

Annapolis Police Department



GENERAL ORDER

Number: N.9

**Issue Date: September
2015**

TO: All Personnel

SUBJECT: Military Leave

PURPOSE

The purpose of this General Order is to delineate a plan for personnel with military activations exceeding 180 days for pre-deployment, deployment and post deployment.

POLICY

The Annapolis Police Department supports its members who are also members of the armed forces Reserve Component or National Guard through pre-deployment, deployment and post deployment phases and to assist the member with reintegration after the military activation concludes.

I. Military Leave Policy

- A. The City of Annapolis's Military Leave Policy is contained in the City of Annapolis Rules and Regulations § 6-8. The section establishes leave for military activation and other benefits under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).
- B. Members will follow the guidelines in General Order B.6, Use of Leave, when submitting a requesting or approving a request for military leave.

II. Designated Points of Contact

- A. The Commander of the Administrative Support Division is the designated agency point of contact for questions related to the military leave policy and related paperwork.
- B. The City of Annapolis's Human Resources Director will serve as the City's point of contact for questions related to military leave and USERRA.
- C. The member's division commander will serve as the department's direct liaison with the deployed member and their family during pre-deployment, deployment and post deployment periods.

III. Out Processing Procedures

- A. Members involved in a military activation exceeding 180 days will be scheduled for an exit interview with the Commander of the Administrative Support Division or designee to review City and department directives, the member’s obligations and address any questions the member may have at the time.
- B. The member’s division commander or designee will confirm methods of contact with family members and the member under military activation so as to maintain communications during deployment.

The designated point of contact or designee is responsible for maintaining a continual liaison with the deployed member to help ensure a seamless transition upon their return to work. This liaison includes notification of agency news, significant events, promotions and promotional opportunities.

- C. Members will store all lethal and less lethal weapons with the armory during deployment.

IV. In Processing Procedures

- A. Members returning from a military activation exceeding 180 days will be scheduled for an interview with the division commander or designee to review City and department directives, the member’s obligations upon returning to work and address any questions the member may have at that time.
- B. The division commander or designee is responsible for inquiring and determining if the member from military deployment has any special needs, particularly those involved in combat operations, and offer the City’s Employee Assistance Program (EAP) or other locally available and feasible resources for returning military members.
- C. Returning sworn members who missed regular firearms and/or less lethal training and/or qualification are required to complete the training prior to resuming normal duty.
- D. Returning members are required to complete initial and/or refresher training for mandatory training topics that were not completed during military deployment prior to resuming normal duty.

Michael Pristoop
Chief of Police

References
1. Accreditation Standards: 22.2.1, 22.2.8 2. General Order B.6 Use of Leave 3. City of Annapolis Rules and Regulations § 6-8

Revision: This is a new General Order.