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Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



1789

MILITARY DEPLOYMENT AND REINTEGRATION
GENERAL ORDER NO: 2.3.60

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PURPOSE: The purpose of this policy is to provide procedures for personnel being deployed to the military, as well as procedures for their active reintegration back into the department. This shall apply to any branch of military service covered under the [Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#).

POLICY: It is the policy of the Albany Police Department to establish a plan for personnel with military activations for a period of one-hundred and eighty (180) days or longer for pre-deployment, deployment, and post deployment. The Albany Police Department will grant all personnel a leave of absence to fulfill military service obligations, in accordance with the requirements of applicable law.

DEFINITIONS: **Military Support Officer (MSO)** – Military Support Officer (MSO) is a department member who has been identified by the military employee to serve as a point of contact between the deployed employee and the department during his/her absence. The MSO will serve to assist in the care and oversight of the employee’s family and personal matters should the need arise during the employee’s deployment. This shall not be construed as giving the MSO any legal authority to act in the employee’s stead unless it has been otherwise provided for in proper legal documentation.

Military Peer Counselor (MPC) – Military Peer Counselor (MPC) is a department member who is a military veteran or an active Reserve/National Guard member of the United States Armed Forces. The MPC will receive training in NYS Military Leave Laws, USERRA, Veterans’ Administration Education, PTSD, and suicide awareness. The MPC will assist supervisors, if needed, with direct assistance with military members, which includes contact with the employee returning to duty to in order to assist with reintegration and evaluate the need for additional training.

Re-Acclimation Process – Re-acclimation process is the gradual, pre-determined steps set by the department, which are intended to give returning military employees the opportunity to comfortably, and successfully, reintroduce themselves into their positions within the department; post deployment. This process is designed to afford the employee an opportunity to address issues which may be associated with their deployment and their position.

I. PRE-DEPLOYMENT

A. Procedures:

1. Any employee seeking a military leave of absence must provide the department with advance notice of his/her intent to take military leave, unless advance notice is precluded by military necessity or operational security considering all relevant circumstances.
2. The employee shall submit a copy of his/her military orders to their supervisor as soon as possible along with the [Albany Police Department Military Duty Notification Form](#), APD form # 355 shown on page 4 of this order.
3. The employee will identify a member of the department to act as their Military Support Officer (MSO).
4. The Military Peer Counselor (MPC) will serve as the department's point of contact, and together with the employee's immediate supervisor, will meet with the employee prior to deployment.
5. The employee's immediate supervisor shall complete an [Albany Police Department Supervisor's Pre/Post Deployment Checklist](#), APD form # 002, shown on pages 5 and 6 of this order.
5. The employee's immediate supervisor shall coordinate all out-processing procedures, which shall include an exit interview with the Chief of Police.
6. Prior to the employee's deployment, as part of out-processing, the employee shall turn in all department issued weapons and equipment.
 - a. The Pre/Post Deployment Checklist, APD form # 002, shall be utilized to record the turning in and storage of said weapons and equipment.
 - b. Weapons and equipment shall be recorded and stored in accordance with current department directives.

II. DEPLOYMENT

A. Procedures:

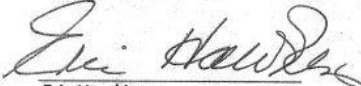
1. During the deployed employee's absence, the department shall provide support to the employee and his/her family through the MSO and MPC.
2. The MPC shall:
 - a. Maintain an up-to-date status with the deployed employee, and provide any Department of Defense authorized information to the employee's immediate supervisor for dissemination through the chain of command. Information shall include current status, active needs, and family needs.
 - b. The MPC shall maintain a current file on the deployed employee, including the status of any certifications, applicable department training missed, email and address information for other department members to maintain contact.
 - d. Department members are encouraged to maintain active contact with the deployed employee. The sending of department events, newsletters, and other information assists the deployed employee

in maintaining an active link with his/her home.

III. POST DEPLOYMENT/REINTEGRATION

A. Procedures:

1. Any employee on a military leave of absence, upon completing his/her military service obligation, must return to work in a timely manner, as established by applicable laws. Failure to return to work after an approved military leave in a timely manner, falsification of the reasons for taking the military leave, or working elsewhere while on the military leave can result in termination of the leave of absence and/or discipline, up to and including termination of employment.
2. Prior to returning to full duty, the returning employee will meet with the Chief of Police or his/her designee, the employee's immediate supervisor, and the MPC for a reintegration interview and to complete the Albany Police Department's Supervisor's Pre/Post Deployment Checklist, APD Form # 002.
3. An employee returning from a military leave of absence will be reinstated in accordance with current collective bargaining agreements, if applicable, and related laws.
 - a. With some exceptions, an employee returning from a military leave of absence typically will be reinstated without loss of seniority, status, or pay and return to either his/her prior position or the position in which the employee would have been employed had his/her continuous service not been interrupted by the military leave.
6. Upon returning to work, and prior to returning to their current assignment, the employee must complete any initial and/or refresher training, weapons requalification, and steps for reintegration, which may have lapsed during his/her deployment.
 - a. Upon Training Unit notification, a schedule will be made to accomplish all required training tasks.
 - b. The returning employee will also be required to complete a short term assignment with a designated officer or detective for refresher training in their assigned area.
5. Returning employees shall be re-issued all equipment, according to current department directives.
6. The Albany Police Department Supervisor's Pre/Post Deployment Checklist, APD form # 002 shall be maintained by the Office of Professional Standards and a copy shall be placed in the employee's training file.


