



# ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Administration		
POLICY & PROCEDURE # 4.30	DATE OF ISSUE: 1/12/2024	EFFECTIVE DATE: 1/12/2024
SUBJECT: MILITARY DEPLOYMENT AND REINTEGRATION	ISSUING AUTHORITY: Chief James Cogan	
REFERENCE(S): Massachusetts Police Accreditation Commission # 22.2.1	___NEW    __X__AMENDS    ___RESCINDS	

## I. POLICY

This policy establishes procedures for the handling of all department personnel who actively serve for the United States Armed Reserved Forces or National Guard and are deployed for military service during their time of employment.

## II. PROCEDURES

A. The Department's primary Military Liason Officer (MLO) is Sergeant David Joachim and the secondary Military Liason Officer is Sergeant Frelick. **[22.2.1(b)(c)]**.

1. The MLO will communicate with the deployed employee and his/her family members when necessary.
2. The MLO will ensure that the deployed employee is periodically notified of agency news, significant events, and promotions
3. The MLO will notify the deployed employee of those promotional opportunities that are relevant to him/her.
4. The MLO will forward all relevant information to the Chief of Police and arrange for a point-of-contact with Human Resources **[22.2.1(d)]**

B. Processing Prior to Military Deployment:

1. A department member, who is a member of the National Guard or reserves of the United States Armed Forces, who is deployed for a period exceeding 90 days will be placed in military active-duty status and granted a leave of absence.

- a. The deploying member or an appropriate officer of the branch of the military in which the employee will be serving shall provide written or oral notification of pending deployment orders to the agency [22.2.1(a)].
  - b. ii. The employee will have an out-processing interview prior to deployment with the Chief of Police or his/her designee if the timing of the deployment permits [22.2.1(f)].
- C. To ensure proper storage, safekeeping & maintenance for the duration of deployment, department property must be turned into the MLO, including [22.2.1(e)]:
  1. Firearm(s), taser, magazines, portable radio and batteries, etc.
  2. If the employee has other items or assigned resources that for the benefit of the department need to be temporarily reassigned, the MLO will identify such items with the employee and reassign such items after consulting with his/her chain of command.
  3. Technology items, such as laptops, tablets, and phones, unless otherwise authorized by the Chief or designee.
- D. Members returning from military deployment, particularly those having been involved in combat operations, may need support.
  1. Traditional Employee Assistance Programs (EAP) may not sufficiently meet the needs of returning military members/police officers.
  2. The department will consider all locally available and feasible resources to meet the returning employee's needs.
  3. The returning employee has access to Human Resources benefits specialists.
  4. The returning employee will have an in-processing interview with the Chief of Police or his/her designee [22.2.1(g)].
- E. Initial and/or Refresher Training, Weapons Requalification, and Steps for Reintegration as Appropriate [22.2.1(h)]
  1. Any sworn member returning to duty after an absence exceeding six months will receive refresher training with issued weapons and successfully complete an MPTC-approved qualification course prior to being permitted to return to full duty. Mandatory training will be provided for any and all missed training and qualifications no matter how long the absence.
  2. The MLO in conjunction with the Training Coordinator will determine the training needs of the returning employee and establish a plan to provide the training.

3. The MLO with the Chief or designee's approval may make arrangements with the field training coordinator to assign a field training officer to the returning employee after prolonged deployments if deemed appropriate.
4. Update Post-certification if necessary.
5. Confirm License to operate motor vehicles and license to carry are active.
6. Reassign equipment.
7. Confirm that CJIS security training, background, and user status are up to date.

## **MILITARY DEPLOYMENT AND REINTEGRATION INFORMATION**

**History: NONE**