


<b>NORTHAMPTON POLICE DEPARTMENT</b> <b>Administration &amp; Operations Manual</b>		
<b>Policy: Military Activation and Reintegration</b>		<b>AOM: P-162</b>
Massachusetts Police Accreditation Standards Referenced:		Issuing Authority <hr/> Jody Kasper Chief of Police
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## I. Introductory Discussion

The Northampton Police Department is committed to supporting all agency personnel (sworn and non-sworn) who perform military service and their families. It is the goal of the Department to support an employee and their family through a military deployment, and to provide a healthy transition upon their return to work. The purpose of this policy is to establish a plan for personnel with military activations exceeding 90 days for pre-deployment, deployment, and post-deployment.

## II. Policy

It is the policy of the Northampton Police Department to:

- A. Allow employees (sworn and non-sworn) who are members of the Reserve Components of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard) to attend drills and other training as required.
- B. Allow employees who are members of the Massachusetts Army and Air National Guard, called to emergency/contingency duty in the service of the Commonwealth, to perform their required duties.

- C. The Department shall support and facilitate the transition of employees who are called to active service under Title 10 of the United States Code (USC) upon their activation/mobilization as well as their return from active duty. This will ensure that the employee is treated fairly and equitably in accordance with all applicable federal and state law pertaining to their service and employment rights.

### III. Definitions

**Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)** - a federal statute that protects service-members' and veterans' civilian employment rights. USERRA provides that returning service-members will be able to return to their jobs with their same pay, benefits, and status that they would have attained had they not been absent for military service.

### IV. Procedures

#### A. Department's Point of Contact [22.2.1 b.]

The Department has a designated agency liaison to serve as a primary point of contact with a deploying member and the employee's immediate family members. The designated liaison is the Captain of Administration. If the Captain of Administration is not available for some reason, the Chief of Police will designate a different liaison. [22.2.1 b.]

1. The liaison will strive for effective communication between the police department and the deployed employee and will be allowed to utilize any resource available to accomplish this mission [22.2.1 c.].
2. The liaison will ensure the deployed employee is periodically notified of agency news, significant events, and promotions [22.2.1 c.].
3. The liaison will track the department's promotional opportunities and notify the deployed employee of those promotional opportunities that are relevant to the employee. The liaison will keep the Northampton Police Department Administration advised of such promotional opportunities affecting deployed members of the department to ensure promotional processes are compliant with federal and state laws. [22.2.1 c.].
4. The liaison will forward all relative information to the City's Human Resources Department that handles such matters. [22.2.1 d.]
5. For information on payment and benefits during deployment, employees may review the City of Northampton's policy titled *Military Leave- Long Term*, available on the City's website and in the Human Resources Department.

## B. Processing Prior to Military Deployment [22.2.1 a.]

1. Upon receiving notification of military mobilization/deployment, the employee will notify the Captain of Administration as soon as is practical. This notification will include: a hard copy of the employee's deployment notice from their branch of service, service and contact information for communications during deployment. [22.2.1 a.]
2. If available, the employee should provide the Captain with the name and contact information for the employee's military commanding officer for situations where communication may become difficult. The employee should also provide email addresses, additional phone numbers, addresses, and reaffirm contacts remaining stateside.
3. The Captain will ensure that all necessary paperwork is sent to the City's Human Resources Department. [22.2.1 a.]
4. A regular department member, who is a member of the National Guard or reserves of the United States Armed Forces, who is deployed for the purpose of entering any branch of the United States Armed Forces for a period exceeding 90 days shall be placed in military active duty status and granted a leave of absence.
5. The employee will have an exit interview prior to deployment with the Chief of Police or their designee, if the timing of the deployment permits [22.2.1 f.].

## C. Storage of Agency Owned Equipment [22.2.1 e.]

To ensure proper storage, safekeeping & maintenance for the duration of deployment, department property must be turned into a Captain. Property includes:

1. Firearm, portable radio, cell phone, if department issued, and accessories, gun case, magazines, battery charger, batteries, etc.
2. If the employee has other items or assigned resources that for the benefit of the department need to be temporarily reassigned, the Captain will identify such items with the employee and reassign such items as needed.
3. The employee may also provide additional items to the department through their supervisor that the employee wants to be safely secured at the department during the deployment.

## D. Processing Upon Return [22.2.1 g.]

1. It shall be recognized that members returning from military deployment, particularly those having been involved in combat operations, may have specialized needs.

2. Traditional Employee Assistance Programs (EAP) may not sufficiently meet the needs of returning military members/police officers.
  3. The Department shall consider all locally available and feasible resources, including the Department's Peer Support Team, to meet the returning employee's needs.
  4. The returning employee will have a return interview with a Captain.
- E. Initial and/or Refresher Training, Weapons Requalification, and Steps for Reintegration as Appropriate [22.2.1 h.]
1. On a case by case basis and depending on the employee's time away from department during the deployment, the Training Coordinator shall determine the training needs of the returning employee and establish a plan to provide the training to the employee. Specifically, the Training Coordinator shall review the following to ensure that the employee is in compliance with MPTC and Departmental requirements:
    - a. Re-qualifying with all assigned firearms. [22.2.1(1h)]
    - b. Review of policies on use of force. [22.2.1(1h)]
    - c. Review of any new or revised policies that have been implemented since the employee was deployed. [22.2.1(1h)]
    - d. Review of any legal updates. [22.2.1(1h)]
    - e. Re-certification in any mandatory areas, such as CPR, First Responder, AED, CJIS, etc. [22.2.1(1h)]
  2. The Chief of Police or designee may decide to assign a Field Training Officer to the returning employee after prolonged deployments. The Training Coordinator will provide a written reintegration training plan on each returning employee after a review of relative information including assignment and time away from the department. The assigned Field Training Officer will evaluate the returning employee's performance to correspond with the Training Coordinator's reintegration plan. The Training Coordinator will communicate progress to the Chief of Police. After the returning employee has successfully completed the reintegration plan, the employee will return to regular duty. Documentation of the training will be kept in the employee's training file.

## **V. Seniority and Benefits**

- A. Per Section 24 of Chapter 708 of the Acts of 1941, any person who returns to their position shall be entitled to all seniority rights as if their public service had

not been interrupted by such military service. Active service will not affect employee's seniority either under M.G.L. ch.31.

- B. Returning veterans are also entitled to certain benefits from the federal government. The Captain of Administration should assist the employee with finding the necessary resources to obtain federal benefits.