



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



DIVISION DIRECTIVE

TITLE MILITARY DEPLOYMENT		PROCEDURE NUMBER PG713.0	
SECTION Operational Procedures	DISTRIBUTION A	EFFECTIVE DATE 03/18/17	REVIEW DATE 05/01/21
REPLACES New Directive			
RELATED DIRECTIVES	REFERENCES CALEA 22	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

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 serve as the point of contact (POC) for the employee and the employee's family during his or her deployment. The POC will establish a process for communication with the deployed member and 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

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person's military deployment. The POC will help the employee with any out-processing 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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