

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

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**TIME AND ATTENDANCE: MILITARY DEPLOYMENT PLAN FOR
DEPARTMENT MEMBERS**

The purpose of this General Order is to provide a comprehensive deployment plan to ensure that all Department members who serve in the National Guard or Active Reserve and are called to extended active duty will have a successful re-entry into policing upon return from active military service. Per Personnel Policy 15.9 F, “extended active duty” shall be construed to mean active duty under military orders of a uniformed service of the United States that exceeds thirty (30) days of active duty service. The Police Personnel Bureau will be responsible for the management of the Military Deployment Plan.

A. Pre-Deployment

1. Employees must notify their supervisors immediately upon being made aware of an impending deployment. The supervisor will then refer the employee to contact the Police Personnel Bureau Manager to begin the pre-deployment process.

The Police Personnel Bureau shall provide the deploying member with a comprehensive PWCPD Military Pre-Deployment Checklist that advises of checkout procedures required prior to deployment and of Department policies relating to military leave to include return from deployment (training, CSB, etc.).

The Police Personnel Bureau Manager shall refer the member to the Accounting Supervisor in the Fiscal Policy Management Bureau. The Accounting Supervisor in the Fiscal & Policy Management Bureau shall address the specifics of military leave as it relates to compensation to include accrued leave, time credited toward retirement, health insurance, the promotion process policy for deployed members, and applicable power of attorney. Additionally, should the member anticipate exhausting the allotted 120 hours of military leave during deployment, a determination must be made prior to deployment as to the use of accrued leave or leave without pay when the military allotment expires. Should leave without pay be preferred, the member shall generate a memorandum, prior to deployment, to the Chief of Police and routed through the member’s chain of command, with a final copy distributed to Police Payroll.

2. The Police Personnel Bureau Manager shall provide the deploying member with a checklist for out-processing to include a mandatory meeting with the Accounting Supervisor, to address scheduled court and training commitments, a meeting with the Chief or Deputy Chief of Police, and plans for the deploying member to secure their issued service weapon in compliance with A3 below.
3. Issued uniforms, identification cards, badges, and duty gear will be retained by the deploying member unless the deploying member requests the Department store it for safekeeping.

Issued firearms may be held at the Range armory for safekeeping and re-issued to the member upon return, or safely stored by the deploying member in compliance with Department policy. Facility and e-mail access for the deploying member will remain in place throughout the member's deployment.

4. It is the responsibility of the deploying member's District or Bureau Commander to ensure quality communication with the deploying member and his/her family through a single point of contact and an alternate point of contact. This contact will be identified by the District or Bureau Commander and contact will be initiated prior to deployment.
5. Supervisors of the deploying member should be sensitive to the need for the deploying member to take leave to satisfy family and personal logistics of deployment.
6. The deploying member's supervisor will distribute an e-mail or other address for the member that may be used during the deployment.
7. Deploying members shall provide their supervisor with a copy of their military mobilization and deployment orders at the earliest opportunity.

B. During Deployment

1. Regular contact between the Department point of contact and the deployed member's family will be maintained.
2. The Department point of contact will maintain copies of all changes to policies, legal updates, and other Department issues for the reintegration briefing.
3. The deployed member shall update the Personnel Bureau Manager, Accounting Supervisor in the Fiscal & Policy Management Bureau and their immediate supervisor of any changes to deployment orders and other changes in military status.

C. Post-Deployment

1. The deployed member's supervisor shall direct the returning member to meet with the Police Personnel Bureau Manager prior to reporting to the squad. The Police Personnel Bureau Manager shall provide the returning member with a check-list for in-processing to include meeting with the Chief or Deputy Chief of Police, the Accounting Supervisor in the Fiscal Policy Management Bureau, and the District or Bureau Commander.
2. Members returning from a deployment that qualified for imminent danger pay will attend one meeting with a PTSD-trained CSB therapist within 60 days upon return to duty to assess any individual or family support needs. Other returning members may meet with a PTSD-trained CSB therapist at their discretion. This shall be coordinated by the Police Personnel Bureau Manager.

3. The returning member's District or Bureau Commander is responsible for a reintegration briefing of all changes to policies, legal and technology update, and other Department issues that occurred during the deployment. The commander is also responsible for documented on-the-job field or refresher training for reorientation / reintegration of the returning member. When feasible, such on-the-job refresher training should be conducted by an experienced officer or supervisor who has previously been called to active military service.
4. The Academy will provide returning members with training on critical skills before the returning member is cleared for full duty. This training may include but is not limited to:
 - a. Weapons familiarization and qualification (lethal and less-lethal)
 - b. Use of Force policy review
 - c. MILO Use of Force judgment system
 - d. Driver training refresher
 - e. Make-up of any mandated in-service training missed during the deployment

For further information, refer to County Personnel Policy 15.9 and the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. §§ 4301-4335).