

	Greenville, SC Police Department GENERAL ORDER		
	Subject Military Activation and Reintegration	Number 117A3	Type Administrative
Effective Date 11/21/2024	Amends/ Rescinds 117A2	Pages 1 of 5	Re-evaluation Annual-September
References CALEA 22.1.2; 22.1.9			Notes Defined POC. Updated wording in several places to indicate who is submitting paperwork to SCCJA. Moved wording from 4.4.2 to 4.4.1.

1.0 POLICY

The purpose of this policy is to establish operational guidelines to assist department personnel, sworn or civilian, when they are activated for military duty. These guidelines include, but are not limited to, the Pre-Activation, During Activation, and Post-Activation phases of military activation. Employees will be assigned a Point of Contact (POC) that shall act as a liaison to maintain the lines of communications between the employee, the employee's family, and the department. The Division Commander, or his/her designee, will serve as the POC.

2.0 PRE-ACTIVATION

- 2.1 When an employee receives orders to deploy, he/she must notify their immediate supervisor as soon as possible and submit a Notice of Unavailability and documented activation orders. The employee's supervisor shall send the documents to the Chief's Administrative Assistant, who shall forward the documentation to the POC, Human Resources, Payroll, Recruiting and Hiring Unit and the Training Unit, including the length of activation if known. The City of Greenville provides Human Resources representatives that the employee may contact any time prior to activation regarding assistance with the status of their benefits while they are deployed and with personnel support services.
- 2.2 The POC shall be responsible for ensuring that the Command Staff, Recruiting and Hiring Unit and Training Unit are made aware of the activation and all documentation is delivered and distributed appropriately. The Recruiting and Hiring Unit will ensure the SCCJA is notified of activations 30 days or more for sworn personnel.
- 2.3 The employee's Division Commander will issue a directive to a member of the employee's chain of command to coordinate and document a

Military Exit Interview with the Chief of Police or his designee. During this interview, the Chief of Police or designee may discuss:

- The estimated length of time of activation, if known;
- A family point of contact (if desired by the employee);
- Any requests, special concerns, considerations, or needs of the family during activation;
- The assigned military point of contact for the member;
- The status of agency credentials;
- Email address, mailing address, or contact phone number for the employee, if possible;
- An explanation of what to expect from the Department when they return from activation (i.e. training requirements, Employee Assistance Program, return interview, etc.)

- 2.4 An interview will be scheduled with the City's Compensation Administrator to determine/recalculate salary compensation, insurance retention, and leave benefits, including compensatory and vacation hours.
- 2.5 An employee shall maintain all equipment during short-term activation, unless there is a shortage of service weapon(s), such as firearm(s) and/or TASER. In this case, the equipment shall be submitted to Supply for reassignment or storage until the employee is ready to return to duty. The departmental assigned vehicle shall be returned to the Department for re-allocation. Once the employee returns to duty, the re-issuance of equipment and/or vehicle shall depend on assignment and availability.
- 2.6 In preparation for the employee's activation, the immediate supervisor shall make a plan to ensure that the employee's assignment will be covered and to allocate appropriate staffing. This action will assist in ensuring there is minimal undue stress experienced within the unit, shift, or division due to the activation.
- 2.7 The employee shall work with their immediate supervisor to ensure that all work-related assignments that require attention during the activation are reassigned. The employee, if possible, should provide any necessary training to the employee that is responsible for covering the assignment in his/her absence.
- 2.8 To protect sworn employees' certification status, the Recruiting and Hiring Unit will forward a copy of the orders to the South Carolina Criminal Justice Academy.

3.0 **ACTIVATION**

- 3.1 During the activation period, the POC shall be responsible for:



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- 3.1.1 Remaining available to the employee to serve as a resource via phone and/or email.
 - 3.1.2 Maintaining periodic email and/or phone contact with the employee's family, if desired by the employee. This contact may serve as a welfare check and determine if the family has any needs. The supervisor shall make referrals and provide resources, if necessary.
 - 3.1.3 Contacting the employee, if possible, about 15 days prior to his/her estimated return date, to verify the return date and provide the employee with information on where to report upon his/her return.
- 3.2 The employee is responsible for providing the department a return date as soon as available. This specific time frame is dependent upon the length of activation and shall follow USERRA (Uniformed Services Employment and Reemployment Rights Act). The specific time frames are:
- Short Term Activation (less than 30 days): Employee reports to their next (pre-activation) regularly assigned shift, however the returning member is permitted at least 8 hours of rest at their "home of record" prior to starting the next shift.
 - Medium Activation (at least 31 days, but less than 181 days): Employee must provide notification to their immediate supervisor within 14 days of completion of service.
 - Long Term Activation (more than 181 days): Employee must provide notification to their immediate supervisor within 90 days following completion of service.

