

 NORFOLK Department of Police	Administrative General Order - 375: Military Deployment		
	Office of Preparation: Strategic Management Division (mar)		
	CALEA:	22.2.8	
	VLEPSC:	PER.03.02	
LEGAL REVIEW DATE:	10-09-2014	PRESCRIBED DATE:	10/17/14
City Attorney:	Jack E. Clood	City Manager/Director of Public Safety:	Marcus [Signature]
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		[Signature]	

Purpose

The purpose of this order is to provide guidance for all personnel taking military leave and to specify requirements for personnel embarking on long-term military activations (45 or more days).

Policy

The Norfolk Department of Police recognizes the need for military reservists to be deployed for varying periods of time; responsiveness to employees' needs will be beneficial to the departing reservist, his/her immediate family, and to the department. This directive provides a plan of action for pre-deployment, deployment, and reintegration into the Department.

Supersedes:

1. Memo 14-053, dated March 20, 2014
2. Any previously issued directive conflicting with this order

Order Contents:

- I. General Information
- II. Military Leave
- III. Pre-Deployment
- IV. Deployment
- V. Reintegration

I. General Information

The Norfolk Department of Police will accommodate the special needs of personnel requesting military leave and will offer flexibility and responsiveness, to the extent possible, to assist members preparing to deploy and reintegrating into police service upon return from deployment. A Military Deployment Point of Contact (MDPOC), the Commanding Officer of the Personnel Division, will facilitate matters pertaining to leave, benefits, communication, family arrangements and special needs resulting from deployment. The MDPOC will conduct a Deployment Departure Interview to facilitate the reservist's preparedness for deployment and will conduct a Return-to-Work Briefing upon completion of the deployment, using checklists (Attachment A) as a guideline. This document will be maintained in reservist's file while deployed and for at least one year following his/her return. While deployed, the MDPOC will serve as a point of contact for the reservist's next of kin, if requested by reservist. **(CALEA 22.2.8.a)**

II. Military Leave **(VLEPSC PER.03.02.3)**

- A. Upon receiving military orders, the reservist shall immediately inform his/her Commanding Officer, via the chain of command, of the designated date of departure and expected date of return.
- B. Personnel who are former members of the armed services or are members of the organized reserved forces of any of the armed services of the United States or National Guard are eligible for a maximum of fifteen (15) days of paid leave per fiscal year (October 1 – September 30) for the purpose of any type of military duty, to include training paid by the federal government. When applying for military leave, a Special Request/Notification for Leave form (HR-2) must be submitted to the Chief of Police via the chain of command, along with military orders.
- C. For military leave requests of 16-44 work days, personnel must submit to the Chief of Police via the chain of command a Special Request/Notification for Leave form (HR-2), along with military orders. This request will be forwarded to the Department of Human Resources for review, along with documentation explaining the purpose and duration of the absence from work.
- D. For military leave requests of 45 or more work days, personnel must submit via the chain of command to the Chief of Police a Special Request/Notification for Leave form (HR-2), along with military orders. This request will be forwarded to the Department of Human Resources for review, along with documentation explaining the purpose and duration of the absence from work. In addition, personnel requesting military leave for 45 or more work days must follow instructions detailed in Sections III – V of this directive.
- E. During pre-deployment and reintegration timeframes, supervisors will exercise discretion and flexibility, as feasible, when considering personnel requests for leave to address family and deployment related matters.

III. Pre-Deployment

- A. Upon receiving military orders, prior to reporting for military duty, designated personnel departing for 45 or more days shall schedule a Deployment Departure Interview with the Military Deployment Point of Contact (MDPOC). This briefing will provide an opportunity to: **(CALEA 22.2.8.c)**
1. Discuss pending leave and expected date of return.
 2. Review any concerns pertaining to requirements, work status upon return, communications, etc.
- B. The Military Deployment Point of Contact shall ensure that departing personnel has the following:
1. Contact information for the MDPOC and alternate (within the department) for both personal use and to share with immediate family members.
 2. Contact information for the Personnel Specialist in the Department of Human Resources who serves as the Public Safety liaison. **(CALEA 22.2.8.b)**
 3. Understanding of matters related to pay, benefits, leave, eligibility for promotions, etc.
 4. Out-processing reminders, including:
 - a. Coordination with courts regarding pending cases.
 - b. Attending to financial matters, knowing leave balances, addressing concerns regarding health/medical coverage, home/vehicle upkeep, etc.
 - c. Considering preparation of a power of attorney and living will.
- C. On the last day of work prior to departure, deploying sworn personnel shall turn in the following department issued equipment to the respective division/section: **(CALEA 22.2.8.d)**
- a. Firearm (Pistol Range)
 - b. Employee gas card (Property and Evidence)
 - c. Body armor (Property and Evidence)
 - d. Badge(s) and hat shield (Property and Evidence)

