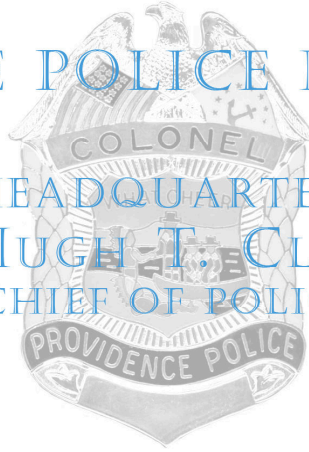


# PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS  
COLONEL HUGH T. CLEMENTS, JR.  
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	250.07	2/19/2020	2/19/2020
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Military Deployment & Reintegration		12/19/2016; Supersedes Memorandum #17 Series 2007	
REFERENCE		RE-EVALUATION DATE	
CALEA Standard 22.1.9		2/19/2024	
SUBJECT AREA		DISTRIBUTION	
Law Enforcement Operations		All Sworn Personnel	

## PURPOSE

The purpose of this policy is to establish procedures pertaining to sworn Department officers who are activated/deployed within any of the United States uniformed military services.

## POLICY

It is the policy of the Providence Police Department to provide communication, support and assistance to any employee who may be called upon for an extended period of active military duty. The Department recognizes that the transition in and out of an active duty assignment can be challenging to both the employee and his/her family. To mitigate some of the stress associated with this process, the Department has established the following procedures for military deployment and reintegration.

## DISCUSSION

Department officers who are members of the US uniformed military services present unique circumstances surrounding their employment. The officer's dual role as citizen/soldier may subject them to military activation/deployment on short notice.

These procedures shall be an adjunct to all Federal and State laws and Department Rules & Regulations and Regulations concerning the pre-deployment, deployment and post deployment rights and responsibilities of veterans and their return to employment following active military service, including but not limited to, the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and Section 203.5 of the Providence Police Department Rules and Regulations as reproduced below:

### 203.5 MILITARY LEAVE

*Officers who are active officers of Active Reserve Forces of the United States or the Rhode Island National Guard are entitled to leave of absence with pay, not to exceed fifteen (15) days in any one calendar year. Military leave shall not be deemed vacation leave. Requests for military leave, along with the military orders, shall be forwarded to the Chief of Police for his approval.*

While military leave shall not be considered vacation leave, officers may elect to expend vacation leave while on military leave.

For the purpose of this General Order, the following definitions shall apply:

Uniformed Military Services – The Army, Navy, Air Force, Marine Corps or Coast Guard including all Reserve or National Guard components and any other category of persons designated by the President in time of war or national emergency.

Department Point of Contact - The Commanding Officer of the Administrative Division or his/her designee shall designate a Division Point of Contact (DPC) for any service officer that is being deployed longer than a period of one hundred eighty (180) days or more. The DPC is responsible for coordinating the deployed officer's benefits and responsibilities pre- deployment, during deployment and post-deployment.

Deployment – The military activation of an officer which would require their absence from Department employment in order to properly engage in required military duty at a location within or outside the continental United States. Special considerations will be made for officers who are deployed to hostile theaters in support of their military assignment as part of their activation.

### **PROCEDURE:**

#### **I. PRE-DEPLOYMENT OUTPROCESSING & DEPLOYMENT**

- A. Through the officer's Chain of Command, the deploying officer will notify his/her Commanding Officer in writing of a pending military activation.
  1. Any officer who is an active member of any of the US uniformed military services who is ordered to full-time military training and/or full-time active duty must also complete a Military Leave Form and submit it to the Human Resource Bureau prior to taking leave from the Department.
  2. A copy of the officer's military orders must be attached to the Military Leave Form.
  3. Officers who have been continuously employed for at least six (6) months and who by reason of membership in the active reserve forces of the United States or as members of the Rhode Island National Guard are ordered by the appropriate authority to full-time active duty and to attend full-time training activities shall be entitled

to leaves of absence with pay during the actual duration of such activity but not to exceed fifteen (15) days in any one (1) year.

