

FREDERICK POLICE DEPARTMENT GENERAL ORDER

Section 19: Human Resources **Order Number:** 1977
Topic: MILITARY DEPLOYMENTS **Issued by:** Chief of Police
Approved: 03/04/16
Review: Annually in June by the Special Services Division Commander
Supersedes: G.O. 1977 dated 09/01/15

.01 PURPOSE:

To develop and maintain support for personnel who are members of the United States Armed Forces Reserve or National Guard in general and/or also deployed in support of a military operation or contingency.

.02 CROSS-REF:

G.O. 1830, "Performance Evaluations"
Collective Bargaining Agreement between FOP Lodge 91 and the City of Frederick
Uniformed Services Employment and Reemployment Rights Act (USERRA)
U.S. Dept. of Justice, Bureau of Justice Assistance publication; *Law Enforcement Leader's Guide on Combat Veterans*
U.S. Dept. of Justice, Bureau of Justice Assistance publication; *Combat Veterans and Law Enforcement*
CALEA STANDARD: 22.2.8

.03 DISCUSSION:

The United States' Armed Forces Reserve and National Guard are vital to the security of this nation and the safety to our citizens at home and abroad. These volunteer members of our community and our agency make significant personal sacrifices in order to help strengthen and preserve our nation's defense. Since the events of September 11, 2001, the mission of the Guard and Reserve has shifted from a strategic role to an operational role. This means our personnel in military uniform will be called upon more often and for longer durations than ever before.

.04 POLICY:

It is the policy of the Frederick Police Department to fully support our employees in the Armed Forces Reserve and National Guard and enable them to serve to the utmost of their ability. It is also our policy to continue a relationship with employees that are deployed or on military duty of significant duration and help ease their transition back into their career within the Frederick Police Department.

.05 DEFINITIONS:

ACTIVATION – The act of a military service branch that places a military member on active duty for a contingency or emergency. This may be for service in the Continental United States (CONUS) or Outside the Continental United States (OCONUS)

ANNUAL TRAINING (AT) – A period of unit or individual training that is usually two weeks in duration. Timing and duration of Annual Training also depends on a unit's mission or a service member's rank and position. Annual Training times may vary greatly depending on the service member and the unit they are assigned to.

DRILL- A period of unit training that usually takes place one weekend a month on a Saturday and Sunday. Drill may also be three days in duration depending on the unit's mission and training calendar.

DEPLOYMENT – The act of sending an activated military member overseas in support of an

operation, contingency or emergency.

FAMILY READINESS GROUP (FRG) - An organizational component of an individual US Army Reserve or National Guard unit tasked with supporting Soldiers and their families by providing information and assistance with regard to the deployed unit's activities and Army programs. Other services, such as the US Marine Corps Reserve and US Air Force Reserve and Air Guard may have similar programs under different names.

MILITARY LEAVE – Leave afforded to members of the Guard or Reserve by the City of Frederick. The City provides 15 days annually for inactive training. The Military Leave days are accrued annually on a calendar year cycle (January-December) in accordance with the Collective Bargaining Agreement and the City of Frederick Policies and Procedures Manual.

MILITARY MEMBER- Any officer who is a member of the Armed Forces of the United States Reserve component or National Guard to include the U.S. Coast Guard Reserve.

THE OFFICE of EMPLOYER SUPPORT for the GUARD and RESERVE (ESGR) – An official agency of the Department of Defense charged with employer/service member relations.

MILITARY LIASION OFFICER (MLO)- A member of the military member's patrol squad who is responsible for assisting the military member's transition into military service, support during the activation or deployment and transition back into the Frederick Police Department upon completion of the member's period of active duty.

.10 WEEKEND DRILL SCHEDULING:

1. Military Orders are not required nor provided to service members for regular drill. Generally, most military units operate on a 12-month training calendar that coincides with the Federal Fiscal Year (October-September). Units typically publish their annual training calendars in September and list all regular drill and often list their Annual Training periods as well.
2. Employees who are military members will provide their supervisor a copy of their Drill schedule as soon as possible after it is published, not later than November 1st of each year. Employees should also provide any changes or updates schedules as appropriate.
3. Supervisors will coordinate an employee's drill dates and accommodate them with a Regular Day Off (RDO) on dates that conflict with their regular work schedule, keeping in mind the travel distance and time it takes for the service member to get to and return from the drill. Enough time should be scheduled to give the service member at least eight hours of rest time between the departure/arrival of the drill and beginning of his/her shift.
4. Supervisors will not require Military Members to use their Military Leave for drills. Military Members are not obligated to use Military Leave for drill but may use it at their discretion along with other forms of leave (Annual, Comp A, etc.) to accommodate their training requirements and continue continuity of departmental pay and benefits.

.20 USE OF MILITARY LEAVE AND ANNUAL TRAINING:

1. Employees may take up to 15 paid days of Military Leave to conduct Annual Training. They must submit an FPD Leave Request form. Additionally, they will attach a copy of their orders placing them on active duty. If no written orders are available at the time of the request, the employee will note this in the "remarks" section of the form and forward a copy of the orders upon receipt.
2. Supervisors may approve the Military Leave request on verbal orders only and submit the request through the Division Commander to the Office of the Chief of Police.

