3.16 MILITARY DEPLOYMENT AND REINTEGRATION PROGRAM

SUBJECT: Military Deployment and Reintegration Program

| 3.16 | EFFECTIVE: 4/23/2019
| REVISED: 4/9/2019 |
|-------|---------------------|
|       | William Cochran |
|       | William Cochran, Chief of Police |
| CALEA: | 22.2.8 |

3.16.1 PURPOSE

The purpose of this directive is to develop Military Reintegration Schedule to maintain a comprehensive reintegration program for department employees upon their return from military service by providing instruction at the agency level in those subjects pertinent to established methods, techniques, and procedures.

3.16.2 POLICY

It is the policy of the Topeka Police Department to ensure all employees returning from military service are offered a consistent and structured reintegration program, which serves the best interest of the veteran while meeting department goals and objectives and conforming to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

A. Definitions:
1. Military Liaison Officer (MLO) – The Military Liaison Officer (MLO) maintains open lines of communication between the police department, the deployed veteran, and the veteran’s family.
2. Reintegration Program – A program designed to introduce and reintroduce the returning employee to any recent changes in laws, ordinances, policies, and/or procedures in advance of reassignment to full duty.
3. Veteran Mentor (VM) – A current and active Field Training Officer who acts in a mentoring role to help facilitate training/retraining as the veteran transitions back into sworn or civilian law enforcement duties.
4. Long Term Deployment – A deployment of 180 days or longer.
5. Medium Deployment – A deployment of at least 31 days, but less than 180 days.
6. Short Term Deployment – A deployment of less than 30 days.

3.16.3 ADMINISTRATION AND ORGANIZATION

The Chief of Police has ultimate responsibility for the governance of the department’s Military Deployment and Reintegration Program but delegates this responsibility to the Military Liaison Officer.
A. The Military Deployment and Reintegration Program is a function of the Executive Office Bureau and is under the supervision and control of the Executive Officer. <22.2.8.a>

B. A Commander is designated as the Military Liaison Officer (MLO) and is responsible for overseeing this program.

C. Veteran Mentor

1. Each returning employee from active military duty will be assigned a Veteran Mentor (VM) who will assist the employee in his/her transition. The VM will follow the Reintegration Program Schedule, which covers numerous topics, to include, but not limited to:
   a. Reintroduction and retraining responsibilities
   b. Specific skills, knowledge and abilities to be assessed

2. Prior to serving in the role as VM, the following minimum qualifications must be met:
   a. Approved to serve in the role of Field Training Officer (FTO)
   b. Successfully completed a department approved field training officer course.

3. VM, by virtue of being approved to serve in the role as a Field Training Officer (FTO), may be selected, as needed, based on availability and as determined by the MLO.

4. The VM will:
   a. Closely observe the progress of the veteran, pursuing training and corrective measures as necessary
   b. Continuously provide guidance through the reintegration process
   c. In the event that the assigned VM is unavailable during the reintegration process, the veteran may work with another approved Field Training Officer (FTO) or supervisor

D. Transition Assistance Advisor

1. The Transition Assistance Advisor is the professional that works for the State who will be the point of contact for Guard and Reserve members and the VA and other agencies providing care. <22.2.8.b>

2. Kansas Transition Assistance Advisor:
   Howard Steanson.
   Work – (785) 274-1188
   Cell – (785) 806-4179
3.16.4 PRE-DEPLOYMENT

A. When an employee who serves in the National Guard, Reserves or in another capacity with the United States Military receives verbal or written orders to deploy, the employee will notify the Executive Officer through the chain of command as soon as possible, but at least within 30 days of receiving the order. Upon notice, the Executive Officer or designee will:

