

PROCEDURE MANUAL

03-07



MICHIGAN STATE POLICE

Military Leave and Reintegration

Purpose: This manual establishes department procedures for members on leave for military duty, as well as the Deployment and Reintegration Program for military veterans who deploy and return from active duty.

Effective Date: November 1, 2024

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Definitions:

None

Section 1: Military Leave Processes

1.1 Human Resources Division Responsibilities

- a. The Human Resources Division shall appoint a Human Resources Military Liaison (HRML), who will serve as the primary point of contact for members and their families during the military leave process. The HRML shall:
 - i. Review pay, insurance coverage, leave balances, and any other paperwork with the member.
 - ii. Serve as a resource for family members, answering questions and addressing any concerns that may arise before and during the leave.
 - iii. Notify the member's worksite commander and timekeeper of any relevant information needed to accurately input the member's time while they are on leave.

1.2 Member Responsibilities

- a. Members shall submit a copy of the military document ordering the member to report for military service or training, if it is available; if not, it shall be submitted as soon as it is received by the member.
 - i. Documents ordering a member to report for service shall be submitted to the worksite commander, as well the HRML at MSP-Military@michigan.gov.
- b. Before going on a military leave, the member shall turn over all department issued weapons and other requested equipment to their worksite commander, who is responsible for storing these items in a secured area of the worksite or other department facility.

- c. To receive credits for the military leave towards retirement, the member must submit a copy of their DD-214 to the Office of Retirement Services.
- d. Upon discharge from military service, the member shall provide both their worksite commander and the Human Resources Division with a copy of discharge papers along with a return-to-work date. A copy of the DD-214 shall be sent to the Human Resources Division to be included in their personnel file before the military leave of absence expires.
- e. A member shall not be required to submit a request for temporary military leave if the member uses annual leave credits and/or compensatory time to cover the entire period of leave. It is not necessary to submit a copy of the military document or statement of earnings in this situation. If a member is receiving preference to use annual leave for military service over another member's request to use annual leave, documentation should be submitted to ensure the annual leave was indeed used for military service. Otherwise, it is a misrepresentation, and the department may take disciplinary action.

1.3 General Information on Military Leave

- a. The Bi-weekly Time and Attendance Report shall be the official document referred to for time accounting purposes for members requesting temporary military leaves of absence.
- b. Adjustments in compensation will be reflected in the member's paycheck following receipt of the statement of earnings from the military paymaster. The HRML shall ensure this process is completed by the Office of Compliance.
- c. While on military leave, the member shall keep their worksite commander and the Human Resources Division updated on any changes in phone contact, email address, and physical address to ensure correspondence remains uninterrupted.

Section 2: Activation Procedures

2.1 Activations More Than 30 Days

- a. Members activated for more than 30 days shall submit copies of the documents ordering the member to report for military service to their worksite commander and the HRML.
 - i. Changes to military service orders shall be presented in a timely manner.
- b. The HRML shall inform the Office of Behavioral Science of the member's impending military leave.
 - i. The Office of Behavioral Science shall contact the member to schedule an out-processing interview which will advise them of the department's Deployment and Reintegration Program and the services available to their family in their absence.
 - ii. The Office of Behavioral Science shall collect information related to the assignment and length of the deployment and request permission to contact their family in their absence.
 - iii. With permission from the member, the Office of Behavioral Science may periodically contact the family while the member is on military leave and assess the need for psychological services. Those services will be offered, as needed.

- c. Leave and Earning Statements shall be submitted to the Michigan Civil Service Commission at MCSC-MilitaryLeave@michigan.gov if eligible for supplemental pay. The HRML is available to assist, if requested by the member.
- d. An enlisted command officer, preferably the member's worksite commander, shall be present at a deploying member's military unit's departure ceremony.

2.2 Activations 30 Days or Less

- a. For military leave lasting up to and including 30 days, members shall:
 - i. Submit copies of documents ordering the member to report for military service to their worksite commander and the HRML.
 - 1. Changes to military service orders shall be presented in a timely manner.
 - ii. Submit Leave and Earning Statements to the Michigan Civil Service Commission at MCSC-MilitaryLeave@michigan.gov if eligible for supplemental pay. The HRML is available to assist, if requested by the member.

Section 3: Return to Duty with the Department

3.1 Initial Return Procedures

The following procedures shall be followed for members returning from activations of more than 30 days.

- a. A member returning to duty with the department after military leave shall notify the HRML as soon as practical.
- b. The HRML shall notify the Office of Behavioral Science, as well as the Training Division when applicable, of the member's pending return. The Human Resources Division and the Office of Behavioral Science shall contact the returning member's worksite commander with suggestions on welcoming the returning member back to the department.
 - i. An enforcement member returning to duty with the department shall report to the Office of Behavioral Science for debriefing interviews and assessment of post-traumatic stress disorder (PTSD) symptoms no later than their first day returning to duty with the department. Following the completion of debrief and assessment OBS will notify the HRML.
 - 1. Psychological services are voluntary and will be offered on an as-needed basis.
 - ii. Enforcement members returning after a military leave of more than 180 days shall participate in reintegration training described in Section 3.2.
 - iii. Civilian members shall report to the Office of Behavioral Science as soon as practical upon returning to employment with the department for a debriefing interview and assessment of PTSD symptoms and educational material regarding reintegrating back into civilian society.
- c. When an enforcement member returns to patrol or similar law enforcement duties, it is recommended that they be temporarily placed in a two-officer patrol unit.
 - i. This will be for re-familiarization with policies, procedures, and current laws.

- ii. If possible, the second enforcement member should also be a military veteran.
- d. An enlisted command officer, preferably the member's worksite commander, shall be present at a deployed member's military unit's return ceremony.
- e. A group of department members, who themselves are veterans of military deployment, may be recruited to volunteer their services and offer informal support to the returning member.
 - i. It is recommended that any volunteers contact the member approximately one month after the member's return from deployment.

3.2 Reintegration Training

- a. Enforcement members shall be scheduled for reintegration training, administered by the Training Division, to transition back to civilian policing. This training program shall be developed according to the individual needs and circumstances of each enforcement member but will include the following:
 - i. Update from the Legal Resource and Education Section
 - ii. Use of force policy and decision making
 - iii. Re-certifications in first aid and defensive tactics if the member returned after their annual training cycle
 - iv. Re-qualification with department firearms, if applicable
- b. The Training Division shall schedule the retraining as soon as possible through coordination with the enforcement member and the worksite commander. Once scheduled, the Training Division shall notify the HRML.
- c. Training will be provided by the Office of Behavioral Science for worksite commanders covering an overview of the Deployment and Reintegration Program.
 - i. This program shall include:
 - 1. Issues related to deployed members returning to uniformed patrol.
 - 2. Monitoring behavior of returning members.
 - 3. Driving for combat veterans.
 - 4. Common PTSD reactions.
 - 5. How to handle issues that may arise from returning veterans.
 - 6. Consultation services from the Office of Behavioral Science.
 - 7. Written handouts.

Review Responsibility: Human Resources Division, Training Division

Accreditation Standards: CALEA Standards 22.1.2F, 22.1.9