1060 MILITARY DEPLOYMENT AND REINTEGRATION

1060.1 PURPOSE AND SCOPE

This policy provides guidelines and procedures regarding military activations/deployments of CPD employees who are being deployed for varying lengths of time. The guidelines will provide a plan for pre-deployment, deployment, and post deployment reintegration to include the following:

A. Designating a Department point of contact;
B. Designating a Human Resources point of contact;
C. Out processing of the employee to include an exit interview with the Chief of Police;
D. Storage of Department owned equipment;
E. In processing of the employee to include an interview with the Chief of Police;
F. Initial and/or refresher training, weapons requalification, and steps for reintegration; and
G. Establish a process for communication with the deployed employee.

1060.2 POLICY

The Columbia Police Department recognizes the need to support Department employees who are activated for military service and during military deployments. The City of Columbia and Columbia Police Department will follow all responsibilities and requirements outlined in all statutory law, most notably the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA), Missouri statutes, the Columbia, Missouri Code of Ordinances, and procedures outlined in this written directive to ensure a smooth transition back to employment for the returning employee.

1060.3 PRE-DEPLOYMENT

Upon receiving notification of military mobilization or orders to active duty, the employee shall provide notification to the Assistant to the Chief of Police who will become the Department Point of Contact (DPOC). The notification must include the following:

A. A copy of their military orders;
B. Anticipated date of mobilization;
C. Unit name and identification;
D. Commanding Officer’s name, telephone number and email.

Upon notification, the DPOC will notify the employee’s chain of command and notify the Chief of Police of the pending deployment. The DPOC will maintain all deployment information in the employee’s personnel file and ensure all scheduling entries are made in the POSS.
1060.3.1 DEPARTMENT POINT OF CONTACT (22.1.9a) (22.1.9g)

The designated Department Point of Contact (DPOC) for the deploying employee will be the Assistant to the Chief of Police. The DPOC will be responsible for the following:

A. The DPOC will serve as a liaison for the family and also maintain a direct line of communication with the deployed employee;
B. The DPOC will maintain the employee’s military orders and all other applicable HR, benefit and payroll information in the employee’s personnel file;
C. Coordinating the employee’s exit interview (if applicable) with the Chief of Police or designee;
D. Coordinating the return of critical Department issued equipment to the respective custodians (if applicable);
E. Notifying the TRU Commander so a Deployment Training File (DTF) for the employee may be established;
F. Developing a process for communication with the employee and his/her family to keep the employee apprised of Department news, time sensitive HR related information, significant events, promotions, and/or promotional opportunities. These notifications may be accomplished by electronic means, in writing, or verbal communication;
G. The DPOC will arrange a communication plan with the employee to receive notification of their intent to return to employment at the end of their deployment.
H. Once notified of the employee’s intent to return to employment, the DPOC will coordinate the reintegration process and reintegration interview (if applicable) by notifying the employee’s chain of command to include the Patrol Administrative Supervisor (if in Patrol) and TRU Commander.

1060.3.2 HUMAN RESOURCES POINT OF CONTACT (22.1.9b)

The Human Resources Point of Contact (HRPOC) will be the Human Resources Technician assigned to the Columbia Police Department. The HRPOC shall be the primary point of contact for related benefits or time sensitive requirements. The HRPOC will coordinate with the DPOC to ensure the deployed employee receives information in a timely manner.

1060.4 OUT-PROCESSING PROCEDURES FOR THE DEPLOYED EMPLOYEE (22.1.9c)

Information regarding pay status, benefits, out-processing procedures, deployment, and in-processing procedures vary depending on the anticipated length of activation/deployment. As such, the following procedures shall be followed to ensure a deployment plan is established and the deploying employee receives all applicable information.

1060.4.1 EXIT INTERVIEW (22.1.9c)

Time permitting, an exit interview with the DPOC shall be scheduled and occur approximately two weeks prior to deployment. The interview will allow the DPOC an opportunity to provide the deploying employee...
with information regarding changes in pay status, benefits, out-processing procedures, communications while deployed, in-processing after deployment and reintegration procedures. The interview should also allow the employee an opportunity to provide comments, express concerns, and receive answers to any questions they may have regarding their employment with the Department during this time. The DPOC should provide a timetable for answering any questions for which an answer is not immediately available.

1060.4.2 STORING OF DEPARTMENT EQUIPMENT (22.1.9d)

If the activation/deployment is expected to exceed 180 days, the DPOC shall arrange for the deploying employee to return his/her critical Department issued equipment as follows:

A. Department issued handgun, other issued firearms, associated magazines and ammunition to the Department Armory for safe storage;
B. Department issued conducted electrical weapon (CEW), if issued, to the Department Armory;
C. Department issued OC spray;
D. BolaWrap device if issued to the Department Armory;
E. Department issued take home vehicle and vehicle specific keys to the Equipment Specialist/Fleet Manager;
F. Portable Radio and Charger to the Equipment Specialist/Fleet Manager; and
G. Key fob or other item(s) that deactivate Department entrance locks allowing access to the building.

