

## **Long Term Military Deployment and Reintegration**

1. **PURPOSE:** It is the intent of the Huntsville Police Department to provide assistance and support to its employees who receive military activations for service in the U.S. Military Reserves or in the National Guard.
2. **POLICY:** It is the policy of the Huntsville Police Department to work in conjunction with its military service members in accordance with applicable State and Federal laws as well as rules established by the City of Huntsville's Human Resource Department. Although the Huntsville Police Department proudly supports all military service members in all of their endeavors, the guidelines listed below are only applicable to military activations that are considered long term and thus exceed 180 days. Other absences due to military training such as weekend drills, annual training, etc. should be referred to Written Directive 302-7 *Military Leave* and the City of Huntsville *Personnel Policies and Procedures Manual* (City Employee Handbook).
3. **RESPONSIBILITY:** All personnel will be responsible for compliance with this written directive.
4. **PROCEDURES:**
  - A. Form 302-7-1 F1, *Huntsville Police Long Term Military Deployment and Reintegration Form*, contains a checklist to include the employee's personal and military contact information, the agency's point of contact for the employee, agency equipment being turned in for storage, departure dates, and anticipated return dates. The form shall also serve as a log sheet to document communications that were attempted and communications that were made with the employee during the deployment. All forms of communication are encouraged and the method of contact, dates and any pertinent information should be noted. Any departmental training that is missed by the deployed employee should be listed on the form by the agency point of contact during the employee's absence.
  - B. Unless otherwise designated by the Chief of Police, a supervisor within the employee's chain of command will serve as the agency's point of contact with the employee throughout the duration of the employee's deployment. The agency point of contact should also maintain professional contact on behalf of the agency with the employee's family on a regular basis. If that supervisor is unable to

maintain contact due to an agency adjustment such as illness, retirement, etc. of the supervisor, then another supervisor within that employee's chain of command, or Chief's designee, is to take over as the agency's point of contact for that employee and this change is to be noted on Form 302-7-1 F1.

- C. The City of Huntsville Human Resources Director shall serve as the Human Resources point of contact for deployed employees, regardless of the employee's rank or assignment.
- D. Deployed employees shall complete an exit interview with the Chief of Police, or designee, prior to deployment. At this time, the Office of the Chief of Police may send out a notice to all other employees advising of the employee's deployment and may include the employee's personal contact information so that others are encouraged to support the deployed employee and his/her family by maintaining contact or assistance as needed.
- E. Deployed employees shall surrender all police department equipment to their agency point of contact, who is to ensure safe storage of the equipment during the employee's deployment. The agency point of contact should note the equipment being turned in on Form 302-7-1 F1 and may use Form 202-5-5 F1 as a guide for agency equipment. The agency point of contact should ensure that the employee's weapons and ammunition are turned in to Supply, vehicles are turned in to the Administrative Services Bureau for fleet management, electronics are turned in to IT, and personally issued items such as uniforms, leather gear, body armor, etc. are turned in to Evidence for safe keeping.
- F. Before an employee returns from deployment, the agency point of contact should notify the Office of the Chief of Police so the Chief, or designee, may make arrangements to greet the employee upon returning from deployment. The Chief, or designee, may conduct an interview when the employee returns from deployment or at a later date but the interview must take place prior to the employee returning to duty. At the time of the interview, arrangements can be made for the employee's equipment to be re-issued to the employee via the agency point of contact. The Chief, or designee, may also suggest to the returning employee that the City offers Employee Assistance through EAP for any health, emotional, personal, and psychological issues, including but not limited to Post Traumatic Stress Disorder (PTSD). Without stigmatizing any employee, all supervisors should be aware of possible mental health issues and be prepared to offer assistance through the City's EAP. The agency point of contact should determine if the employee (if an officer) needs to ride with a supervisor, FTO, or

peer officer to aid in re-adjusting to the job. The agency point of contact will also coordinate with the Director of Training to ensure the employee is able to attend any missed training in order to maintain compliance with APOSTC or departmental policies.

- G. After the employee returns to duty, the employee's completed Form 302-7-1 F1 can be added to the employee's 201 file for documentation and proof of compliance with CALEA.