4. Notwithstanding (3) above, after the completion of the aforementioned fifteen (15) days of paid military duty leave, and for as long as the employee is required by the appropriate authority to remain on full-time military duty leave, the city shall pay to the employee on a weekly basis an amount equivalent to the actual difference between the employee's then-current regular city salary (including, if applicable, all longevity pay benefits; and including any applicable salary increases that may take effect during the employee's military duty leave) and the amount of pay received by the employee for his/her military service, if said regular city salary is higher than the employee's military pay.
  5. Officers on military leave can elect to be paid monthly (equaling two military pay stubs) or in one lump sum when they return from leave.
  6. Military leave shall not be deemed vacation leave. However, officers may elect to expend vacation leave while on military leave.
- B. For officers who are being deployed for a period exceeding one hundred eighty (180) days:
1. The Chief of Police or his/her designee shall conduct an exit interview with the officer prior to deployment.
  2. A Department Point of Contact (DPC) will be appointed to assist the officer or his/her family before, during and after the officer's military activation and deployment.
    - a. The DPC will, if possible, remain consistent throughout the officer's deployment and re-deployment. The deployed officer will be notified of any changes in the DPC.
    - b. The DPC will act as the officer's/family's liaison with the Human Resources Bureau to ensure that there is no loss or gap in coverage of health benefits, pay, or other administrative requirements.
    - c. Through phone, e-mail, or other forms of communication, as practicable, the DPC shall provide effective communication from the Department to the employee and his/her family to the extent possible and keep the deployed officer notified of Department news, significant events, and promotional or positional opportunities throughout their deployment.
      - i. Deployed officers will be authorized to submit their names for consideration for all promotions and/or

positional opportunities, with the assistance of the DPC.

- ii. Deployed Officers will be considered by the Department for any position/opportunity despite time away conducting military duties.
  - iii. The methods by which the requirements pertaining to a promotional or positional opportunity are completed shall be mutually agreed upon by the Department and FOP Lodge #3, on a case-by-case basis.
- d. The DPC shall assist with the storage of all Department issued weapons and equipment to include, but not limited to, interfacing with the Weapons Bureau Commanding Officer.

## II. **POST-DEPLOYMENT IN-PROCESSING & REQUALIFICATION**

- A. It is recognized that officers returning from military deployment, especially those involved in combat operations, may have specialized needs to ensure a seamless transition to full duty status. The period of reintegration will depend on the time of the employee's absence and other factors that may have impacted the deployed officer.
- B. The Chief of Police or designee shall conduct an in-processing interview with the officer prior to reinstatement to full-duty status.
- C. Training, Requalification, and Other Steps
- 1. The Training Bureau OIC\* shall determine which refresher trainings/requalifications/steps, in accordance with Department policy, shall be required to be successfully completed prior to the officer's return to full duty; including but not limited to:
    - a. Weapons / Firearms requalification.
    - b. Less-lethal weapons requalification.
    - c. DUI recertification.
    - d. Written directive updates.
    - e. Any required in-service training as stipulated in General Order 230.01 – *In-Service Training*.
    - f. Progressive reintegration training under the Field Training Program.
    - g. Interaction with the Stress Team/Peer Support.

\*NOTE: The Commanding Officer of the Administrative Division, as a designee of the Chief of Police, shall have the discretion to authorize additional trainings when deemed necessary.

**III. PROVISIONS**

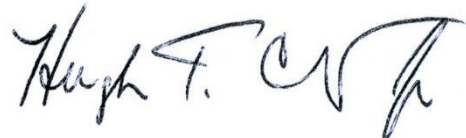
- A. Deployed officers shall be afforded all pay, benefits, seniority, etc. associated with their positions upon their return, should the positions still exist, and shall not be otherwise administratively affected as a result of being called to active military service.
- B. Supervisors shall take note of officers previously deployed to hostile theaters and be prepared to recognize any signs or symptoms in these officers that may affect their ability to participate in full duty activities and/or call for reassignment within the Department for a period of time.
  - 1. Supervisors shall immediately report any observations of said signs or symptoms in writing, through the chain of command, to the Chief of Police.

**APPROVED:**



STEVEN M. PARÉ  
COMMISSIONER  
DEPARTMENT OF PUBLIC SAFETY

**APPROVED:**



HUGH T. CLEMENTS, JR.  
COLONEL  
CHIEF OF POLICE