3. If a military member's orders extend beyond 15 work days, an employee may use any Vacation Leave or Compensation Leave to make up the difference.

.30 ACTIVATION AND MOBILIZATION OF MILITARY MEMBERS:

The activation and deployment of Military Members to active federal service will impact the Department as a whole and trigger actions by different units and divisions as well as the chain-of-command. Adherence to the guidelines in this order will ensure a smooth transition for the Military Member as well as the Department.

.35 DIVISION COMMANDER RESPONSIBILITIES:

1. Upon notification from a supervisor of a subordinate's activation to military duty the Division Commander will notify his Bureau Commander about all of the pertinent information concerning the Activation.
2. The Division Commander will ensure appropriate orders are issued placing the member on military leave and that any adjustments for probation and or field training are made.

.40 SUPERVISOR RESPONSIBILITIES:

1. Upon notification of a subordinate military member's activation to military duty, the Supervisor will notify the Division Commander and inform him/her of any/all pertinent information concerning the activation.
2. Supervisors of sworn employees will review Article XV of the FOP Contract to determine the military member's status and meet with the military member to ensure that the Contract policy is understood.
3. The supervisor will schedule a meeting with the Fiscal Manager and the military member to review policy and responsibilities, and ensure the appropriate steps and procedures are taken to transition into military service.
4. The supervisor will assign a Military Liaison Officer (MLO) to assist the military member's transition to military service and support him/her throughout the activation/deployment and assist the military member reintegrate into the department upon their return.
5. When selecting the MLO, the supervisor should consider the sponsor's personal and professional relationship to the military member and his/her family as well as any other qualification that may exist that may be beneficial, such as prior military experience. The MLO should be reliable and committed to supporting the military member throughout the entire process.
6. The supervisor will be the primary point of contact between the MLO, the Division Commander, the Fiscal Manager and the SSD Commander.
7. The supervisor will initiate documentation of the MLO's assignment in the "Support Requirements" section of the sponsor's Personnel Evaluation Report. The supervisor will also track and note significant performance measures in this category throughout the process.
8. The supervisor will contact his/her Division commander if the Military Member is in Field Training or on Probation that will require an order to extend the probationary period. The Military Member's time on Field Training or Probation will freeze in place. The Military Member's time accrued on probation will count towards his completion of probation and stop upon the Military Member's deployment. The Military Member's probationary period will continue upon his return and reemployment.

For example: a Military Member with 6 months completed on his/her probation is

deployed for twelve months. An order is issued stopping his probationary period at 6 months when he/she is activated/deployed. Upon his/her return to service with the Department an order is completed restarting his/her probationary period. S/he completes the remaining 18 months of probation with satisfactory ratings per General Order 1830 Evaluations s/he will have completed his probationary period. This does not preclude the supervisor or Division Commander from recommending an extension of the Military Member's probationary period if their performance evaluations warrant extension. The reason for extension can have no relation to the officer's deployment or military service.

.45 MILITARY LIAISON OFFICER (MLO) RESPONSIBILITIES:

1. Once assigned, the MLO will be the primary direct link between the military member, the member's Family Readiness Group, and the Frederick Police Department.
2. The MLO will assist and support the military member throughout the entire process of activation, mobilization, demobilization and re-integration back into FPD.
3. Some of the support activities may include but are not limited to the following:
 - A. Coordinating Court Continuance submissions subsequent to the military member's departure;
 - B. Contacting and maintaining a relationship with the military member's unit Rear-Detachment;
 - C. Contacting and maintaining a relationship with the military member's FRG;
 - D. Providing updates on the military member's status and welfare to the chain-of-command and FOP Lodge #91;
 - E. Contacting and maintaining a relationship with the military member's family and acting as a liaison to FPD for issues such as pay and EAP benefits;
 - F. Maintaining positive contact with the military member throughout his/her deployment and providing support such as sending letters, e-mail, package, etc.;
 - G. Providing military members with current events and updates on FPD life such as:
 - (1) The Spotlight;
 - (2) Transfers, promotions, awards, etc;
 - (3) Significant legal updates;
 - (4) Significant updates to G.O.s, policies and procedures; and
 - (5) Current or significant events surrounding Frederick;
 - H. Assist in coordinating any departmental or quasi-departmental social events concerning the activation, i.e.: goodbye lunch/dinner, welcome home greeting/events;
 - I. Coordinate any voluntary participation in the compilation and sending of care packages for the deployed military member.

