

# Bowie City Police Department - General Orders



TITLE: MILITARY DEPLOYMENT		NUMBER: 338
EFFECTIVE DATE: 5/9/16	REVIEW DATE:	
X_NEW _ AMENDS _ RESCINDS	DATE:	

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## I. PURPOSE

The City of Bowie Police Department recognizes the need to support our employees and their families during activation of military service.

## II. POLICY

It is the policy of the Bowie Police Department to provide consistency on how our military employees and their families are treated.

## III. DEFINITIONS

Employee - Any current employee of the City of Bowie Police Department.

Peer Liaison - Any Bowie Police Department employee who the Chief of Police and the deployed employee agree will be responsible for acting as liaison during activation, deployment and post deployment phases. (CALEA 22.2.8a)

Modified Duty - Assignment consistent with post deployment re-integration into police officer role. If the deployed employee is not a sworn member, modified duty will be relative to the appropriate re-integration for that position.

Family- Any legal adult(s), including immediate family the deployed employee designates as a personal support person.

Deployment- Any combat military activation of any duration or non-combat military activation which exceeds 6 months in duration.

## IV. NOTIFICATION OF ACTIVATION

The Chief of Police will immediately be notified when an employee of the agency has received notification of military activation.

## V. ACTIVATION STEPS

- A. The Chief of Police or his/her designee will notify a department peer liaison member of the pending deployment. (22.2.8a)
- B. The peer liaison member will establish contact with the member's family to offer assistance and support throughout the deployment period.
- C. The Chief or designee will be responsible for notifying City Human Resources to cover benefits and leave rights (22.2.8b)
- D. The deployed employee will be provided contact numbers for the peer liaison member and Employee Assistance Program, as well as phone numbers for his/her family to contact should questions or problems arise regarding benefits, etc., by the Chief or designee. (22.2.8a) (22.2.8b)
- E. The Chief or designee will meet with the deployed employee to ensure that his/her needs are met (22.2.8c)
- F. Provisions will be made to store the employee's agency owned equipment during the deployment. (22.2.8d)

**VI. ACTIVATION PHASE (CALEA 22.2.8a) (22.2.8g)**

- A. The program goal is to maintain contact as often as possible with the activated employee.
- B. Contact may be through e-mail, packages, video conferencing, or similar medium, and written correspondence.
- C. The BPD peer liaison should maintain contact with the employee's family and provide support as needed.

**VII. DEPLOYMENT STEPS (CALEA 22.2.8 g)**

- A. The agency's peer liaison member will act as the point of contact for the deployed employee and family. The liaison should have contact with the family at least monthly during the deployment.
- B. The Chief or designee should avail themselves to the family members for face to face meetings, at the family's request, to assure needs are being addressed.

**VIII. POST DEPLOYMENT**

The agency's goal is to support the returning employee and assist with the transition back to work. The pace of re-entry will be determined by the returning employee, who will develop a transition plan with the Chief of Police. (CALEA 22.2.8e)

**IX. WORK RE-ENTRY PHASES (CALEA 22.2.8e) (22.2.8f)**

- A. Returning to work
  - 1. The employee has ninety (90) days from termination of military orders to return to work. He/she should set the time frame to start back.
  - 2. The employee will be afforded use of accrued leave time for up to thirty (30) days during this 90 day period.
  - 3. The Chief or designee should meet the employee on the first day of work, primarily to welcome them back, but also to discuss any questions or areas of concern.

4. The Chief or designee will notify Police Personnel Office of the return and have a representative contact the employee to cover benefits.
5. The employee shall visit an appropriate mental health clinician chosen by the Chief of Police or designee. Time will be granted to attend any mental health appointments.
6. The employee will be provided with appropriate peer support and access to City resources including the Employee Assistance Program.
7. Upon return to work, the employee shall be put into a modified duty status. This will allow the employee to re-adjust to daily work routines, meet any and all requirements to re-certify with the Maryland Police Training Commission as well as to get reacquainted with agency changes, current issues, policies, procedures and protocols.

#### B. Sworn Members

Sworn members shall not be assigned to patrol work without first completing a reorientation period for a minimum of two weeks.

##### 1. Phase One

- a. Modified duty week
- b. Employee will meet with Operations Services to obtain/reissue all necessary equipment and agency owned equipment which had been stored during deployment.
- c. Employee will attend mandatory briefing with Personnel to cover benefits.
- d. Employee will obtain mandatory training to bring certification into compliance.

##### 2. Phase Two

Upon the successful completion of phase one, the employee shall be placed with an FTO (or a former deployed officer if available) for a four day tour or an amount agreed upon by the Chief, FTO and employee. The FTO will provide the Chief of Police with a written evaluation at the conclusion of this FTO period.

#### C. Six Month Follow-up

1. The employee shall meet with an approved mental health clinician.
2. The Chief of Police or designee will make contact with the returning employee after working in the field for six (6) months as a final departmental check-in unless the situation dictates otherwise.

### **X. DEPARTMENTAL GOAL**

The goal should always be to support the returning employee and the employee's family through the entire activation and deployment, ending with the employee's healthy transition back to work. The pace of the re-entry phase will be determined by the deployed employee and the specific needs as mutually identified by the Chief of Police or designee and the employee.