



**Maryland-National Capital Park Police  
Prince George's County Division**



**DIVISION DIRECTIVE**

TITLE <b>MILITARY DEPLOYMENT</b>		PROCEDURE NUMBER <b>PG713.0</b>	
SECTION <b>Operational Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>04/01/19</b>	REVIEW DATE <b>05/01/21</b>
REPLACES <b>New Directive</b>			
RELATED DIRECTIVES	REFERENCES <b>CALEA 22</b>	AUTHORITY <i>S.R. Johnson</i> <b>Chief Stanley R. Johnson</b>	

**I. PURPOSE**

This directive establishes guidelines for personnel with military activations for pre-deployment, deployment, and post-deployment. The agency will provide support for the military member and his or her family members as needed prior to deployment, during and after deployment.

**II. POINT OF CONTACT**

Upon receiving orders for military deployment, officers will notify their chain of command on the following business day or as soon as possible. Copies of all orders will be sent up the chain to the Office of the Division Chief. The Human Resources representative in the Office of the Division Chief will handle all human resources matters. The Executive Officer or designee will be the point of contact (POC) for the employee and the employee's family during his or her deployment. The POC will maintain a file (electronic or paper) of significant changes, departmental issues and updates to advise the deployed employee upon his or her return.

**III. OUT-PROCESSING**

The Office of the Division Chief Human Resources Representative will refer the employee to the M-NCPPC Human Resources office to discuss finance, leave and health/medical coverage issues as it relates to the Collective Bargaining Agreement and Merit Rules. The Office of the Division Chief will notify departmental employees of the person's military deployment. The POC will help the employee with any out-processing

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issues. The POC will schedule an exit interview between the deploying employee and the Park Police Division Chief or designee.

#### **IV. EQUIPMENT STORAGE**

The POC will coordinate the retrieval of the sworn employee's agency owned equipment to include: departmental vehicle, weapons, and other duty equipment. The equipment will be stored by the Property Section for safe-keeping. Stored equipment will be returned to the employee upon his or her return from deployment.

#### **V. IN-PROCESSING**

Upon return from deployment, the POC will meet with the employee. The POC will provide the employee with information regarding the Employee Assistance Program (EAP). The POC will also address any administrative needs of the employee (leave issues, equipment return, etc.). The POC will ensure that the employee reviews updates to Departmental policy and completes any paperwork that is due. The POC will contact the Training Division to determine if any In-Service Training or Firearms Qualification is required. The POC will schedule a meeting between the employee and the Park Police Division Chief or designee.

#### **VI. IN-SERVICE TRAINING/FIREARMS QUALIFICATION**

Upon return from deployment, the employee will attend any required In-Service training, firearms qualification, Taser training, and any other mandated training to meet MPCTC requirements. Training will include a use of force review, weapons re-familiarization, and judgmental shooting refresher training.

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