


Rockville City Police Department

GENERAL ORDER



Subject MILITARY LEAVE, ACTIVATION AND REINTEGRATION		Procedure G.O. # 5 - 4
Authorizing Signature 	Effective: 05-10-96 Revised: 05-04-26	Total Pages 3

I. PURPOSE

The purpose of this General Order is to establish a standardized policy and procedure for employees who are serving in a National Guard or Reserve capacity for a branch of the United States Government Armed Forces, are activated in support of military operations both foreign and domestic, and post-deployment reintegration training.

II. POLICY

It is the policy of this Department to ensure that members of this Department be afforded the opportunity to serve in the National Guard or Reserves in one of the branches of the Armed Forces. Department efforts will be made to allow reserve members to perform their reserve duty. All applicable federal, state and municipal laws and personnel procedures will be adhered to.

III. PROCEDURE

- A. Any employee who is serving in the National Guard or Reserve in one of the branches of the United States Government Armed Forces will provide to their Bureau Commander, via the normal chain of command, training dates three months in advance. This shall include all weekend inactive drill and any active-duty assignments.
- B. Any employee requesting leave will do so in the normal manner. Employees may request either annual leave, comp leave, or leave without pay (LWOP). LWOP will be taken in accordance with City Personnel Policies and Procedures.
- C. Any employee who is scheduled to perform weekend duty will not be required to report for work during the 24-hour period in which they attend inactive/active military duty. The 24-hour period begins at 0001 hours and ends at 2359 hours on the day in question.

Examples

An Officer is scheduled to report for the midnight shift at 2100 hours on Sunday. If that Officer had weekend drill that day, the officer will not be required to report until after the 24-hour time period has expired. The Officer will not receive compensation by the City unless annual leave is granted. The Officer has the option of reporting to duty, taking LWOP or taking annual leave for the hours of duty that fall within the 24-hour period.

An Officer is scheduled to work until 0100 hours on a Friday and is scheduled to report for

inactive duty on Saturday. The Officer may, at their choice, continue to remain on duty, take LWOP or annual leave.

- D. Employees who are assigned to participate in an annual two-week active duty training are provided with military leave. Under City Personnel Policies and Procedure and this General Order, individuals are entitled to up to fifteen days annually of military leave, five days being slotted for documented reasonable travel time. Employees are entitled to normal City pay in accordance with City Personnel Policies and Procedures. Individuals who need to take leave (annual, comp, or LWOP) in order to participate in inactive/active duty/training will be required to submit the necessary leave request forms no less than 90 days in advance.

IV. ACTIVE-DUTY CALL –UP

The department recognizes that the transition in and out of an active-duty assignment can be challenging to both the employee and their family. In order to mitigate some of the stress associated with this process, the department has established the following process for military deployment and reintegration.

- A. The activated employee will immediately provide official notification by memorandum of all pending mobilizations, deployments, and activation orders through the chain of command. The activated employee will provide the current unit of assignment and a point of contact and telephone number for his assigned non-deployed unit.
- B. The activated employee's assigned Bureau Commander will act as a point of contact for any needs that the employee or the department may have occur during deployment.
- C. When practical, the deployed employee is requested to remain in contact with the department via email to keep current on department activities. It is strongly encouraged that when the deployed employee obtains a military email address that they contact their respective Bureau Commander to establish a line of communication. If the deployed employee desires, they may request the Bureau Commander provide their email to additional department employees for further contact.
- D. Prior to deployment, the employee will meet with the designated Human Resource/Payroll representative to answer any questions regarding finances, leave balances, health and medical coverage, and provide information on the Employee's Assistance Program- EAP.
- E. Out Processing Exit Interview:

The deploying employee will schedule an out-processing appointment with the Chief of Police, or designee, for an exit interview two weeks prior to deployment. The exit interview is designed to help ensure that all questions/concerns are addressed prior to the employee's deployment.

F. Equipment Storage:

The deploying employee will contact the department Quartermaster for the temporary return of all department property with the exception of the police shield, and/or Employee ID. Upon the deploying employee's return, he/she will contact the Quartermaster for the re-issuance of equipment. All previously ordered equipment that has not been received will remain in the custody of the Quartermaster and be issued upon the deploying employee's return. All mail, notices, court dockets, and paperwork accumulated in the employee's absence will be maintained by the employee's current supervisor at the time of activation.

G. Reintegration:

The employee, upon return from deployment, will contact the Chief of Police, or designee, to schedule an in-processing interview. The purpose of the in-processing interview is to help with the transition back into the workforce. All first line supervisors should be aware of EAP and resources available for employees returning from active duty.

H. Initial and Refresher Training:

The returning employee will contact the training coordinator to schedule any required initial, refresher or qualification training requirements before returning to assigned duties. These requirements may include:

- a. Department weapons qualifications;
- b. Use of force policy;
- c. Pursuit policy;
- d. Emergency vehicle operations;
- e. Legal updates and search and seizure;
- f. Department policy and procedure updates
- g. Computer programs/software
- h. Mobile and vehicle radio communications
- i. City Geography
- j. Cell Phone updates.

The training coordinator and/or the employee's chain of command may request a returning employee be progressively reintegrated into their assigned position. The returning employee's immediate supervisor will coordinate the reintegration. The period of reintegration will depend on the time of the employee's absence and other factors that may have impacted the deployed employee.