

City of Johns Creek Police Department

<i>Subject:</i> Long Term Military Deployment and Reintegration		<i>Number:</i> 04-28
<i>Reference:</i>		<i>Amends:</i>
<i>Effective:</i> 07/15	<i>Review Date:</i> Annually	<i># of Pages:</i> 3

PURPOSE:

To establish a plan for personnel with military activations exceeding 180 days.

POLICY: (04-28)

It shall be the policy of the Johns Creek Police Department to support employees who are also members of the Armed Forces Reserve component or National Guard and their families by assisting in pre-deployment, deployment, post deployment and reintegration.

DEFINITIONS:

- A. LIAISON: The department employee who the Chief of Police or his designee and the deployed employee agree will be responsible for acting as liaison during activation, deployment and post deployment phases.
- B. DEPLOYMENT: Ordered for active duty exceeding 180 days
- C. FAMILY: Any legal adult(s), including immediate family, the deployed employee designates as a personal support system.

PROCEDURES: (04-28-01)

- A. Every employee shall be entitled to military leave in accordance with state and federal laws. The City will provide affected employees with job protection and group benefits coverage in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).
- B. Pre-Deployment

The employee shall notify their chain of command as soon as practicable of a pending deployment. The Chief or his designee and the employee will select a liaison and notify them.

1. The employee shall provide relevant telephone numbers and or email addresses to their liaison to facilitate communications during deployment.
2. The Chief or his designee will be responsible for notifying the Director of Human Resources to have a representative be the employee's single point-of-contact relating to the benefits and leave rights of the employee.
3. The employee shall relinquish all City issued weapons, radios, computers, cell phones and vehicles to appropriate agency personnel for safekeeping during deployment.
4. The employee shall coordinate with the Records Supervisor so notification can be forwarded to the courts regarding pending cases.
5. The Chief of Police or his designee will meet with the employee to review the department policy on military deployment and reintegration, the employee's obligations and to ensure that all needs are being met.

C. Deployment

1. The liaison shall have contact with the employee or their family at least once a month to provide support and to inform the employee and family of agency news, significant events, promotion opportunities etc.
2. The employee's liaison or Division Commander should be readily available to both the employee and their family in the event of pay/benefits complications or questions.
3. If available, the employee may have non-confidential office email forwarded to their military email account.
4. The Chief or his designee shall be available to the family members for face to face meetings, at the family's request to assure needs are being addressed.
5. If during the deployment the employee's annual performance evaluation is due, the Division Commander will be responsible for completing and ensuring any eligible merit increases or bonuses have been processed.

D. In-Processing/Post Deployment

1. The Chief of Police or his designee shall meet with the employee returning from deployment to welcome them back and discuss any questions the employee may have.
2. The Chief of Police or his designee shall notify Human Resources of the return of the employee and meet with the employee to discuss pay or benefit changes.
3. The employee's Division Commander is responsible for inquiring and determining if the employee returning from deployment has any special needs, particularly those involved in combat operations, and offer the City's employee assistance program and/or any other available resources for returning employee.
4. The employee shall be issued appropriate weapons after demonstrating proficiency, equipment, and vehicle, if applicable.
5. The employee shall complete all mandatory training that was missed during deployment.
6. Sworn officers who have been absent from patrol for a period of 180 calendar days or more may be assigned to an FTO based on the job related training required in relation to their experience as a police officer.
7. For other scenarios the appropriate Division Commander will determine the employee's need for re-familiarization with their job duties and make the necessary assignments.