

# FLORENCE POLICE DEPARTMENT

## GENERAL ORDER

<b>Subject:</b> Military Deployment and Reintegration	<b>Procedure:</b> General Order 10.1.2 CALEA 22.1.9	<b>Total Pages:</b> 3
<b>Authorizing Signature:</b>  Original with Authorizing Signature on File	<b>Effective:</b> 12/4/17	
	<input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Amended</b> <input type="checkbox"/> <b>Rescinds</b>	

**Purpose:**

The City’s military leave policies have been adopted in accordance with applicable federal and state law. Interpretation of such law is made by the Human Resources Division, office of the Director of Human Resources, in conjunction with the office of the City Attorney. All questions concerning the City’s military leave policies should first be directed to the office of the Director of Human Resources.

**Policy:**

It shall be the policy of the Florence Police Department to support the Armed Forces of The United States and to accommodate the service member in accordance with applicable Federal or State laws and rules as established by the Human Resources Department of the City of Florence. The Florence Police Department will change scheduled shift assignments or regular days off to avoid conflict with regularly occurring non-emergency drills or training for service members. A service member’s request for leave to attend annual training as ordered by the government will receive first priority.

**Procedures:**

1. Employees on military leave for **thirty (30) calendar days or less** are allowed to maintain department issued equipment at their place of residence, with exception to department owned vehicles which will be parked at the Florence Police Department. The employee will be subject to all General Orders regarding their department issued equipment. In all instances the employee shall submit their military orders to their supervisor as soon as possible.
  
2. Employees on military leave for **thirty-one (31) calendar days or more** shall surrender their Florence Police Department issued equipment including but not limited to Weapon(s), Vehicle(s), key(s), radio and any other departmentally owned\issued equipment.
  
3. Supervisors of employees departing on *military leave for* **thirty-one (31) calendar days or more** shall ensure this policy is followed and have the item(s) return to take place on the last working day the employee has prior to leaving on military leave. The Supervisor receiving the equipment will document all equipment in the employee’s PIP folder.

4. The employees' Division Commander shall be the agency point of contact with the employee. If a Division Commander is the deployed employee, then the Chief of Police shall serve as the agency point of contact. If the Chief of Police is the deployed employee, then the Mayor of the City of Florence and the person selected to run the department in their absence shall be the two points of contact to facilitate communications between all administrative components.
5. The Human Resources Director for the City of Florence shall serve as the Human Resources point of contact for all deployed employees, regardless of rank or assignment.
6. All deployed employees shall complete an exit interview with the Chief of Police, or their designee, prior to deployment.
7. All agency owned equipment that is returned by employees who are deployed for periods of 31 calendar days or more shall be stored or reissued by the Technical Services Sergeant.
8. When returning to duty after a deployment consisting of 31 calendar days or more, the employee shall complete an interview with the Chief of Police, or their designee, prior to returning to duty.
9. Initial and/or refresher training shall be provided to all employees who have returned from a deployment consisting of **91 calendar days or more**. See "Reintegration of Department Personnel section 2" of this General order for specifics.
10. With the technology now available, communications with all points of contact and the deployed employee shall be maintained routinely throughout their deployment via email, voice mail, phone, text, etc. This will facilitate the ease of transition and reintegration of the employee back to their official capacity with the Florence Police Department.

### **Reintegration of Department Personnel**

#### **1. 30 Calendar Days or Less**

Employees shall advise their supervisor as soon as possible of their date of return. Supervisor's should schedule the employee to report to work no later than the first work day on their next regularly scheduled shift, after termination of his/her service as indicated on the Military Orders and after allowance for safe travel home from the military duty location and an eight (8) hour rest period per USERRA 38 U.S.C. § 4312 (e); unless on other approved leave.

2. **31 Calendar Days or More**

Employees shall advise their supervisor as soon as possible of their date of return. Supervisor's should schedule the employee to report to work no later than the first work day on their next regularly scheduled shift, after termination of his/her service as indicated on the Military Orders and after allowance for safe travel home from the military duty location and an eight (8) hour rest period per USERRA 38 U.S.C. § 4312 (e); unless on other approved leave.

The employee shall complete an interview with the Chief of Police, or their designee, prior to returning to duty. At this time arrangements will be made for the equipment/items to be reissued to the employee via the Technical Services Sergeant.

3. **91 Calendar Days or More**

Employees returning from ninety-one (91) days or more of military leave will be reemployed in accordance with USERRA 38 U.S.C. § 4312. Employees shall advise their supervisor as soon as possible of their date of return.

- a. Employees shall, at a minimum, receive the following training prior to returning to duty:
  - i. Use of Force to include Use of Deadly Force;
  - ii. Defensive Tactics/Recertification on all issued weapons (Taser, Chemical Agents, Impact Weapons, etc.) and Equipment (EVO, handcuffs, patrol bike, etc.)
  - iii. Legal Updates;
  - iv. Policy Changes/Updates
  - v. Firearms Qualification
  - vi. Any additional training as determined by the Chief of Police, The Department Training Coordinator, and meet the In Service P.O.S.T. requirements
- b. If any certifications have expired during the employees' deployment then the employee shall attend a basic certification course prior to return to full duty.
- c. All training will be documented by the employee's supervisor placing a copy in the employees PIP folder and copies sent to Human Resources and the departmental personnel file.

