



# **TALLAHASSEE POLICE DEPARTMENT**

## **GENERAL ORDERS**

 Proudly Policing Since 1841	<b>SUBJECT</b>  Military Deployment and Reintegration		 Nationally Accredited 1986
	<b>CHIEF OF POLICE</b> <i>Signature on File</i>		
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### **AUTHORITY/RELATED REFERENCES**

FS 115.09, Leave to Public Officials for Military Service  
FS 115.14, Employees  
City of Tallahassee Administrative Policy 708, Leave  
General Order 57, Training Programs and Courses  
General Order 70, Firearms  
General Order 77, Computer and Data Utilization

### **ACCREDITATION REFERENCES**

CALEA Chapter 22

### **KEY WORD INDEX**

**Agency Point of Contact**  
**In-Processing Protocols**  
**Out-Processing Protocols**

Procedure I  
Procedure III  
Procedure II

### **POLICY**

The Department is responsible for establishing protocols in support of members who, as members of the Armed Forces Reserve Component or National Guard, are part of a military activation. The protocols will address the timeframes of pre-deployment, deployment, and post-deployment (reintegration) for military activations exceeding 45 days, ensuring a smooth transition and preparedness to return to full duty.

### **DEFINITIONS**

**Contract Service Provider:** A local, privately-operated facility, under contract with the City of Tallahassee, which provides counseling services and/or fitness

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for duty assessments for sworn and non-sworn members at no charge to the member.

**COT:** City of Tallahassee.

**Deployment:** The time a member is absent from regular Department duties due to a military activation exceeding 45 days.

**Post-Deployment:** The time between when a member returns from a military activation until being cleared for regular Department duties.

**Pre-Deployment:** The time between when a member has notified Employee Resources of a military activation until the beginning of the actual activation.

### PROCEDURES

#### I. AGENCY POINT OF CONTACT

- A. The Employee Resources (ER) Director is the designated agency point of contact regarding any deployment of a member.
- B. The designated COT Human Resources (HR) point of contact regarding any deployment of a member is the Program Coordinator.
- C. The ER Director, or designee, has primary responsibility for maintaining contact as needed or warranted with the member and/or the member's family during the pre-deployment, deployment, and post-deployment timeframes.
- D. The member is responsible for maintaining contact with the ER Director or designee as needed or warranted during the pre-deployment, deployment, and post-deployment timeframes.
- E. The member's chain of command is encouraged to maintain contact with the member and/or the member's family as appropriate.

#### II. OUT-PROCESSING PROTOCOLS

- A. Employee Resources is responsible for coordinating with the HR Program Director on any COT and military documentation associated with the member's deployment.
- B. Prior to a deployment which will exceed 180 days, the member shall have an interview with the Chief of Police or designee, and

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1. The ER Director is responsible for coordinating with the member and the Office of the Chief in arranging the interview, and
  2. The member is required to attend the interview.
- C. If a deployment will not exceed 180 days, the ER Director is responsible for offering the member an interview with the Chief of Police or designee prior to leaving for a deployment.
- D. If the member wishes to have an interview with the Chief of Police or designee, the ER Director is responsible for coordinating with the member and the Office of the Chief in arranging the interview.
- E. Prior to leaving for a deployment exceeding 45 days, the member is responsible for returning certain Department-issued property and equipment to the appropriate Department work unit as indicated on the Out-Processing Form – Military Activation (PD 204A).
- F. The member is not required to return Department-issued property and equipment not listed on the PD 204A, but may request to return any or all other Department-issued equipment and property prior to leaving for a deployment.
- G. The representatives of the Department work units receiving property and equipment from a member being deployed are responsible for:
1. Following established equipment/property turn-in protocols for all items returned by a member being deployed, and
  2. Signing the PD 204A in the appropriate area.
- H. When a member elects to return only the equipment listed on the PD 204A, the member shall:
1. Securely store the retained equipment and property in a manner to maintain its proper working condition, and
  2. Not take any Department-issued equipment or property on the deployment, unless approved by their Deputy Chief or designee.
- I. The PD 204A is available from ER and on TPD-SharePoint (forms file).
- J. The member is responsible for completion of the PD 204A, obtaining their supervisor's signature on the form, and its delivery to ER prior to the deployment.