Eric Hawkins
Chief of Police



Albany Police Department
Office of Professional Standards
165 Henry Johnson Blvd,
Albany, New York 12210

MILITARY DUTY NOTIFICATION FORM

Name: _____

Current Address: _____

Emergency Contact Information While on Active Duty

Name: _____

Address: _____

Telephone Number: _____

Dates of Active Military Service:

From: _____ To: _____

Type of Service : Active Military Training Purposes Only

ATTACH A COPY OF YOUR OFFICIAL MILITARY ORDERS

Type of Military Leave Benefit Requested (Please check only one box)

- Pursuant to New York State Military Law §242, every public officer or employee shall be paid his salary or other compensation as such public officer or employee for any and all periods of absence while engaged in the performance of ordered military duty, not exceeding a total of thirty (30) days or twenty-two (22) working days, whichever is greater, in any one calendar year.
- Active Non-Combat - Continuation of Benefits- After the initial 30 days of full salary, the City will supplement the military wages by providing the difference in pay between the military pay and their salary as an employee. " Employee must attach a copy of their military pay schedule and continue to supply the City with updated information"
- Active Combat Zone - Salary will continue to be paid to the employee at the full employee rate.

Military Rank:

Current Military Salary
(Indicate weekly rate of pay)



**ALBANY POLICE DEPARTMENT
SUPERVISOR'S PRE / POST DEPLOYMENT
Checklist for Military Employees**

Employee's Name: Employee's Badge/PIN:

Today's Date: Current Assignment:

Military Support Officer (MSO): MSO Assignment:

I. PRIOR TO DEPLOYMENT (PRE-DEPLOYMENT)

A. Tasks to complete prior to deploying / activation.

<u>Paperwork:</u>	<u>Yes</u>	<u>No</u>	<u>Notes</u>
Military Leave IDC	<input type="checkbox"/>	<input type="checkbox"/>	
Military Reserve Members Data Sheet (APD Form #354)	<input type="checkbox"/>	<input type="checkbox"/>	
Military Duty Notification Form (APD Form #355)	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Military Orders	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Contact Form update (APD Form #250)	<input type="checkbox"/>	<input type="checkbox"/>	
Are orders: USC Title 10?	<input type="checkbox"/>		
Operation Enduring Freedom	<input type="checkbox"/>		
Operation Noble Eagle	<input type="checkbox"/>		
Operation New Dawn	<input type="checkbox"/>		
Operation Iraqi Freedom	<input type="checkbox"/>		
In support of the War on Terror	<input type="checkbox"/>		
Interview with Immediate Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	
Contact Military Peer Counselor	<input type="checkbox"/>	<input type="checkbox"/>	

B. Certification Expirations – Check the following certification expirations and attempt to update prior to deployment.

<u>Certification</u>	<u>Expiration Date</u>	<u>Notes</u>
Datamaster	<input type="text"/>	
EJustice	<input type="text"/>	
CEW (Taser)	<input type="text"/>	
OC/DT/Baton	<input type="text"/>	
First Responder	<input type="text"/>	
Other <input type="text"/>	<input type="text"/>	

II. POST DEPLOYMENT

A. Returning Employee Training Program

Reintegration Supervisors Interview

Completed on Supervisor

Notes:

<u>Training</u>	<u>Date Completed</u>	<u>Instructor</u>	<u>Approval</u>
Article 35	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firearms Qualification	<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal Updates	<input type="text"/>	<input type="text"/>	<input type="text"/>
Policy and Procedure Updates	<input type="text"/>	<input type="text"/>	<input type="text"/>
CEW (Taser)	<input type="text"/>	<input type="text"/>	<input type="text"/>
OC/DT/Baton	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reintegration Training

A. Returning Employees will ride with another PO during the reintegration period post deployment. Employees deployed for more than a 6 month period in a non-combat related deployment must complete reintegration training of minimum of (7) working days. Employees returning from a combat related deployment must complete reintegration training of (14) working days.

<u>Reintegration Training Officer</u>	<u>Date Started</u>	<u>Date Completed</u>	<u>Approval</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes: