

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	Chapter: 300 – Personnel Management	
	Directive: 310.13 – Military Deployment and Reintegration Program	
Authorized by: Chief Brandon Zuidema		Effective Date: April 1, 2015
CALEA Standards: 22.2.8 (5 th Edition)		Last Revision: N/A

310.13.1 – Purpose

The purpose of this directive is to develop and maintain a comprehensive deployment and reintegration program for Department employees who are called to and subsequently return from military service. This is accomplished by providing individual and family support along with instruction at the Department level in those subjects pertinent to established methods, techniques, and procedures.

310.13.2 – Policy

It is the policy of the Garner Police Department to ensure all employees returning from military deployments are offered a consistent and structured reintegration program which serves the best interest of the veteran while meeting Department goals and objectives and conforming to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

310.13.3 – Definitions (22.2.8)

- A. Civilian Employee Reintegration Program – A program designed to introduce or reintroduce the returning employee to any recent changes in laws, ordinances, policies, and/or procedures as part of their return to work.
- B. Military Liaison Officer (MLO) – The Department or Town employee designated to maintain open lines of communication between the Department, the deployed veteran, and the veteran’s family.
- C. Sworn Employee Reintegration Program – A program designed to introduce or reintroduce the returning employee to any recent changes in laws, ordinances, policies, and/or procedures in advance of reassignment to full duty.
- D. Veteran Mentor (VM) – An employee who acts in a mentoring role to help facilitate training/retraining as the veteran transitions back into sworn or civilian law enforcement duties.

310.13.4 – Administration and Organization (22.2.8)

- A. The Chief of Police has ultimate responsibility for the governance of the Department’s Military Deployment and Reintegration Program but delegates this responsibility to Personnel and Training Sergeant.
- B. The Personnel and Training Sergeant is designated as the Military Liaison Officer (MLO) for the Department and is responsible for overseeing this program.
- C. Each employee returning from active military duty will be assigned a Veteran Mentor (VM) who will assist the employee in his/her transition. The VM will follow the Reintegration Program, which covers numerous topics, including but not limited to, the following:

1. Reintroduction and retraining responsibilities, and
 2. Assessment of specific knowledge, skills, and abilities.
- D. Prior to serving in the role as a VM, an interested officer must have served as a field training officer.
- E. The VM will:
1. Closely observe the progress of the veteran, pursuing training and corrective measures as necessary; and
 2. Continuously provide guidance through the reintegration process.
- F. In the event that the assigned VM is unavailable during the reintegration process, the veteran may work with another approved field training officer or supervisor.

310.13.5 – Pre-Deployment (22.2.8)

- A. When an employee who serves in the National Guard, Reserves, or in another capacity with the United States Military receives verbal or written orders to deploy, the employee will notify the Chief of Police, through their chain-of-command, as soon as possible, but at least within seventy-two (72) hours of receiving the orders.
- B. Upon receiving such notice, the Chief of Police or designee will:
1. Notify the Town Human Resources Department, who will:
 - a. Ensure proper documents are filed for establishment of pay into direct deposit; and
 - b. Provide information on contacting the Department when returning from deployment for reestablishing pay, benefits, reporting for duty, etc.
 2. Notify the Military Liaison Officer, who will:
 - a. Assist the deploying employee and his/her family in preparing for deployment;
 - b. Coordinate, conduct, and document the Military Exit Interview on GPD form 310.13-A, *Military Pre-Deployment Checklist*. The interview shall address the following:
 - 1) Estimated length of time of deployment, if known;
 - 2) A family point of contact (if desired by the employee);
 - 3) The assigned military point of contact;
 - 4) E-mail address, mailing address, and/or contact phone number for the employee while deployed; and
 - 5) A narrative of what the deploying member expects from the Department upon return from deployment (i.e. training cycle, VM assignment, training objectives, return interview, temporary administrative duty, etc.);
 - c. Ensure proper notifications are made to the deploying employee's Division Commander/Manager and the Chief of Police; and

- d. Collect and arrange for storage of any Town and Department-issued equipment for storage until the employee is ready to return to work with the department.
- C. The employee's Division Commander/Manager will:
1. Assist the MLO in discharging his/her duties when requested
 2. Allow, when possible, the deploying employee to use discretionary time off (i.e. compensatory time, vacation, etc.) to get personal affairs in order prior to deploying
- D. The MLO will use GPD form 310.13-A, *Military Pre-Deployment Checklist*, to ensure compliance with all pre-deployment requirements and that required tasks are completed.

310.13.6 – Deployment (22.2.8)

- A. During the employee's deployment period, the MLO will:
1. Maintain periodic contact with the deployed employee as possible, to provide department updates (i.e. department news, significant events, promotional opportunities, etc.);
 2. If approved and supported by the deploying employee, maintain periodic contact with the employee's family to assess any support needs and make referrals when needed;
 3. Be a resource to the deployed employee and his/her family; and
 4. When possible, contact the deployed employee thirty (30) days prior to his/her estimated return to verify the return date and provide the employee with information on where to report upon return.
- B. Under The Uniformed Services Employment and Reemployment Rights Act (USERRA), the veteran has a specific time frame to make application for reemployment or report back to work, dependent on the length of service as listed below:
1. Short Term Deployment (less than thirty (30) days of service) – The employee must return at the beginning of the next regularly scheduled work period on the first full day after release from service. However, the returning veteran may be permitted at least eight (8) hours of rest prior to starting the next shift.
 2. Medium Deployment (at least thirty-one (31) days, but less than one hundred eighty (180) days of service) – The returning veteran must apply for reemployment or report back to work within fourteen (14) days of completion of service.
 3. Long Term Deployment (one hundred eighty (180) or more days of service) – The returning veteran must apply for reemployment or report back to work within ninety (90) days following completion of service.

310.13.7 – Post Deployment (22.2.8)

- A. Unless otherwise directed, the returning veteran will notify the Chief of Police of their anticipated return to duty as soon as possible.
1. The Chief of Police will then notify the Human Resources Department Director.
 2. The Human Resources Department Director and/or designee will contact the MLO, who will assist the veteran prior to reporting for duty.
- B. Upon return to duty, the veteran will report to the MLO.

- C. When the veteran reports for duty, the MLO will coordinate, conduct, and document the Military Return Interview on GPD form 310.13-B, *Military Post-Deployment Checklist*. The purpose of the interview is to determine what experiences the veteran endured while deployed and to assess the employee's training needs, etc.
- D. On completion of the interview, the MLO should provide the veteran with appropriate medical and mental health information and assist the veteran with referrals, if necessary.
 - 1. Referrals may include the Town of Garner Employee Assistance Program (EAP), Department Chaplain, United States Veterans Administration, or any other appropriate counseling referrals. (Note: Any referral made will be confidential and will be provided to assist the returning employee with any mental health or other needs).
 - 2. The MLO may recommend to the Chief of Police that the veteran be scheduled for a fit for duty exam.

310.13.8 – Reintegration Program – Sworn Officers

- A. Any returning veteran who is a sworn employee will be temporarily placed on administrative duty and will begin the Sworn Employee Reintegration Program.
 - 1. The reintegration program for sworn personnel has two (2) phases:
 - a. Phase One – Reintegration
 - b. Phase Two – Field Assignment
 - 2. GPD form 310.13-C, *Reintegration Schedule*, will be used to document all phases and completion of the reintegration program
- B. Required Training Cycle - the length of deployment and the position held by the sworn officer prior to deployment will determine what phases are required to be completed by the veteran upon return to duty.
 - 1. For deployments of ninety (90) days or less, a training cycle is not required. However, the MLO should, at a minimum, ensure the employee receives updates on any of the following that occurred during the employee's deployment:
 - a. State and Department mandated training,
 - b. Legal updates, and
 - c. Policy updates.
 - 2. For deployments of more than ninety (90) days, but less than one hundred eighty (180) days - the training cycle will be the successful completion of Phase One. Phase Two may be required depending on duty assignment and the input of the MLO and the veteran.
 - 3. For deployments of one hundred eighty (180) days or longer, the training cycle will be the successful completion of Phase One and Phase Two. Phase Two may be modified depending on the duty assignment and the input of the MLO and the veteran.

