




## Clayton County Police Department

# PROCEDURES

Subject <b>MILITARY ACTIVATIONS</b>		Procedure # <b>C10</b>	
Authorizing Signature 	Effective <b>11-13-2024</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages <b>5</b>

### I. PURPOSE

To establish procedures for the processing of departmental personnel, and accounting for departmental equipment, during military activations exceeding one hundred eighty (180) days. This policy does not apply to regularly-scheduled periods of military leave.

### II. POLICY

It shall be the policy of the Clayton County Police Department (CCPD) to support employees who are also members of the Armed Forces Reserve component or National Guard and their families by assisting in pre-deployment, deployment, post deployment and reintegration. Hence, the Department will designate a point of contact for any employee who is activated by the military for a period of more than one hundred eighty (180) days, to help ensure a seamless transition.

### III. PROCEDURES [CALEA 22.1.9]

#### A. Uniformed Services Employment and Reemployment Rights Act (USERRA) and Georgia Law

The USERRA is the primary federal law applicable to reemployment rights of employees who are called to active duty. In general, USERRA and Georgia law require employers to reinstate employees who have been absent from work because of active military service, and they prohibit discrimination and/or retaliation against such individuals. All employees who serve in the Army, Navy, Marine Corps, Air Force, Coast Guard, or National Guard or in any of their reserves are entitled to a military leave of absence while they are engaged in the performance of military duty.

#### B. Notification of Chain of Command

1. An employee should immediately provide either verbal or written notification to their immediate supervisor when notified of a requirement to report for military duty. Acceptable notification may also be provided by an appropriate officer of the military branch in which the employee is serving.

2. The employee is also expected to provide their immediate supervisor with as much notice as possible of their anticipated date of release from duty and return to work. This notice requirement will be excused only if precluded by military necessity (e.g., mission operation, exercise or requirement that is classified, or a pending or ongoing mission, operation, exercise or requirement that may be compromised or otherwise adversely affected by public knowledge) or if giving the notice is otherwise impossible or unreasonable.
3. Employees are required to notify their Division Commander in writing, via the chain of command, immediately upon determining or discovering that they will be activated for a period exceeding one hundred eighty (180) days. The notification shall include the time period and/or dates of military activation. In the event that the affected employee is unable to make such notification in writing, the immediate supervisor will be responsible for notifying the Division Commander in writing.

#### C. Responsibilities

1. In addition to notifying their chain of command, the affected employee, prior to leaving for military activation, shall be responsible for the following:
  - a. Completing and submitting their *Court Leave Conflict Notification Form* in accordance with CCPD SOP: *C13: Court – Attendance, Conflicts, Demeanor & Preparation*;
  - b. Completing all of their reports from the Records Management System (RMS) and/or the Georgia Electronic Accident Reporting System (GEARS);
  - c. Returning departmental equipment, as specified, to the appropriate personnel/unit for storage, maintenance or reassignment;
  - d. Completing all mandatory training;
  - e. Providing relevant telephone numbers and email addresses to the departmental point of contact to assist with communications during deployment; and
  - f. Properly handling any other important or urgent matters related to the Department.
2. Supervisors shall be responsible for ensuring that employees under their command are following this policy.

#### D. Point of Contact [CALEA 22.1.9 (a)]

Unless otherwise directed by the Chief of Police, the affected employee's Division Commander, or authorized designee, shall act as the employee's departmental point of contact throughout the duration of the military activation. The Division Commander, or authorized designee, will be responsible for the following:

1. Out processing, including an exit interview of the employee prior to military activation; [CALEA 22.1.9 (c)]
2. Ensuring that all of the employee's pre-deployment responsibilities (i.e., *Section III. C.1. a.- f.* of this policy) are completed as necessary or required;
3. Maintaining communication with the employee and/or their family on a monthly basis to provide support, and to inform the employee and/or family of departmental news, significant events, promotional opportunities, etc.; [CALEA 22.1.9 (g)]
4. Ensuring the employee has current contact information for Human Resources; [CALEA 22.1.9 (b)]
5. In processing, including an interview of the employee prior to the employee's reintegration with the Department; [CALEA 22.1.9 (e)] and

6. **Ensuring that the employee's reintegration with the Department, including initial and/or refresher training, weapons requalification, etc., is completed as necessary or required.** See *Appendix A of this policy for the Military Activation Exit and Reintegration Interview form.*

E. Return of Departmental Equipment

Due to the unique circumstances of a military activation, normal departmental procedures **may not** apply. This procedure only applies to military activations exceeding one hundred eighty (180) days. All other incidents of extended leave shall be addressed by CCPD SOP: *B14: Agency Property Control.*

1. Prior to the effective date of the military activation, the employee shall return departmental equipment as specified, to the Department for long-term maintenance and storage, or reassignment. [CALEA 22.1.9 (d)]
2. Employees shall adhere to the following procedures regarding the return of departmental equipment:
  - a. All specialized equipment (e.g., speed-detection devices, tactical weapons, Alco-Sensors, etc.), or other equipment (e.g., assigned vehicle and vehicle keys, etc.), issued to the employee by a specialized unit, if applicable, or by a duty assignment, shall be returned by the employee to the Commander, or authorized designee, of that specialized unit or duty assignment; such equipment returns shall be documented by the receiving specialized unit or duty assignment supervisor, prior to re-issuance. Specialized equipment **shall not be** turned over to or accepted by the Quartermaster, or any other member of the Logistics & Operations Unit.
  - b. Generally, sworn personnel shall surrender the following equipment to the Quartermaster, or any other designated member of the Logistics & Operations Unit (hereinafter referred to as the Quartermaster), or they can surrender them to their Division Commander or authorized designee, in the absence of the Quartermaster, prior to taking military leave:
    - 1) All Department-issued firearms and ammunition;
    - 2) All Department-issued conducted energy weapons (CEWs), and all issued cartridges;
    - 3) Department-issued laptop computer(s);
    - 4) Department-issued portable radio and its components and accessories;
    - 5) All Department-issued photo identification cards;
    - 6) Primary police badge;
    - 7) All departmental building access key cards; and
    - 8) All keys to departmental buildings, cabinets, offices, storage areas and facilities.
  - c. It will be the responsibility of the receiving Quartermaster to return any of the aforementioned equipment to its proper location of storage, maintenance or reassignment, until the employee returns from leave.

