

City of Johns Creek Police Department

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| <i>Subject:</i> Long Term Military Deployment and Reintegration | | <i>Number:</i> 04-28 |
| <i>Reference:</i> | | <i>Amends:</i> |
| <i>Effective:</i> 07/15 12/20 | <i>Review Date:</i> Annually | <i># of Pages:</i> 3 |

PURPOSE:

To establish a plan for personnel with military activations exceeding 180 days.

POLICY: (04-28)

It shall be the policy of the Johns Creek Police Department 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.

DEFINITIONS:

- A. LIAISON: The department employee responsible for acting as liaison during activation, deployment and post deployment phases. The Administrative Services Lieutenant shall serve as the department Liaison.
- B. DEPLOYMENT: Ordered for active duty exceeding 180 days
- C. FAMILY: Any legal adult(s), including immediate family, the deployed employee designates as a personal support system.

PROCEDURES: (04-28-01)

- A. Every employee shall be entitled to military leave in accordance with state and federal laws. The City will provide affected employees with job protection and group benefits coverage in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

B. Pre-Deployment

The employee shall notify their chain of command as soon as practicable of a pending deployment. The employee will be assigned to the Administrative Services Lieutenant for personnel management purposes throughout the duration of the military deployment. The Administrative Services Lieutenant shall complete and document the following activities on the Pre-Deployment Checklist:

1. Meet with the employee to review the department policy on military deployment and reintegration, the employee's obligations and to ensure that all needs are being met.
2. Collect relevant telephone numbers and or email addresses from the employee to facilitate communications during deployment. If available, the employee may have non-confidential office email forwarded to their military email account.
3. Notify the Director of Human Resources to have a representative be the employee's single point-of-contact relating to the benefits and leave rights of the employee.
4. Manage the collection of all City issued weapons, radios, computers, cell phones and vehicles for safekeeping during deployment.
5. Notify the Records Supervisor of the deployment who will be responsible for notifying the courts regarding pending cases.

C. Deployment

During deployment, the Administrative Services Lieutenant shall:

1. Maintain contact with the employee or their family at least once a month to provide support and to inform the employee and family of agency news, significant events, promotion opportunities etc.
2. Submit a written monthly report to the Support Services Division Major regarding the status of the deployed employee.
3. Be readily available to both the employee and their family in the event of pay/benefits complications or questions.
4. Complete the employee's annual performance evaluation, if the due date occurs during deployment; and ensure any eligible merit increases or bonuses have been processed.

The Support Services Division Major shall:

1. Forward all status reports regarding deployed personnel to the Chief of Police and Human Resources Director.
2. Be available to the family members for face to face meetings, at the family's request, to assure needs are being addressed.

D. In-Processing/Post Deployment

The Support Services Division Major and Administrative Services Lieutenant shall:

1. Meet with the employee returning from deployment to welcome them back and discuss any questions the employee may have.
2. Notify Human Resources of the return of the employee and arrange for HR to meet with the employee to discuss pay or benefit changes.
3. The Support Services Division Commander and Administrative Services Lieutenant, in conjunction with Human Resources are responsible for inquiring and determining if the employee returning from deployment has any special needs (particularly those involved in combat operations) and will offer the City's employee assistance program and/or any other available resources for the returning employee.

The Training Coordinator shall:

1. Assess and determine specific training needs for the returning employee. Sworn officers who have been absent from patrol for a period of 180 calendar days or more may be assigned to an FTO based on the job related training required in relation to their experience as a police officer.
2. Submit a written plan to the Administrative Services Lieutenant detailing the training all needs for the returning employee. The training plan will include the completion of all mandatory training that was missed during deployment, and will be reviewed by the Support Services Division Major.
3. Ensure the employee is issued appropriate weapons after demonstrating proficiency, equipment, and vehicle, if applicable.

The Administrative Services Lieutenant shall:

1. Complete the Post-Deployment Checklist for review by the Support Services Division Major.
2. The Post-Deployment Checklist will include documentation of the following:
 - a. Equipment issued
 - b. Human Resources activities
 - c. Training completed

The Support Services Division Major shall:

1. Review the Post-Deployment Checklist and all other supporting documentation.
2. Submit a memo to the Chief of Police documenting completion of the post-deployment reintegration activities and his/her recommendation for the employee's assignment.

E. Assignment

Upon approval by the Chief of Police, the employee will be assigned to the appropriate Division Major for routine work assignment. Re-familiarization with regular job duties after reintegration shall be the responsibility of the employee's assigned chain of command. Should the need for remedial training arise, the Training Coordinator will be notified for appropriate action.