

La Plata Police Department – General Order

	Title: Military Deployment		Order #: 407	
	Effective Date: July 15, 2017	Review Date:		
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Approved by: Chief Carl Schinner			CALEA 5 th Edition	
CALEA Standard:			Pages: 2	

- 1. POLICY:** The La Plata Police Department recognizes the need to assist employees called to active duty (military reservists or members of the National Guard) beyond 20 days for pre-deployment, deployment and post- deployment. The Department will provide appropriate support to the deployed employee and his/her family members prior to, during the period of deployment, and after the deployment has ended.
- 2. AGENCY POINT OF CONTACT:** The deploying employee will provide a copy of all duty orders, via chain of command, to Office of the Chief of Police. The employees Commander will be the Department’s point of contact (POC). The POC will have regular communication with the employee and the employee’s family during his/her deployment. This includes making sure that the employee is advised of Departmental news and significant events within the Department, as well as promotional opportunities. The POC will maintain a file (electronic or paper) of roll call training, significant legal changes, departmental issues, etc., to advise/update the deployed employee upon his/her return. If the employees Commander changes during his/her deployment, the new Commander will take over as the POC. The outgoing POC will notify the deployed employee or his/her family of any changes resulting in a new POC.
- 3. OUT- PROCESSING:** The employee will be referred the Assistant Town Manager to discuss finance, leave, and health/medical coverage issues. The Office of the Chief of Police will notify all departmental employees of the deployment. The employee’s POC will help the employee with any out-processing issues. The POC will contact the Clerk of the Court regarding any pending court cases involving the employee. The employee’s POC will schedule an exit interview between the deploying employee and the Chief of Police or his/her designee.
- 4. EQUIPMENT STORAGE:** The POC will coordinate the retrieval of the sworn employees Personal Patrol Vehicle, computer and issued weapons. If, during deployment, the deployed sworn employee is unable to qualify with their issued handgun within time limits set by MPTSC regulations, the police POC will be notified the Range Master and the Office of the Chief of Police.

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- 5. IN- PROCESSING:** Upon return from deployment, the Police POC will meet with the employee. The POC will provide the employee information regarding the Employee Assistance Program (EAP) and offer the assistance of Department’s psychologist. The POC will also address any administrative needs of the employee (leave issues, equipment return, etc). The POC will ensure that the employee reviews PowerDMS for updates to Departmental policy, as well as reviewing items that have been filed to advise/update the employee upon their return. The POC will contact the Office of the Chief of Police to determine if any In-Service Training/Firearms Qualification is required. If required, the POC will schedule this training. The POC will also determine if field training is necessary (after training in Section 6. is completed). The POC will schedule a meeting between the employee and the Chief of Police or his/her designee.

- 6. IN-SERVICE TRAINING/FIREARMS QUALIFICATION:** Upon return from deployment, the employee will attend any required In-Service training, firearms qualification and Taser training. This training will include a use of force review, weapons re-familiarization, and judgmental shoot/don’t shoot refresher training.