If applicable, the receiving Division Commander, or authorized designee, shall immediately deliver the surrendered equipment to the Quartermaster for storage, maintenance or reassignment, until the employee returns to work.

d. Forms

1) *CCPD On-Boarding/Off-Boarding Check List*

The Quartermaster, or the Division Commander or authorized designee, will utilize *Appendix A* from CCPD SOP: *C15: Employee Separation* to complete the CCPD Extended Leave/Military Leave Equipment Check List portion of the *CCPD On-Boarding/Off-Boarding Check List*. Upon completion of this form, a signed copy will be provided to the employee and the original will be placed in the employee's file.

2) *CCPD Firearm Authorization Form*

The Quartermaster will utilize *Appendix E* from CCPD SOP: *F3: Firearms* to complete the *CCPD Firearm Authorization Form* which shall be forwarded to the Chief of Police for authorization. For each firearm issued or returned, a separate *CCPD Firearm Authorization Form* is required.

Ammunition and firearm accessories **will not be** documented on the *CCPD Firearm Authorization Form*. Ammunition and firearm accessories **will be** documented on the *CCPD On-Boarding/Off-Boarding Check List*.

F. Training and the Georgia Peace Officer Standards & Training Council (POST) Certifications

1. The sworn employee, prior to leaving for military activation will make contact via email, with a supervisor assigned to the Background and Recruitment Unit to assure their POST status is current prior to military activation.
2. It is the responsibility of the sworn employee to verify that all POST mandatory training (e.g., firearms qualifications, use of force, etc.), has been completed prior to leaving for military activation.

**IV. REINTEGRATION [CALEA 22.1.9 (f)]**

A. In-Processing/Post Deployment

When returning from deployment, employees will notify their assigned point of contact (i.e., Division Commander or authorized designee).

1. The Division Commander, or authorized designee (hereinafter referred to as the Division Commander), will meet with the employee to welcome them back and discuss any concerns the employee may have concerning their employment.
2. The Division Commander, in conjunction with Human Resources are responsible for inquiring and determining if the employee returning from deployment has any specialized needs (particularly those involved in combat operations) and shall offer the County's Employee Assistance Program (EAP) and/or any other available resources for the returning employee.
3. The Division Commander will advise and/or assist the employee in contacting supervisors from specified units within the Department to ensure that the employee's reintegration with the Department is completed as necessary or required.
4. The Division Commander will advise the employee to make contact a supervisor assigned to the Background and Recruitment Unit.

B. POST Status and Departmental Policies and Procedures

A member of the Background and Recruitment Unit will:

1. Check the POST status and if needed facilitate the required training to bring the employee status current and/or attest the sworn status once all training has been completed; and

2. Ensure the employee is current on all policies and procedures that have been updated during their time of leave.

#### C. Issuance of Departmental Equipment

The employee will contact the Quartermaster to obtain all necessary equipment. The equipment returned to the employee should be verified and inventoried on the *CCPD On-Boarding/Off-Boarding Checklist* (i.e., *CCPD SOP: C15: Employee Separation, Appendix A*) and signed by both parties and placed back into the employee's file. It will be the responsibility of the Quartermaster to assure the employee has the current authorized uniforms and equipment.

#### D. Training Requirements

1. Through coordination with the Training Unit Commander, or authorized designee, the employee will complete any mandatory training that was missed during deployment to include in-service training and weapons requalification.

Information on how an employee can apply for a waiver can be accessed from the POST website (<https://gapost.org/>) or by clicking on the following link ([https://gapost.org/wp-content/uploads/2024/08/How-Do-I-Apply-for-a-Waiver\\_08072024.pdf](https://gapost.org/wp-content/uploads/2024/08/How-Do-I-Apply-for-a-Waiver_08072024.pdf)).

2. The Training Unit Commander, or authorized designee, will ensure the employee is issued appropriate weapons after demonstrating proficiency.

#### E. Completion of Reintegration Activities

1. The employee will advise the Division Commander that they have completed all the necessary training, and received their equipment to return to work.
2. The Division Commander will meet with the employee for an interview prior to the employee's reintegration with the Department. At this time an assessment will be made to ascertain if the employee will need additional training before returning to their duty assignment, and to answer any questions and/or discuss any problems or concerns the employee might have regarding the reintegration process.
3. If all requirements were successfully completed by the employee and no concerns have been identified, the Division Commander shall complete the *Military Activation Exit & Reintegration Interview Form* (see *Appendix A* of this policy) documenting the completion of the reintegration activities. The form will be signed by both parties and a signed copy will be provided to the employee and the original will be placed in the employee's file.

### V. ASSIGNMENT

- A. Upon approval by the Division Commander, the employee will be provided with their shift assignment, which will include their regularly scheduled off days, chain of command, etc.
- B. Re-familiarization with regular job duties after reintegration shall be the responsibility of the employee's assigned chain of command.
- C. Should the need for remedial training arise, a member of the Training Unit will be notified for appropriate action.

### VI. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *C10: Military Activations*, dated, September 26, 2019.