C. Reintegration Training Phases

1. Phase One – Reintegration

- a. During this phase, the veteran will be assigned temporarily to an administrative duty assignment. The purpose of this phase is to allow for the veteran to transition from active military duty to that of sworn law enforcement work. The veteran will be reintroduced to and/or retrained as need to standards/tasks established in this phase. This phase should not exceed more than sixty (60) days, but may be extended as needed by the Chief of Police.
- b. The MLO will work with the returning veteran to:
 - 1) Schedule, complete, and document the Military Return Interview;
 - 2) Schedule and complete a return meeting with the veteran's Division Commander/Manager and assign a Veteran Mentor (VM);
 - 3) Schedule an appearance at a Department staff meeting, a Town Council meeting, and any other appropriate venue to officially recognize the veteran's return from active military service;
 - 4) Conduct an inspection of the veteran's stored equipment for serviceability and coordinate return of equipment to the veteran;
 - 5) Schedule and complete a medical exam, fit for duty exam, and/or drug test, if required;
 - 6) Provide employee assistance referral information (i.e. Town of Garner EAP, Chaplain, etc.);
 - 7) Restore pay and benefits as required; and
 - 8) Address other needs as identified by the veteran.
- c. The MLO will work with the Department's Training Officer to ensure reintroduction and/or retraining of the following for sworn personnel:
 - 1) Department and Legal Updates - (i.e. statutory updates and/or refreshers on department policies and procedures);
 - 2) State mandated and/or Department in-service requirements;
 - 3) Qualification on all issued weapons requiring qualification before being allowed to carry/use the weapon;
 - 4) SCAT Refresher;
 - 5) Communication skill refresher (i.e. verbal judo, etc.);
 - 6) Patrol Techniques Refresher; and
 - 7) Other needs as identified by the department or the veteran.

2. Phase Two – Field Assignment

- a. The primary function of field assignment is to re-introduce the veteran to fieldwork as a police officer. The returning veteran will work with their VM in a field environment as a two-officer team.
- b. As the VM shadows the veteran, he/she will assess the veteran's ability to perform fieldwork and will provide training as necessary. The veteran should be assessed to ensure:
 - 1) Proper tactics are utilized;
 - 2) Basic administrative functions can be accomplished;
 - 3) Operability of computer systems and new technologies (i.e. in-car cameras, RMS, e-citations, e-crash, etc.); and
 - 4) Satisfactory performance of job related duties, functions, and responsibilities as outlined in the veteran's job description.
- c. Phase Two is designed as a four (4) week process but may last for any duration and/or until the veteran feels comfortable performing required duties and has satisfied the standards established in this phase. This phase may be extended as needed by the Chief of Police.
- d. The VM will keep his or her supervisor, the MLO, and the appropriate Division Commander informed of progress of the veteran. In addition, the VM will document in writing all training efforts, concerns, performance, recommendations, etc. on GPD form 310.13-C, *Reintegration Schedule*.
- e. In the event a veteran's performance is not consistent with departmental standards, or creates an officer safety issue, and/or there are concerns for the returning veteran's mental or physical health, their supervisor will be notified immediately and proper notification will be made to the MLO, the appropriate Division Commander, and the Chief of Police. The VM, the MLO, and the veteran's Division Commander will evaluate the concern(s) and provide reasonable assistance or guidance that may assist the veteran in reintegrating to full duty.
- f. Upon completion of this phase, the VM will forward all program documents to the MLO who will review them for completeness, comments, recommendation of release, and will forward the completed packet to the appropriate Division Commander/Manager for review, comment, and recommendation of release.
 - 1) The Division Commander/Manager will forward the completed packet to the Chief of Police for review/comment and final decision for release.
 - 2) All completed reintegration program documents will be filed in the veterans personnel file.

310.13.9 – Reintegration Program – Civilian Employees

- A. Any returning veteran who is a civilian employee will begin the Civilian Employee Reintegration Program. GPD form 310.13-C, *Reintegration Schedule*, will be used to document completion of the reintegration program
- B. The purpose of the Civilian Employee Reintegration Program is to allow for the veteran to transition from active military duty to that of civilian work. The veteran will be reintroduced to and/or retrained as needed to the standards/tasks of their position. This should not exceed more than sixty (60) days, but may be extended as needed by the Chief of Police.

- C. The MLO will work with the returning veteran to:
1. Schedule, complete, and document the Military Return Interview;
 2. Schedule and complete a return meeting with the veteran's Division Commander/Manager and assign a Veteran Mentor (VM);
 3. Schedule an appearance at a Department staff meeting, a Town Council meeting, and any other appropriate venue to officially recognize the veteran's return from active military service;
 4. Provide employee assistance referral information (i.e. Town of Garner EAP, Chaplain, etc.);
 5. Restore pay and benefits as required; and
 6. Address other needs as identified by the veteran.
- D. The MLO will work with the Department's Training Officer to ensure reintroduction and/or retraining of the following for civilian personnel:
1. Department and Legal Updates - (i.e. statutory updates and/or refreshers on department policies and procedures); and
 2. Department in-service requirements.

310.13.10 - Follow-up Procedures

- A. The MLO and assigned Division Commander will conduct a 6-month meeting with the veteran to assess any ongoing reintegration needs.
- B. These may include, but are not limited to, the following:
1. Additional training,
 2. Overall adjustment back to duties, to include the employee's health and wellness, and
 3. Recommendations for revisions to the reintegration program.