



**DEPARTMENT OF PUBLIC SAFETY  
POLICIES & PROCEDURES**



<b>POLICY NUMBER</b>	
PRS: 10	
<b>EFFECTIVE DATE:</b> 02/28/2017	<b>ORIGINAL ISSUED ON:</b> 02/28/2017
<b>REVISION NO:</b>  ORIGINAL	

**SUBJECT: LONG TERM MILITARY DEPLOYMENT AND REINTEGRATION**

**1.0 PURPOSE**

The purpose of this policy is to establish a plan for personnel with military activations exceeding one hundred eighty (180) days for pre-deployment, deployment, and post deployment stages.

**2.0 POLICY**

It is the policy of the Department of Public Safety to provide its employees guidelines to follow when an employee has a military activation, and to communicate with the military employee before, during, and after a deployment exceeding one hundred eighty (180) days.

**3.0 APPLICABILITY**

This policy applies to all employees of the State Police Division of the Department of Public Safety.

**4.0 REFERENCES**

- A. ADM: 13 Carrying of Firearms
- B. ADM: 24 Uniform, Grooming, and Equipment
- C. CALEA Chapter 22 – Long Term Military Deployment and Reintegration
- D. NMSA 1978, § 28-15-1 et seq.
- E. Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

**5.0 DEFINITIONS**

- A. **DPS** – Department of Public Safety
- B. **Military Service Member** – for purposes of this policy, a military service member will be defined as an employee who will be, or has been, deployed for a period exceeding one hundred eighty (180) days.

**6.0 PROCEDURE**

- A. **Agency Points of Contact**
  1. Any employee who has received notice they will be deployed for a length of time to exceed one hundred eighty (180) days shall promptly notify their direct supervisor.
  2. Either the employee or their direct supervisor will then contact the DPS military member point of contact. The DPS military member point of contact will be the Chief, or his/her designee.

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- a. The DPS military member point of contact will conduct an exit interview with the deploying employee before their deployment. *Attachment A. Military Deployment Checklist* will be used for this interview.
  - b. The DPS military member point of contact will maintain contact with the deployed employee or the deployed employee's point of contact. Contact may include to the extent possible notification of departmental news, significant events, organizational changes, and work related opportunities.
  - c. The DPS military member point of contact will conduct an interview with the deployed member upon return to the department. *Attachment B. Military Post-Deployment Checklist* will be used for this interview.
3. The Human Resources Bureau will assist the military member with the payroll and benefits paperwork needed throughout this process. The military member's Human Resources payroll and benefits point of contact will be the individual who is normally assigned to the member's district.

### B. Court Notifications

Employees shall, in writing, notify the courts and district attorneys' offices with which they have cases/citations pending, of their deployment, in order to avoid dismissal of cases/citations.

### C. Storage of Department Equipment

1. Department issued vehicles will be returned to Fleet Headquarters in Santa Fe for the duration of the separation from duty. Upon the employee's return, the employee will be re-issued a unit from available fleet resources. Units are not to be kept at district offices.
2. All department issued firearms will be returned to the Training and Recruiting Bureau, where they will be turned over to the department armorer.
3. Department issued cellphones shall be turned into the Telecommunications Officer of the Information Technology Division, at Headquarters.
4. Other department issued electronics shall be turned into the Information Technology Division at Headquarters.
5. All other department issued equipment will be stored in a locked box and be turned over to the department quartermaster, or his/her designee, for storage in the quartermaster's office during the deployment.

### D. Steps for Return

A commissioned employee who is returning to the department after a deployment lasting longer than one hundred eighty (180) days must adhere to the following criteria before being allowed to perform work related activities:

1. The officer shall report to the Training and Recruiting Bureau on his/her first official work day. The Training and Recruiting Bureau will be responsible for the issuance of all firearms necessary to perform his/her duties.
2. The officer will be required to qualify with all department weapons upon returning to work. Refer to *ADM: 13 Carrying of Firearms* for qualification guidelines for personnel returning from extended leave. The location of this qualification will be determined through discussions and agreement by the Training and Recruiting

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Bureau and the commander of the District where the officer has been assigned. The qualification will be overseen by the Training and Recruiting Bureau or by a district qualified range master.

3. The officer shall report to the Fleet Bureau on his/her first official work day. The Fleet Bureau will be responsible for the issuance of a vehicle necessary to perform his/her duties.
4. The officer, his/her district commander, and the Training and Recruiting Bureau, will discuss whether or not there is a need for the officer to receive a driving refresher course. They will take into consideration the length of the deployment, and driving habits of the officer at any stage of the deployment. If there is a need for this training it shall occur by the third (3<sup>rd</sup>) day upon returning to work.
5. Upon returning to the department, the officer will be considered to be in a reintegration period. The reintegration period involves familiarization with the district, IT updates/network access, and other changes with legal decisions and policies and procedures, or training, that occurred while the officer was deployed.
6. The reintegration period may take approximately three (3) months. The district commander will not need to take further action at the end of the reintegration period unless he/she needs to extend it.
7. If the district commander extends the reintegration period for any reason he/she will write an Intra-Departmental Correspondence (IDC) to the zone commander explaining the reason(s) for the extension.
8. In cases involving an officer of the rank of major or higher the IDC releasing the officer from the reintegration period will be written to the Chief of the New Mexico State Police.
9. Non-commissioned employees shall report to their direct supervisor for guidance on their reintegration needs.

### **E. Return from Active Duty**

Any requirement to restore an employee to his/her position, or a position of like seniority, status, and pay, will be as provided for by state and federal law.

## **7.0 ATTACHMENTS**

### **A. Military Deployment Checklist**

### **B. Military Post-Deployment Checklist**

## **8.0 APPROVAL**

**APPROVED BY:** S/ Scott Weaver **DATE:** February 28, 2017  
**DPS Cabinet Secretary**