1. Notify the City of Topeka Human Resources Director
2. Notify the Military Liaison Officer

B. The Military Liaison Officer (MLO) will:

1. Assist the deploying employee and his/her family in preparing for deployment
2. Coordinate, conduct, and document the “Military Exit Interview” on the Military Pre-Deployment Checklist.
   The interview should address:
   a. Estimated length of time of deployment, if known
   b. A family point of contact (if desired by the employee)
   c. The assigned military point of contact
   d. E-mail address, mailing address or contact phone number
   e. A narrative of what the deploying member expects from the department upon return from deployment (i.e. training cycle, VM assignment, training objectives, return interview, temporary administrative duty, etc.)
   f. Ensure proper notifications are or have been made to the deploying employee’s Bureau commander and Chief of Police
   g. Provide the deploying employee contact information for the Transition Assistance Advisor.
3. The Employee’s Bureau Commander will:
   a. Assist the MLO in discharging his/her duties when requested
   b. Allow, when possible the deploying employee to use discretionary time off (i.e. compensatory time, vacation, personal days, etc.) to get personal affairs in order prior to deploying.
4. The MLO will use the Military Post-Deployment Checklist to ensure compliance with all pre-deployment requirements and that required tasks are complete.

3.16.5 DEPLOYMENT

A. During the employee’s deployment period, the MLO will:

1. Maintain periodic contact with the deployed member, when possible, to provide department updates (i.e. department news, significant events, promotional opportunities, etc.) <22.2.8.g>
2. If approved and supported by the deploying member, maintain periodic contact with the employee’s family to assess any support needs and make referrals when needed
3. Be a resource to the deployed employee and his/her family
4. When possible, contact the deployed employee 30 days prior to his/her estimated return to verify the return date and provide the employee with information on where to report upon return.
5. Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), the veteran has a specific time frame to make application for reemployment or report back to work, dependent on the length of service as listed below:
   a. Short Term Deployment (Less than 30 days of service) – The employee must return at the beginning of the next regularly scheduled work period on the first full day after release from service. However, the returning veteran may be permitted at least eight hours of rest prior to starting the next shift.
   b. Medium Deployment (31 days, but less than 180 days of service) – The returning veteran must apply for reemployment or report back to work within 14 days of completion of service.
   c. Long Term Deployment (180 or more days of service) – The returning veteran must apply for reemployment or report back to work within 90 days following completion of service

3.16.6 POST DEPLOYMENT

A. Unless otherwise directed, the returning employee will notify the Chief of Police of his/her anticipated return to duty as soon as possible. The Chief of Police will then notify the MLO, who will notify the Human Resources Director, the employee’s Bureau Commander and assist the employee prior to reporting for duty.
B. Upon return to duty, the veteran will report to the MLO.
C. When the employee reports for duty, the MLO will coordinate, conduct, and document a “Military Return Interview” on the Military Post-Deployment Checklist. <22.2.8.e>
   a. The purpose of the interview is to determine what experiences the veteran endured while deployed and to assess the employee’s training needs, etc.
D. Upon completion of the interview, the MLO should provide the employee with appropriate medical, mental health information, and assist the employee with referrals, if necessary.
   a. Referrals may include the City of Topeka Employee Assistance Program (EAP), department Chaplain, United States Veterans Administration or any other appropriate counseling referrals.
   b. Any referral made will be confidential and will be provided to assist the returning employee with any mental health or other needs.
E. The returning employee will be temporarily assigned to administrative duty and will begin the Reintegration Program.
   a. The program has two phases:
i. Phase One – Reintegration
ii. Phase Two – Field Assignment

b. Employees returning to a field assignment or those who anticipate returning to a Field Operations assignment shortly after are required to complete both phases of the program.
c. For civilian employees and administrative officers returning to assignments, reintegration will consist of Phase One only.
d. The Reintegration Schedule will be used to document all phases and completion of the program.

3.16.7 Reintegration Program

A. Training Cycle: The Length of deployment and the position held by the employee prior to deployment will determine what phases are required to be completed. For deployment periods of:

1. Long Term Deployment – A deployment of 180 days or longer. The training cycle will be the successful completion of Phase One and Phase Two, depending on the duty assignment

2. Medium Deployment – A deployment of at least 31 days. The training cycle will be the successful completion of Phase One and Phase Two, depending on duty assignment.