4.0 **POST ACTIVATION AND REINTEGRATION**

- 4.1 Once the employee has notified the POC of the return date, the POC shall:
 - 4.1.1 Obtain the documentation (DD-214) and distribute it to, Human Resources, Recruiting and Hiring Unit and Training Unit, and the Chief's Administrative Assistant detailing the return date of the employee.
 - 4.1.2 Coordinate and document the Military Return Interview with the Chief of Police or his designee to discuss the employee's preparedness to return to duty. Release orders will be forwarded to the Payroll Specialist, Recruiting and Hiring Unit, Training Unit, and Human Resources.



- 4.1.3 Notify the Training Unit to determine specific training that was missed due to activation.
- 4.2 The Training Unit shall be responsible for evaluating the training needs and for providing the employee any training missed during the activation, which is referred to as reintegration training. Phase one of the training shall contain, but is not limited to, the following:
- 4.2.1 Department and Legal Updates- critical updates and/or revisions to Department policies and procedures
- 4.2.2 Firearms qualifications (sworn)
- After successful completion of this phase of the reintegration training, the employee will be returned to full duty status.
- 4.3 If at the time of pre-activation, the employee returned his/her firearm (sworn), other service weapons, and/or personally assigned vehicle for storage or reassignment, the equipment shall be returned to the employee depending upon assignment and availability.
- 4.3.1 The employee may be assigned to his/her pre-service position or a position of like seniority, status, and pay, the duties of which the employee is qualified to perform dependent upon the current needs of the department.
- 4.3.2 The department will work with Human Resources on the re-employment of returning military personnel to ensure compliance with all USERRA regulations.
- 4.4 If an employee is out for long term activation, he/she shall be required to complete a second phase of the reintegration training. This training will be a two-week refresher course that is concentrated primarily on field operations. The training shall re-acclimate the employee on the current reporting system(s) and the geographic changes within the City.
- 4.4.1 For Sergeant and below, the employee will work with a Police Training Officer (PTO) or officer of their same rank, for a period of fourteen working days for re-acclimation to the department. The PTO shall provide training on new technologies, such as new service equipment, new computer systems, and any recent changes to citation procedures, etc.



- The re-acclimation period may be abbreviated after evaluation of the employee's skillsets and recommendation to the Division Commander.
 - If the need for additional re-acclimation training is identified, this period may be extended by the employee's supervisor, with notification made of the extension through the chain of command to the employee's Division Commander.
- 4.4.2 For Lieutenant and above, the Division Commander will determine the reintegration process for the officer.
- 4.4.3 The PTO shall keep the employee's immediate supervisor abreast of the progress of the employee. In addition, the PTO shall document in writing all training efforts on a department memorandum and indicate if the employee is ready or is not ready to resume his/her official duties. Any concerns shall be addressed in a memorandum.
- 4.4.4 The memorandum shall be submitted through the chain of command to the applicable division commander after the employee has completed the re-acclimation period.
- 4.5 If the employee was deployed for a long-term activation the absence should be noted within his/her performance evaluation. The supervisor shall also document any awards and/or medals that were earned during the activation.

The Greenville Police Department appreciates employees' service in the military and understands the potential issues that may occur for returning veterans. For this reason, the Department is dedicated to providing comprehensive assistance and support to any employee who experiences any post-activation difficulties. The POC and/or immediate supervisor shall provide veteran-related resources and referrals through the Employee Assistance Program (EAP) if needed. EAP is designed to assist in the identification and resolution of problems, both personal and job-related that might adversely affect an employee's personal or professional well-being or job performance. Any referrals made will be confidential and will be provided to assist the employee with any needs.

Employees may refer to Human Resource Policy 4.3 Uniformed Services Leave for additional information.

DocuSigned by:

J. H. Thompson

11/21/2024

J.H. Thompson, Chief of Police

Date



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