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- K. In the event of an emergency deployment or other circumstance preventing a member from complying with subsection D above in a timely manner, their supervisor(s) may assist with returning the property/equipment, completion of the PD 204A, and providing it to ER.
- L. ER is responsible for maintaining the PD 204A in the member's personnel file.
- M. When a member under their command is being deployed, the Bureau Commander is responsible for ensuring the completion of the following:
  - 1. The member's access to Public Safety Information (as defined in General Order 77/Computer and Data Utilization) is temporarily disabled during the member's deployment.
  - 2. The member is unenrolled from any scheduled training during the time of the deployment.
  - 3. If warranted, for a sworn member, requesting their law enforcement certification be tolled during the deployment.
  - 4. Steps are taken to refuse the acceptance of subpoenas for the time period of the deployment.
  - 5. Identify the existence of existing subpoenas or pending court cases involving the member and working with the State Attorney's Office as needed regarding any identified subpoenas and court cases.

### III. IN-PROCESSING PROTOCOLS

- A. Employee Resources is responsible for coordinating with the HR Program Director on any COT and military documentation associated with the member's return from a deployment.
- B. Upon return from a deployment, and prior to returning to regular Department duties, the member shall have an interview with the Chief of Police or designee, and
  - 1. The ER Director is responsible for coordinating with the member and the Office of the Chief in arranging the interview, and
  - 2. The member is required to attend the interview.
- C. Upon return from a deployment, the member is required to participate in a mandatory counseling session with a contract service provider, or

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other counseling provider approved by the COT, prior to returning to regular Department duties.

1. The ER Director is responsible for coordinating with the member to arrange the counseling session, and
  2. The member is required to attend the counseling session.
- D. Regarding the issuance of Department-issued property and equipment listed on the PD 204A:
1. Employee Resources is responsible for making a timely notification of the member's anticipated return date to each Department work unit identified on the PD 204A.
  2. Each work unit is responsible for following established protocols in the issuance of Department-issued property/equipment to a member returning from a deployment.
  3. The Department-issued property/equipment may or may not be the same property or equipment the member returned prior to the deployment.
- E. The In-Processing Form – Reintegration (PD 204B) shall be utilized to guide the returning member in the steps required for reintegration, and in completing the PD 204B, the member is responsible for:
1. Attesting to the completion of the required interview and counseling session,
  2. Confirming the reissuance of property and equipment listed on the PD 204B, and
  3. Indicating their completion of any required retraining or that there was no mandated retraining.
- F. The Training unit Lieutenant, or their designee's, signature is required on the PD 204B.
- G. The PD 204B is available from ER and on TPD-SharePoint (forms file).
- H. The member is responsible for completing the PD 204B, obtaining their supervisor's signature on the form, and delivering it to ER before returning to regular Department duties.

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- I. ER is responsible for maintaining the PD 204B in the member's personnel file.
- J. Depending upon the length of deployment, the member may be required to participate in re-orientation training prior to being reintegrated to regular Department duties.
  - 1. The ER Director is responsible for making a timely notification of the member's anticipated return date to:
    - a. The Training Section, and
    - b. The member's Bureau Commander.
  - 2. The Training Section and/or the member's Bureau Commander, or designee, are responsible for assessing the member's training needs and facilitating any needed training.
  - 3. The member is required to attend and successfully complete all training assigned by the Training Section or the Bureau Commander (or designee).
  - 4. Re-orientation training may include, but not necessarily be limited to the following:
    - a. Policy and legal updates,
    - b. Report writing and computer utilizations, and
    - c. High liability topics (e.g., firearms/weapons, first aid/CPR, defensive tactics, driving).
  - 5. The Training Section is responsible for placing the re-orientation training documentation in the member's training file.
- K. The member's Bureau Commander is responsible for ensuring the member's access to Public Safety Information (as defined in General Order 77/Computer and Data Utilization) is restored prior to the member's return to regular Department duties.