
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.3.17	
Subject:		Distribution:
Military Deployment and Reintegration		All Sworn Personnel
Date of Issue:	Expiration Date:	Rescinds:
01-01-2017	Until Amended or Rescinded	N/A
References:		
CALEA: 22.2.8 PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to establish procedures for an employee's military deployment and reintegration into the Department. This policy will apply to any branch of military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA) for military employees who are deployed for a period of 180 days or more.

POLICY

It is the policy of the Lower Merion Township Police Department to support the Armed Forces of the United States of America and to accommodate the service member in accordance with Federal and State laws and the policies established by the Township of Lower Merion.

PROCEDURE

A. PRE-DEPLOYMENT

1. Pre-Deployment – When an employee becomes aware that he/she is being deployed for a period in excess of 180 days, he/she will submit a copy of their military orders along with written notification to their immediate supervisor to include the following:
 - a. Anticipated dates of deployment.
 - b. Unit name and identification.
 - c. Commanding Officer's name, telephone number, and e-mail address.

- d. Immediate military supervisor's name, telephone number, and e-mail address.
2. Military Support Officer – The Staff and Inseptions Unit Commander, or his/her designee, will serve as his Military Support Officer (MSO). The Military Support Officer will: **(CALEA 22.2.8 a, b)**
 - a. Serve as a liaison between the deployed employee and the Department during his/her absence. **(CALEA 22.2.8 g)**
 - b. Meet with the employee in coordination with the Township Human Resources Department prior to deployment to provide information regarding:
 1. Employee Benefits
 2. Salary
 3. Reintegration upon return from deployment
 3. A pre-deployment interview will be conducted by the Superintendent of Police or his/her designee. **(CALEA 22.2.8 c)**
 4. Agency Equipment – Prior to deployment the employee will turn over to the Training Unit their department issued firearm. All other agency equipment will be stored in accordance with departmental policy. **(CALEA 22.2.8 d)**

B. DEPLOYMENT

1. Deployment – During deployment the Department will provide support to the employee and their family through the MSO.
 - a. The MSO will maintain a file on the deployed employee that will include:
 1. Status of any certifications.
 2. Benefits updates missed.
 3. E-mail and address information.
 4. Keep up-to-date status on the employee.
 - b. The MSO will, to the extent possible, notify the deployed employee of significant agency news and events.
 - c. The MSO will maintain contact with the employee's family and render any assistance available.

C. POST-DEPLOYMENT

1. Upon the employee returning from deployment he/she will notify the MSO of their release from active duty. The MSO, in coordination with the Township Human Resources Department, will ensure that the following occurs prior to the employee resuming police duties.
 - a. A reintegration interview with the Superintendent of Police or his/her designee. **(CALEA 22.2.8 e)**
 - b. The employee will receive initial and/or refresher training as required, including but not limited to: **(CALEA 22.2.8 f)**
 1. Firearms
 2. Less than lethal weapons
 3. Use of force
 4. Mandatory in-service training
 5. Policy changes and updates