



Section 3/700 ♦ Personnel Management		
3/716	Extended Employee Military Deployment	05/05/08
Accreditation Standards		
Approved By:		

3/716.05 PURPOSE

The purpose of this General Order is to establish guidelines for Laurel Police Department employees (sworn and civilian) preparing for, and returning from, extended active military deployments as well as assisting on an as needed basis, their spouses and/or family members during their deployment.

3/716.10 OBJECTIVE

The objective of this General Order is to establish policy and procedures which are designed to protect the employment rights of Laurel Police Department employees who are called to extended active military duty consistent with the provisions established by the Uniformed Services Employment and Reemployment Rights Act (USERRA)

The City of Laurel maintains a Human Resources policy, Section 4-004.01, which covers Military Leave of Absences and includes, but is not limited to, eligibility requirements, maintenance of benefits, compensation and return to work guidelines. This General Order is intended to supplement the existing procedures established by the City of Laurel and make the temporary separation and reemployment processes as streamlined and practical as possible.

3/716.15 POLICY

Employees who are members of the military reserve or ready reserve units and are notified of a pending military activation, shall notify their respective immediate supervisors a minimum of sixty (60) days in advance of the deployment, if timing permits such action. If sixty (60) days advance notification is not possible, then when the employee receives his/her notice, the above procedure will be followed. The supervisors will then forward a memorandum to the Office of the Chief of Police, via the Chain of Command, with this information and any pertinent details as known to include proposed length of service. Once the employee receives official notification in the form of Military Activation Orders, a copy of those orders must be immediately forwarded to the Office of the Deputy Chief of Police.

3/716.20 PRE-DEPLOYMENT

Prior to the employees last duty day, the employee must schedule and attend a meeting with a staff member in the Office of Budget and Personnel Services to arrange for maintenance of benefits and other related employment rights, as described in the Human Resources policy dealing with Military Leave of Absences. In addition, the following actions will be taken by the police agency:

- LPD court liaison staff member will notify the Prince George’s County Office of the State’s Attorney Court Liaison as to the employee’s military activation and provide a copy of the activation orders.
- LPD will notify the Maryland Police and Correctional Training Commission, if the employee is a sworn member of the agency, so that certain certifications may be placed in a temporary inactive status, as determined by their policy and procedures.

On the last day of duty for the sworn employee, the following equipment shall be turned in to their Division Commander:

- Assigned cruiser and keys
- Handgun and any other departmentally issued rifle or shotgun
- Taser and police portable radio
- Badges, identification card(s)
- Maryland Police and Correctional Training Commission Certification Compliance Card

In the event of civilian employee activation, there is no equipment turn in requirements with the exception of their City of Laurel identification cards must be turned in to their Division Commander.

3/716.25 RESPONSIBILITIES DURING DEPLOYMENT

During the employee’s period of deployment, the employee’s Division Commander shall be responsible for maintaining contact with the employee’s family and/or spouse. The Division Commander shall at all times, maintain current contact information for the family and/or spouse and be available to them for any concerns or issues that may be addressed by either the City of Laurel or the Laurel Police Department. The Division Commander shall act as a liaison between the family and/or spouse and the City of Laurel as it pertains to any benefit related matters.

In the event the Laurel Police Department schedules any promotional processes during the employee's activation, formal notification of the process will be made to the employee's spouse and/or family, by the City of Laurel Office of Budget and Personnel Services in accordance with the guidelines established through USERRA and the City of Laurel Human Resources policy.

3/716.35 POST-DEPLOYMENT

At the conclusion of the employee's active military duty assignment, the employee shall within five (5) business days provide documentation to that effect from the military authority to their respective Division Commander. It shall be the responsibility of the Division Commander to forward those military orders through the Chain of Command to the Office of the Chief of Police with a copy of the orders sent to the Office of Budget and Personnel Services for their records.

The Uniform Services Employment Reemployment Rights Act (U.S. Department of Labor) Section 1002.115 authorizes:

- 1) A period of at least 90 days will be made available to all personnel returning from military deployment of 181 days or more; and
- 2) A period of 30 days will be made available to all personnel returning from military deployment of at least 31 days but less than 181 days

NOTE: It is recommended that all persons returning from deployment utilize this time as needed. The time period an individual may choose will be charged to their accrued paid leave or leave without pay for this absence.

The following procedures shall be utilized for the post deployment reinstatement of the employee for resumption of service to the City of Laurel:

- Employee may return to work full time in a limited capacity until certain conditions have been addressed.
- All post-deployment employees must successfully complete a physiological examination and obtain City of Laurel or Laurel Police Department identification cards back.
- All post-deployment employees must successfully pass a drug screen, as determined by the procedures of the Office of Budget and Personnel Services.
- All post-deployment sworn personnel must successfully complete a LPD approved firearms program and receive equipment back which was turned in during pre-deployment procedures.
- All post-deployment sworn personnel must complete any training as required by the Maryland Police and Correctional Training

Commission in order for reinstatement of police powers to occur.

- Once all conditions have been satisfied, the LPD shall submit proper documentation to the Maryland Police and Correctional Training Commission to have police powers restored to the employee. Once the paperwork has been received and approved, the employee may return to full and unrestricted duty.
- All post-deployment personnel assigned to the Bureau of Patrol must complete a 40 hour orientation period with another patrol officer which will allow the officer to become familiar with information on:
 - *New City of Laurel annexations
 - *New residential communities/streets
 - *New commercial developments
 - *New department technology/equipment
- The employee shall then meet with their Division Commander to ensure all aspects of the post-deployment reintegration process have been completed and receive written orders for their new job assignment.
- In the cases of both civilian and sworn personnel, the appropriate departmental personnel shall apply to the specific governing authority for employee access to Miles/NCIC

END OF ORDER