

# SANTA ANA POLICE DEPARTMENT

DAVID VALENTIN · CHIEF OF POLICE

## TRAINING BULLETIN

*"Education promotes professional and responsive law enforcement"*

### **Military Deployment and Employee Transition**

#### **Purpose**

The purpose of this Training Bulletin is to provide personnel with information regarding employees who have been ordered to active military duty and the role of the Military Liaison Officer.

#### **Introduction**

Since the events of September 11, 2001, military reservists being recalled to active duty have been ever increasing. Recalled reservists often experience lengthy absences from their civilian employment and at the end of their tour of duty may need assistance to transition back into former civilian occupations. To assist our employees in the transition to and from active military duty, the Santa Ana Police Department has established a Military Liaison Program.

#### **I. Military Liaison Program**

The purpose of the Military Liaison Program is to provide employees with the essential coordination and support necessary to ensure their transition to and from the military environment is as trouble free as possible. To accomplish this, a Military Liaison Officer has been designated to serve as the Department's representative to any employee who has been called into active military service. The Military Liaison Officer serves as a link between the department, and the active duty employee to assist the employee with a wide variety of transitional issues. The Military Liaison Officer will assist the employee with matters ranging from processing official military orders to coordinating appropriate pay and time accruals.

#### **II. Employee's Responsibilities When Called into Active Duty**

##### **A. Prior to Deployment**

An employee ordered to active military service is responsible for notifying both their supervisor and the Military Liaison Officer and shall provide each with a copy of their military orders. The Military Liaison Officer will be responsible for submitting the orders to the Human Resources Division and to the City Personnel Division for processing. The Military Liaison Officer will assist the employee in meeting all necessary administrative requirements prior to the employee's departure to active military service.

The Military Liaison Officer will maintain current and relevant information on all employees concerning their military status. This information will contain at a minimum, but not limited to, branch of service, military rank and information regarding their current duty station and/or a point of contact via the military. Family point of contact information is also encouraged.

## B. During Deployment

To the extent possible, the affected employee is to maintain contact with the Military Liaison Officer, providing their status, any requests for family support, and/or other informational requests. The Military Liaison Officer will make all reasonable efforts to provide information regarding the status of the employee to the appropriate personnel via the chain of command.

In the event of an emergency involving active military personnel, the Military Liaison Officer will be made readily available to assist the affected employee's family and/or the department. This should include utilizing resources of the military and the City of Santa Ana.

## C. Redeployment and Return to Work

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), employees have the right to be re-employed in their civilian job if they leave that job to perform service in the uniformed service and:

1. The employee ensures his/her employer receives advance written or verbal notice of their service;
2. The employee has five years or less of cumulative service in the uniformed services while with that particular employer;
3. The employee returns to work or applies for reemployment in a timely manner after the conclusion of service; and
4. The employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.
5. If the employee is eligible to be re-employed, the employee must be restored to the job and benefits they would have attained if they had not been absent due to military service or, in some cases, a comparable job;

For example, if an employee was assigned to the Investigations Bureau prior to deployment, they should be allowed to return to that bureau upon their return from active duty.

Employees convalescing from injuries received during service or training have up to two years from the date of completion of service to return to their jobs or apply for reemployment.

All employees returning from active military service shall contact the Military Liaison Officer, who will coordinate with a Training Division representative to ensure that all training requirements and mandates are successfully completed. These training requirements may include, Perishable Skills training, firearms training, legal updates, and re-familiarization to their current assignment. The re-familiarization training may include working with a Field Training Officer if assigned to Field Operations or selected personnel if assigned to another bureau. The employee will be assigned to their respective duty assignment, but will not

execute their normal workload or perform field duties until all training requirements have been fulfilled.

Should a returning employee require additional time to re-acclimate to their assignment, the employee shall make a request directly to the Administration Bureau Commander. On a case by case basis, the Administration Bureau Commander, will consult with the employee's assigned Bureau Commander, to determine the appropriate course of action. If an employee feels that he/she may need professional assistance, the City's employee assistance program will be made available to the employee. This may also include programs within the police department, such as the Peer Support Team and the REACH Program. However, if any further treatment for psychological or emotional conditions that may have resulted solely from the employee's military service is not the responsibility of the City of Santa Ana. The employee will address these issues with the military or private healthcare providers. If any outside assistance is requested by the employee, the Human Resources Division Commander will be notified.

#### D. Military Procedures Concerning Service Member Returning from Deployment

All military personnel returning from tours of combat are required by the Department of Defense to attend mandatory combat assessment and a post deployment-screening program administered by military and civilian medical professionals. The assessment and survey process includes a program that assist counselors to determine if a service member may be suffering from any emotional or mental trauma such as, combat fatigue and/or Post Traumatic Stress Disorder.

During the initial screening process, briefings are included to prepare the military member for reintegration into society and into their personal lives. In addition, each service provides a key volunteer network that provides a civilian liaison that can provide family assistance through any one of several available private, governmental, military and non-governmental organizations. They are also available to the service members' family to provide all manner of assistance while they are deployed.

The redeployment screening system is not limited to the specific service member, but also provides counseling services free of charge to their family members to prepare them for any eventuality in regards to their service member's successful return and re-integration to both the family and his civilian occupation. Services include marriage counseling, pre-deployment and post deployment counseling, marriage and family workshops, marriage encounters and marriage retreats and several other services. In addition each service provides a 24-hour hotline available 365 days a year where the service member may call and obtain assistance, counseling, treatment and support. Each service member is comprehensively briefed during their period of duty on all aspects of the services provided and how to access them. Alcohol and substance abuse classes, counseling and treatment is also provided free of charge.

## References

Uniformed Services Employment and Reemployment Rights Act.  
(USERRA) <http://www.dol.gov/elaws/vets/userra/userra.asp>

**Acknowledgment:**

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