

DEPARTMENTAL GENERAL ORDER

OLIVETTE POLICE DEPARTMENT

OFFICE OF THE CHIEF OF POLICE

Index as:

Military

Deployment

Reintegration

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**MILITARY DEPLOYMENT AND REINTEGRATION**

**I. POLICY**

Olivette Police personnel who serve in the National Guard or in the armed forces Reserve Component provide a primary supplement to our Nation's armed forces, increasing both the strength of the Nation and the well-being of our communities. Those Department personnel who serve in the National Guard or the armed forces Reserve Component may receive deployment orders on short notice. In order to plan for this eventuality, it is the policy of the Olivette Police Department to have procedures for the military deployment and reintegration of Department personnel.

**II. PURPOSE**

The purpose of this policy is to provide procedures for an employee's military deployment and reintegration to the Department. This policy shall apply to employees when their absence from the Department for military activation exceeds 180 days for pre-deployment, deployment and post deployment. If an activation of less than 180 days unexpectedly becomes extended beyond 180 days, the pre-deployment and deployment aspects of the policy shall be applied to the extent practicable, as well as the reintegration procedures.

**III. DEFINITIONS**

A. Activation - Order to active duty (other than for training) in the Federal Service.

B. Active duty - Full-time duty in the active military service of the United States, including active duty or full-time training duty in the Reserve Component.

C. Guardsman - a person who is a member of the National Guard in any branch of the United States Armed Forces.

D. 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.

E. Reservist - a person who is a member of a Reserve Component of either the Army National Guard of the United States, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air Force Reserve, or the Coast Guard Reserve.

#### **IV. PRE-DEPLOYMENT PROCEDURES**

A. Any employee seeking a military leave of absence shall provide the City with advance notice of his/her intent to take a military leave. If advance notice is precluded by military necessity or is otherwise impossible or unreasonable, considering all relevant circumstances, the employee shall provide as prompt notice as possible.

B. The employee shall submit a copy of his/ her military orders to their supervisor as soon as possible along with written notification to their immediate supervisor to include the following:

1. Unit Name and identification.
2. Anticipated date(s) of mobilization.
3. Commanding officer's name, telephone number and e-mail address.
4. Immediate military supervisor's name, telephone number and email address.
5. Name of the military ombudsman (or equivalent), his/ her telephone number and e-mail address.

C. The Deputy Chief of Police shall serve as the Department's point of contact.

D. The City's Human Resources Director shall serve as the City's Human Resources point of contact.

E. Together, the Chief of Police, Deputy Chief of Police, and the Human Resources Director shall meet with the employee prior to deployment regarding:

1. Employee benefits.
2. Salary continuation.
3. Reintegration into the Department.
4. Any other relevant information which may aid in deployment and later reintegration.

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F. The Deputy Chief of Police shall notify the Olivette Municipal Court Administrator of the anticipated dates of the employee's departure and return.

G. Prior to their deployment, personnel shall turn in their Department I.D. badges, building access card, REJIS computer token and all issued keys, weapons and equipment to the Deputy Chief of Police, or his/her designee. All weapons shall be stored in the armory and all other items shall be stored in a secure area.

H. The employee's email and computer accounts will be suspended.

### **V. DEPLOYMENT PROCEDURES**

A. During the deployed employee's absence, the Department shall provide support to the employee and his/her immediate family through the Deputy Chief of Police and the City's Human Resources Director.

B. The Deputy Chief of Police shall:

1. Keep up-to-date status on the deployed employee and provide the information to the employee's immediate supervisor and the chain of command. The information shall include, at a minimum, the employee's current status, active needs, and family needs.
2. Provide the deployed employee's current e-mail and address information to the Human Resource Director and ensure information related to changes in benefits or open enrollment for benefits is sent to the employee.
3. Maintain a current file on the deployed employee, including the status of any certifications, benefits updates missed, and e-mail and address information to be made available for other Department members to maintain contact.
4. Send Department events, newsletters, and other information to assist the deployed employee in maintaining an active link with his/her home.

C. Department members will be encouraged to maintain active contact with the deployed employee.

### **VI. REINTEGRATION PROCEDURES**

A. Upon completing his/her military service obligation, all Department personnel on a military leave of absence shall return to work in a timely manner as established by applicable laws. Failure to return to work after an approved military leave in a timely manner, falsification of the reasons for taking the military leave or working elsewhere while on the military leave can result in termination of the leave of absence and/or discipline, up to and including termination of employment.

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- B. Prior to returning to full duty, the returning employee shall meet with the Chief of Police and Human Resources Director for a reintegration interview. The need for a Re-acclimation process shall be evaluated, and a plan shall be developed as needed.
- C. All Department personnel returning from a military leave of absence shall be reinstated in accordance with and as required by applicable laws
- D. Under certain circumstances, the City of Olivette may require an employee to provide documentation demonstrating his/her eligibility to return to work such as, but not limited to, a medical release and passage of the Department's Physical Performance Standards and Assessment.
- E. Upon return to work, the employee shall provide appropriate military documentation to Human Resources as required by the City. This documentation may include the amount of time served, pay received during the leave and type of duty performed.
- F. Returning employees shall contact the Deputy Chief of Police regarding re-issuance of all required equipment and ID card.
- G. The Commander of the Bureau of Support Services shall provide to the employee updated copies of General Orders and/or procedures, as needed. The officer shall review them and sign a statement of understanding for each policy received.
- H. The returning employee shall meet with the Training Coordinator to determine any missed training or certifications that shall be completed. A schedule shall be made for the accomplishment of required training tasks. The returning employee shall be required to complete a short-term assignment with a Field Training Instructor for refresher training in their assigned area.
- I. The returning employee (if a Commissioned Police Officer) shall be required to complete weapons qualifications in accordance with OPD - 9.3.
- J. The employee's email and computer accounts will be reinstated.
- K. Form #OPD - 1165, "Military Post-Deployment Checklist" shall be completed. Each item shall be signed off by the appropriate City employee when that task is completed. A copy of the checklist shall be placed in the employee's personnel file.

*This General Order supersedes all prior directives and orders inconsistent therewith.*

BY ORDER OF:

Signature on File

Beth M. Andreski

Chief of Police

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