IV. Deployment

- A. Effective communications with the deployed personnel shall be maintained. Communications shall also be maintained with his/her next of kin, if requested.
1. The Military Deployment Point of Contact shall ensure that deployed personnel receive important information related to promotional

opportunities, urgent news regarding co-workers, changes in department's top leadership, etc. **(CALEA 22.2.8.g)**

2. The MDPOC shall establish and maintain a schedule (quarterly or monthly, depending on tenure of deployment) for contacting deployed personnel's family, if requested by the reservist.
- B. The MDPOC shall compile a file of departmental issues to advise/update employee upon return.
1. The MDPOC shall determine if significant issues should be forwarded to the employee while away or can wait until his/her return.
 2. The MDPOC shall maintain copies of new directives, significant legal changes, etc. for reintegration briefing.

V. Reintegration

- A. The returning reservist shall report to the Military Deployment Point of Contact in the Personnel Division for a Return-to-Work Briefing which will provide: **(CALEA 22.2.8.e)**
1. Opportunity for assessment of fitness/preparedness to return to duty and ensure that the below listed recertification requirements are validated through the Training Division:
 - a. Required classroom training
 - b. Required online training
 - c. Firearms requalification
 - d. In-service training
 2. Assessment of any skills that were not maintained; opportunity to schedule initial and/or retraining session(s) as needed. **(CALEA 22.2.8.f)**
 3. Information regarding Employee Assistance Program, should the employee desire services.
- B. A background check is required for returning reservists deployed for 90 or more consecutive days. The Military Deployment Point of Contact shall initiate this background check. Upon receiving acceptable results, the MDPOC will oversee the personnel's reassignment to duty.
- C. If the returning reservist so requests, the Military Deployment Point of Contact will arrange a "Welcome Home" meet-and-greet session with the Chief of Police (or ACOP in Chief's absence) upon his/her return to duty.

Definitions

Deployment Departure Interview: A meeting in which the Military Deployment Point of Contact (MDPOC) interviews the reservist prior to deployment and provides guidance and direction regarding preparations for deployment.

Return-to-Work Briefing: A meeting in which the Military Deployment Point of Contact (MDPOC) interviews the reservist upon completion of deployment prior to returning to work and assesses the returning personnel's preparedness to return to duty.

Related Documents

1. City of Norfolk Policy and Administrative Regulations Manual: Leave Policy (4.1).
2. USERRA (Uniformed Services Employment and Reemployment Rights Act of 1994)

Attachment

Military Deployment Checklists



Military Deployment Checklist

Name/Employee #: _____ Date of Deployment: _____

Present NPD Command Assignment: _____ Date of Return: _____

Branch of Service: _____ Rank / Rate: _____

Mail Address:

Deployment Departure Interview

Date of Interview: _____

Emergency Contact Information:

Name _____ Relationship: _____

Address: _____ Phone: _____

City/State/Zip code _____

Military Deployment Point of Contact: _____

Alternate MDPOC: _____

Human Resources Contact: _____

Check List

- Turn in department equipment
- Coordinate pending court cases
- Attend to family matters
- Attend to financial matters
- Attend to home/vehicle maintenance
- Attend to health/home/vehicle insurance
- Complete Long Term Leave form
- Ensure payroll is stopped if LWOP
- Preparation of Power of Attorney and living will if desired
- Any other concerns or questions?
- Does next of kin request contact by the MDPOC? YES NO If so how often?

