources representative.
- 4.5.2 The Chief of Police or their designee will meet with employees returning from deployment to discuss any concerns the employee may have concerning their employment (i.e. Pay, Benefits, Assignment).
- 4.5.3 The employee will schedule a meeting with an Employee Assistance Program (EAP) representative at #404-546-3074 to receive clearance back to active duty.



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- 4.5.4 Through coordination with the Training Academy, the employee will complete any mandatory training that was missed during deployment to include in-service training and weapons requalification.
- 4.5.5 Sworn employees will need to apply for a waiver through Georgia POST upon returning. The POST Liaison through the Atlanta Police Academy will assist the returning officer with completing the correct waivers and guiding them through any additional paperwork they need to restore their POST certification prior to returning to their law enforcement responsibilities.
- 4.5.6 Once the Return from Military Leave checklist has been completed and signed off by all sections, the employee will return to Property, with their department ID, to pick up all gear and equipment that was stored for safekeeping.

## 5. DEFINITIONS

Long-Term Military Deployment: Orders for military duty for approximately 180 days or more.

Military Leave Liaison: An employee designated by the Chief of Police or his/her designee to act as a department point of contact during activation, deployment and post-deployment phases.

Reintegration Period: The time between the employee's return from deployment and resumption of full duties, during which they receive required assessments, briefings, and training.

## 6. CANCELLATIONS

APD.SOP.2051 Long Term Military Leave, effective September 1, 2016

## 7. REFERENCES

The Commission on Accreditation for Law Enforcement Agencies (CALEA) 6th Edition Standard 22.1.9a-g

The Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4335 (USERRA) enacted October 13, 1994.

Atlanta Code of Ordinances 114-417 – Military Leave

[FORM.APD.293 City of Atlanta Police Department Return From Military Leave Checklist](#)

APD.SOP.2010 – Work Rules

# CITY OF ATLANTA POLICE DEPARTMENT RETURN FROM MILITARY LEAVE CHECKLIST

(This form is required to be completed upon notice of return from an approved Military Leave for all employees)

**STEP 1:**

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**Departmental Human Resources Representative**

- ☐ Receive DD214 and update payroll status
- ☐ Provide Return from Military Leave Checklist to Employee
- ☐ Return employee to Active in Oracle (Once all steps completed)

HR Representative: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**STEP 2:**

☐

**Department of Human Resources Benefits (404) 330-6036**

- ☐ Paperwork completed to reinstate benefits if applicable
- ☐ Mark N/A if not applicable

Benefits Representative: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**STEP 3:**

☐

**Meet with Division Head or Assignee**

- ☐ Assign all necessary training or recertifications
- ☐ Receive assignment

Division Representative: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**STEP 4:**

☐

**Meet with In-Service Training Coordinator- Atlanta Police Training Academy**

- ☐ Schedule all necessary training
- ☐ Complete all necessary training/recertifications

Training Representative: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**STEP 5:**

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**Contact Employee Assistance Program (404) 546-3074 for Clearance**

- ☐ Schedule meeting with EAP Representative

EAP Representative: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**STEP 6:**

☐

**Return Completed Form to Departmental Human Resources**

Received by: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_