



Newport News Police Department - Operational Manual

ADM-365 - ACTIVATION & REINTEGRATION OF MILITARY EMPLOYEES

Amends/Supersedes: ADM-365 (9/28/2016)

Date of Issue: 07/16/2021

I. GENERAL

This policy shall apply to military employees who are absent from the Department for a period of 90 days or longer. This shall apply to any branch of military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA), and shall be in addition to any benefits as provided in City of Newport News Personnel Administrative Manual, Section [707 Military Leave](#), or other additional benefits as provided by the City of Newport News.

II. DEFINITIONS

- A. *Military Support Officer (MSO)* - A Department member who has been identified by the military employee to serve as a liaison between the deployed employee and the Department during their absence. The MSO will serve to assist in the care and oversight of the employee's family and personal matters should the need arise during the employee's deployment. This shall not be construed as giving the MSO any legal authority to act in the employee's stead unless it has been otherwise provided for in proper legal documentation.
- B. *Re-acclimation Process*: - Gradual, pre-determined steps, set by the Department, which are intended to give returning military employees the opportunity to more comfortably, and successfully, reintroduce themselves into their positions with the Department after deployment. This process is designed to afford the employee an opportunity to address issues which may be associated with their deployment, and position.

III. PRE-DEPLOYMENT PROCEDURE

- A. Upon receiving notification of military mobilization or orders to active duty, the employee will provide a copy of their orders along with written notification to their immediate supervisor to include the following:
 - 1. Anticipated date(s) of mobilization;
 - 2. Unit name and identification;
 - 3. Commanding officer's name, telephone number and e-mail address;
 - 4. Immediate military supervisor's name, telephone number and e-mail address;
 - 5. Name of the military ombudsman (or equivalent) telephone number and e-mail address.

NOTE: The employee's immediate supervisor will provide a copy of the written notice and the deploying employee's orders and deployment information to the Internal Support Section commander upon receiving them.

- B. The employee will provide the Financial Management Division a copy of their orders as soon as possible.
- C. The employee will identify a member of the Department to act as their Military Support Officer (MSO). [22.1.9a]
- D. The Internal Support Section commander will serve as the Department's reserve liaison officer, and will: [22.1.9b]
 - 1. Meet with the employee prior to deployment to create a file containing: [22.1.9c]
 - a. Current Department certifications;
 - b. Employee's training record; and
 - c. Any other relevant information which may aid in later reintegration.
 - 2. Provide oversight over the reintegration of military employees into the Department.
- E. Prior to their deployment, the employee shall out process, returning equipment, (and vehicles, if applicable) as set out in [ADM-525 Out Processing and Extended Leave Reactivation Procedure](#), and [ADM-550 Police Vehicle Maintenance and Repair](#). [22.1.9d]

IV. DURING DEPLOYMENT

- A. During the deployed employee's absence, the Department shall provide support to the employee and their family through the MSO and Internal Support Section commander: [22.1.9g]
 - 1. The MSO shall:
 - a. Keep up-to-date status on the employee, and provide the information to the employee's immediate supervisor for dissemination up the chain of command, which information shall include their current deployment status and any personal or family concerns that the department may be able to assist with.
 - b. Provide current e-mail and address information to the Internal Support Section commander.
 - 2. The Internal Support Section commander shall maintain a current file on the deployed employee, including:
 - a. The status of any certifications;
 - b. Missed training (i.e. in services, etc.);

- c. E-mail and address information to be made available for other Department members to maintain contact.

NOTE: Department members are encouraged to maintain active contact with the deployed employee. The sending of Department events, newsletters, and other information assists the deployed employee in maintaining an active link with their home.

V. REINTEGRATION PROCEDURE

[22.1.9e]

- A. Upon receiving notification of their release from active military duty, and their return home, the deployed employee will notify the Internal Support Section Commander of their pending return. The Internal Support Section Commander, in turn will:
 - 1. Notify the employee's appropriate chain of command, taking into consideration any transfers to which the employee may have been subject during their absence.
 - 2. Forward the release paperwork from the military to the Financial Management Division.
 - 3. Update the employee's file, including a checklist (NNPD [Form #303](#)) for areas that must receive attention prior to the employee's release to their assignment, covering:
 - a. Training requirements;
 - b. Certification requirements;
 - c. Logistical, procedural, and administrative changes and/or additions since the employee's deployment;
 - d. Any other information considered crucial to the employee's reintegration (i.e. change in City policy, etc.).
- B. Upon return to the Department, the employee will be assigned to the Training Section for a time period of one to three weeks, or as determined by the Training Academy Director, to facilitate: [22.1.9f]
 - 1. Training the employee missed while deployed.
 - 2. Appropriate refresher training based on the applicable in-service training schedule and the needs of the employee.
 - 3. Requalification on all weapons, as they apply to the employee's assignment.
- C. The employee shall report to the Internal Support Section commander, who will prioritize any needed training preparatory to reissuing the employee's equipment and vehicle. In addition, the Internal Support Section commander will facilitate:
 - 1. Receiving applicable training missed;
 - 2. Obtaining any needed re-certifications.


D. Re-acclimation Process

In addition to the training and certification issues covered above in this policy, the Internal Support Section Commander will coordinate the employee's re-acclimation process, which is designed to provide an incremental and staged re-entry process. This may include, but is not limited to, the following components:

1. Short term assignment with a senior officer/detective, or FTO to allow the employee to serve in the capacity as a back-up officer, and re-familiarize himself with current procedure through methods, such as:
 - a. Participation in the Ride Along program to allow familiarization with the employee's reporting assignment area and other areas of the City, including identification of persons of interest, trends, etc.
 - b. Reintroduction to reporting procedures, if applicable.
2. A debrief with the Department's psychological services provider to giving the opportunity for the employee to speak about any concerns or counseling which may assist with the employee's reintegration from a combat to a police or family environment.

NOTE: This debrief is not a psychological evaluation, but another tool provided to the returning employee. It is not an optional step, and must be completed prior to the employee's reassignment.

3. Upon completion of the steps outlined by the employee's checklist ([NNPD Form #303](#)), the Internal Support Section commander shall generate a memo indicating that the employee has received all needed training and equipment, completed the re-acclimation process, and recommending the employee's return to full, active duty status. This form shall be forwarded through the chain of command for approval by the employee's bureau commander, and the Chief of Police.


Steven R. Drew
Chief of Police