3. Short Term Deployment – A deployment of less than 30 days. A training cycle is not required, but at a minimum, the MLO should ensure the employee receives updates on the following:
   1. State and Department mandated training
   2. Legal Updates
   3. Policy Updates

Phase One – Reintegration:

A. During this phase, the employee will be assigned temporarily to an administrative duty assignment. The purpose of this phase is to allow the employee to transition from active military duty to that of civilian law enforcement work. The employee will be reintroduced to and/or retrained as needed to standards and tasks established in this phase.

B. The MLO will work with the returning employee to ensure the following:
   1. Placement of the employee on temporary administrative assignment
   2. Schedule, complete, and document the “Military Return Interview”
   3. Schedule and complete a return meeting with the employee’s Bureau commander and choose an assigned Veteran Mentor (VM)
   4. Schedule an appearance at an upcoming staff meeting or any other appropriate venue to officially recognize the employee’s return from active military service
   5. Conduct an inspection of the employee’s equipment for serviceability
   6. Provide employee assistance referral information (i.e. City of Topeka EAP, Peer Support Team, Chaplain, etc.)
   7. Restore pay and benefits as required to include City HR and KP&F/KPERS.
   8. Records, Power DMS and KCJIS are up to date
9. Other needs as identified by the employee
C. The MLO will work with the Training Unit to ensure reintroduction and/or retraining of the following:
   1. Department and Legal Updates (i.e. statutory updates and/or refreshers on department policies and procedures)
   2. State mandated and/or department in-service requirements
   3. Weapons qualification
   4. EVOC training
   5. Defensive Tactics
   6. Patrol Techniques refresher
   7. Other needs as identified by the department or the veteran

**Phase Two – Field Assignment**

A. The primary function of field assignment is to re-introduce the employee to fieldwork as a police officer. The returning employee will work with their VM in a field environment as a two-officer team.
B. As the VM shadows the employee, he/she will assess the employee’s ability to perform fieldwork and retrain as necessary. The employee should be assessed to ensure:
   1. Proper tactics are utilized
   2. Ability to perform basic administrative functions
   3. Operability of computer systems and new technologies (i.e. MDT, LERMS, etc.)
   4. Satisfactory performance of job-related duties, function, and responsibilities as outlined in the employee class specification (Job Description)
C. Phase Two is designed as a two-week (80 hours) process, but may be extended or shortened with approval from the Executive Officer based on the needs of the employee or until the employee feels comfortable performing required duties, and has satisfied the standards established in this phase.
D. The VM will keep his or her supervisor, the MLO, and the appropriate Bureau commander informed of the employee’s performance. The VM will:
   1. Document in writing all training efforts, concerns, performance, recommendations, etc. on the Reintegration Schedule
   2. In the event the employee’s performance is not consistent with departmental standards, or creates an officer safety issue, and/or there are concerns for the returning employee’s mental or physical health, his/her supervisor will be notified immediately and proper notification will be made to the MLO, the appropriate bureau commander, and the Executive Officer.
   3. The VM, the MLO, and the employee’s bureau commander will evaluate the concern(s) and provide reasonable assistance or guidance that may assist the employee in reintegrating back to full duty
E. Upon completion of this phase, the VM will forward all program documents to the MLO who will review for completeness, comments, recommendation of release, and will forward the completed packet to the appropriate Bureau commander for review, comment and recommendation of release. The Bureau commander will
forward the completed packet to the Executive Officer for review/comment and final decision for release.

1. All completed reintegration program documents will be filed in the employee’s personnel file.

3.16.7 Follow-up Procedures

A. The MLO and assigned bureau commander will conduct a six-month meeting with the veteran to assess any ongoing reintegration needs. These may include, but are not limited to the following:

1. Additional training
2. Employee health and wellness
3. Overall adjustment back to duties
4. Recommendations for revision to the reintegration program