.50 ACTIVATED AND DEPLOYED MILITARY MEMBER'S RESPONSIBILITIES:

1. Once a military member is notified of potential activation and/or deployment, they will notify their supervisor upon their next scheduled tour of duty and provide him/her the anticipated activation date and the dates of any preparatory training that may predate the activation.
2. The military member will complete and submit a notification memorandum advising the Department of his/her impending military activation. The member will submit the memo and copies of orders pertaining to their activation, through the chain-of-command to the City of Frederick Human Resources Department.
3. The military member will keep his/her supervisor updated on all information pertaining to his/her activation to include changes in mobilization date or required mobilization events (medical appointments, training, etc.).
4. The military member will supply his/her supervisor and MLO with contact information for his/her unit's rear-detachment commander or operations section. This information will provide a single point of contact at the member's unit for the supervisor to coordinate and solve any issues that arise between the member's work schedules and the unit's training, deployment and re-deployment schedules.
5. The military member will supply his/her supervisor and MLO with contact information for his/her unit's Family Readiness Group (FRG). This information will provide a point of contact for the supervisor or squad sponsor to receive information and updates concerning the military member's deployment and re-deployment schedule as well as information and details during the member's deployment.
6. The military member will surrender his/ her badge, department ID card and MPCTC card to the Personnel Unit Supervisor as directed via personnel order.
7. The military member will coordinate with the Fiscal Manager and City Finance office to provide the required copies of military pay statements while they are on active duty.
8. The military member will complete a memorandum to the District and Circuit Courts advising them of their activation to military service and attach a copy of their orders. This memo will be sent through their supervisor to the Court Liaison Officer in the Patrol Commander's Office.
9. Upon return from activation/employment, the military member will submit an application (verbal or written) requesting reinstatement of employment to the City of Frederick Human Resources Department through the chain-of-command. *A written application is the preferred method of applying for reinstatement.* The table below lists the application timelines in accordance with USERRA.

<u>Period of Active Service</u>	<u>Application Timeline</u>
1-30 days	NLT the beginning of the first full regularly-scheduled work period on the first full calendar day following the completion of the period of service, and the expiration of eight hours after a period allowing for safe transportation from the place of that service to the employee's residence
31-180 days	Within 14 days of discharge
180 days- 5 years	Within 90 days of discharge

.55 PERSONNEL UNIT RESPONSIBILITIES:

1. Pre-deployment:
 - A. Issue a personnel order with a schedule of out-processing events;
 - B. Schedule an exit interview with the Chief of Police;
 - C. Submit a notice of personnel action to the Maryland Police Training Commission for sworn members.
2. Upon return from deployment:
 - A. Issue a personnel order assigning the employee to the Support Services Division;
 - B. Schedule a return interview with the Chief of Police;
 - C. Schedule a meeting with a psychologist or psychiatrist selected by the Department prior to returning to active assignment;
 - C. Submit a notice of personnel action to the Maryland Police Training Commission for sworn members.

.60 TRAINING UNIT RESPONSIBILITIES:

1. The Training Unit will be responsible for storage of a deployed officer's firearm and any additional equipment during the deployment.
2. The Training Unit will notify the Commander of SSD when all required training and qualifications have been successfully completed. The SSD Commander will then issue a personnel order returning the employee to active assignment.

.65 FISCAL UNIT RESPONSIBILITIES:

1. The Fiscal Unit Manager will refer to the FOP Labor Contract for guidance due to the differences in policies between Maryland National Guard members and members of other State Guard units and Reserve units if a military member's orders extend significantly beyond 15 work days.
2. The Fiscal Unit Manager will coordinate with the City Finance Department Payroll Administrator and the Military Member for any required payroll documentation.

.70 MAIL AND CARE PACKAGES:

1. Sending mail and care packages are an extremely good method of supporting a deployed military Member and maintaining a high level of morale both for the military member and the person or group sending the package. Cards, letters and packages are tangible evidence that a person or group back home are thinking about and supporting military members. They surpass the significance of e-mailed messages because they are physical representations of support and not just simply information. Sending mail and care packages to military members is also an effective way to develop and strengthen the bonds between and among squad members at home and the military member abroad.
2. When sending care packages to deployed military members, the MLO should check with the FRG or unit rear-detachment to see if there are and specific items that the deployed member needs or would make the member more comfortable given his/her specific assignment or location. Additionally, the MLO should check to identify any prohibited items that should not be sent in care packages (pornography, alcohol, pork products,

etc.) to certain areas.

3. Some useful items that should be included in care packages are:
 - A. Copies of the FPD Spotlight;
 - B. Copies of or articles from local publications (FNP, The Gazette, Frederick Magazine, etc.);
 - C. Blank greeting cards for up-coming holidays (for the military member to send back to friends and family);
 - D. Photos of family, friends and co-workers;
 - E. Photos of familiar attractions or locations in and around Frederick;
 - F. Copies of FOP meeting minutes;
 - G. Individually packaged drink mixes; and
 - H. Any personal reminders of home, family or friends.

.75 RESOURCES:

Military members, supervisors and sponsors will find helpful resources to assist them in their duties and responsibilities on the organization for Employer Support for the Guard and Reserve website: <http://www.esgr.org>. On this site, one can find Fact Sheets for employers and military members concerning the Uniformed Services Employment and Reemploy Rights Act (USERRA) sample notification letters for military members to use when notifying them of activation or application for reemployment, etc.