

MILITARY DEPLOYMENTS

WILLIAMSTOWN POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.60	EFFECTIVE DATE: 01/31/2023
	REVISION DATE: 01/31/2023
	REVIEW DATE: 01/31/2024

I. GENERAL CONSIDERATIONS AND GUIDELINES

Employees who are members of the National Guard or reserve components of the armed forces may be called to duty with little warning. The Williamstown Police Department will provide activated employees with all rights available under the laws applicable to their circumstances. See also the “Military Leave” section of the Williamstown Personnel Policy Manual.

II. POLICY

It is the policy of the department that when employees receive activation orders exceeding 180 days total for pre-deployment, deployment and post-deployment the provisions herein shall take effect. The Chief of Police reserves the right to require that these provisions be followed for deployments of a shorter duration when he or she determines such action to be in the best interests of the department.

Employees who receive activation orders will, within 24 hours of receipt if possible, provide the Chief of Police with written notification of any pending deployment orders including a hard copy of the deployment order from their branch of service. In the event of a deployment on short or no notice the employee may provide such notification after the fact. An appropriate officer of the branch in which the employee will be serving may also provide written or oral notification of their pending deployment orders.

III. PROCEDURES

A. Points of Contact

The departmental point of contact for activated members will be the Chief of Police or their designee. The town point of contact will be the Human Resources official if this position is staffed. If the position is vacant the point of contact will be the office of the Town Manager.

The department liaison will be responsible for assisting the employee in meeting their obligations to the department, the town and the military in any reasonable way possible. This may include providing information on benefits and obligations provided by the Town of Williamstown. The department liaison will maintain regular communications with deployed members whenever avenues of communication are available. The departmental liaison will maintain communication with the family members of the deployed employee on a regular basis and will ensure the family has access to any applicable rights and benefits.

B. Out-processing

The activated employee shall, if time permits, return any loaned equipment or other items. In the event time constraints do not permit the employee to return department property, the department will assign someone to assist the employee or their family in satisfying any outstanding obligations to the department if needed.

The employee will be placed on Military Leave of Absence. A copy of the employee's military orders will be forwarded to Human Resources or the Town Manager's Office.

As part of this out-processing the employee will receive an exit interview with the Chief of Police or his designee.

C. Storage of Agency-owned Equipment

The activated employee shall, if time permits, return all agency-owned equipment if the Chief of Police determines that to be in the best interests of the department. In the case of short deployments with a defined end date, the Chief of Police may elect to allow the employee to retain and store some or all of their agency-owned equipment in anticipation of their return to work. The Chief of Police retains the right to decide this upon a case-by-case basis.

D. In-processing

The activated employee shall receive a returning interview with the Chief of Police or his designee as early as possible. This interview may be scheduled while the employee remains activated if his or her orders allow. At this interview a tentative date for his or her return to service should be discussed, as well as any prerequisites that may be required prior to the employee returning to work.

E. Refresher, Requalification and Reintegration

The returning sworn employee may require refresher training on lethal and less-lethal weapons depending on the length of their activation. As a general rule, the sworn employee will be required to complete any level of firearms or less-lethal training they may have missed due to their activation. First aid and CPR training should be updated prior to returning to sworn duties.

Other training will depend on the length of activation. At a minimum legal updates and updates to WPD procedures should be covered. In other circumstances a period of Field Training may serve to bring the returning sworn officer up to date. In cases where a sworn officer has been absent without working as a law enforcement officer for greater than the period established for such absence by the Massachusetts Municipal Police Training Committee, a refresher academy may be required.

The returning non-sworn employee may require refresher training commensurate with the duties and responsibilities of their job. At a minimum updates to WPD procedures should be covered, along with any training required to bring the employee up to date on any required certifications.

The returning employee may be returning to their original position, or they may be taking a new position due to theirs being filled during their absence. In all cases the returning employee is owed a similar position to the one they left. Where possible, it is the policy of the Williamstown Police Department to assign the returning employee to the same duties and assignment as before. If this is not possible it is the policy of the department to provide the returning employee preference for the earliest possible opening to their original duty and/or assignment.

In all cases the department and the Town of Williamstown will abide by the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994, commonly referred to as USERRA.