All other non-critical Department equipment issued to a deploying employee shall be kept in a secure location, which shall be the responsibility of the employee. If the employee feels that he/she is unable to ensure the security of the equipment, the employee will make arrangements for all Department equipment to be securely stored at the Columbia Police Department.

No equipment issued to the deployed employee will be permanently re-issued to another employee in their absence.

1060.4.3 TRU TRAINING FILE ESTABLISHED (22.1.9f)

Upon notification from the DPOC, the Special Services Bureau Commander will ensure a Deployment Training File (DTF) is established for the deploying employee at the TRU. The designated TRU employee will identify, and note in the file, any and all certifications (including P.O.S.T.), weapons qualifications, and other non-P.O.S.T. mandated certifications that will expire while the employee is deployed.

The designated TRU employee will contact P.O.S.T. and determine if any waivers or extensions are applicable to the employee’s anticipated needs and maintain the associated information in the DTF.

The designated TRU employee will develop a reintegration training plan to include field training or refresher training which will be included in the DTF for future use.
1060.5 IN-PROCESSING/REINTEGRATION PROCEDURES (22.1.9e)

Section 19-127 of the Columbia, MO Code of Ordinances covers Military leave; temporary training periods and provides guidelines and timetables for reemployment with the City based on the length of military activation. The following shall apply for all employees wishing to return to employment.

1060.5.1 IN-PROCESSING INTERVIEW (22.1.9e; 22.1.9f)

Upon notice that the deployed employee intends to return to employment, the DPOC will arrange a reintegration interview with the employee prior to their return to duty. If the employee is a sworn officer, the interview should include the Special Services Bureau Commander or designee. The interview shall be documented and the report forward to the Chief of Police. The interview should include at a minimum:

A. Documented offer of and explanation of Employee Assistance Programs offered by the City and internal peer support information;
B. Detailed plan for completion of any P.O.S.T. certifications (sworn), proficiency qualifications for weapons (lethal and less lethal) and training required before returning to their previous duty assignment.
C. Information regarding field training, refresher or familiarization training expected.
D. Identification of specialized certifications that expired during the deployment, which are not a maintained requirement by P.O.S.T. Re-certification shall be offered to the returning employee as soon as practical.
E. Identification of the TRU contact person to begin the implementation of the training process.
F. The process for returning issued equipment to the employee.

1060.6 EMPLOYER RESPONSIBILITIES

Employer responsibilities are completely and clearly defined within the 1994 Uniformed Services Employment and Reemployment Rights Act (USERRA). The Columbia Police Department will abide by all held responsibilities within the USERRA and Columbia, MO Code of Ordinances to include:

A. Returning service-members shall be reemployed in the job position that they would have held had they not been absent for military duty.
B. The returning service-member shall also return and retain the same level of seniority, status and pay, as well as other rights and benefits determined by seniority.
C. The Police Department shall also make reasonable efforts (such as training or retraining) to enable returning service- members to refresh or upgrade their skills to help them qualify for reemployment.
D. Individuals performing military duty on more than thirty (30) days may elect to continue employer sponsored health care for up to twenty four (24) months; however they may be required to pay up to 102 percent of the full premium. For military service of less than thirty one (31) days, health care coverage is provided as if the service member had remained employed.
E. Concerning leave in excess of thirty one (31) days or more, the Columbia Police Department may require documentation from the returning service-member that establishes length and character of the service and timeliness of the application for reemployment; however reemployment may not be delayed, if such documentation does not exist or is not readily available.

F. In general the following documents have been determined by the Secretary of Labor to satisfy proof of eligibility for reemployment: discharge papers, leave and earning statements, school completion certificate, endorsed orders, or a letter from a proper military authority.

G. If doubt exists concerning proper documentation of service the Columbia Police Department may contact the employee’s military command with any questions about a specific period of service.

H. The Columbia Police Department may deny reemployment of a returning service-member who was dishonorably discharged from the service.

1060.7 EMPLOYEE RESPONSIBILITIES

Employee responsibilities are completely and clearly defined within the 1994 Uniformed Services Employment and Reemployment Rights Act (USERRA). The deployed employee shall also abide by all responsibilities held within the USERRA and Columbia, MO Code of Ordinances to include:

A. For service of less than 31 days there is no need for reemployment application. The returning service-member must return to work at the beginning of the next scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period.

B. For service of more than thirty (30) days but less than one hundred and eighty one (181) days, the service member must submit an application for reemployment within fourteen (14) days of release from service.

C. For service of more than one hundred and eighty (180) days, an application for reemployment must be submitted within ninety (90) days of release from service.

D. The application to return to duty should be made in the form of an email to the DPOC.