



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: May 30, 2023
RE: Agenda Item Topic: **New Public Safety SOP**
General Ledger #: N/A
Number of Supporting Documents: 1
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve Public Safety SOP# 100-17: *Military Deployment & Reintegration.*

Background

This policy is required as part of the department's accreditation requirements.

Budget Impact

Approval of this SOP does not have an adverse effect on the budget.

Respectfully,

A handwritten signature in black ink, appearing to read "Richard Duffany".

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Military Deployment & Reintegration			No. 100-17
Distribution: All Personnel	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds: N/A	MLEAC Standard(s): 1.9.11
Effective Date: DRAFT			

I. **PURPOSE**

The purpose of this policy is to establish guidelines for the handling of military deployments by employees of the Hamburg Township Public Safety Department as well as their reintegration back into the department upon completion of their deployment.

II. **POLICY**

It is the policy of the Hamburg Township Public Safety Department to fully comply with all state and federal laws pertaining to employees who are absent from work due to military service, specifically the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 U.S. Code § 4301, et.seq.

III. **DEFINITIONS**

For purposes of this policy, the below words and phrases have the following meanings:

- A. **Uniformed Military Services** means the United States Armed Forces, Michigan National Guard, Michigan Air National Guard and all other reserve components of the various branches of the U.S. Armed Forces.
- B. **Short-Term Military Activity** means monthly weekend training, annual summer training activities, other military-services training/events (whether mandatory or voluntary) and active duty deployments lasting 30 days or less (i.e., activation for natural disasters, civil disturbances, etc.).
- C. **Long-Term Military Deployment** means military service activation for active duty deployment lasting more than 30 days.

IV. **PROCEDURES**

- A. The Director of Public Safety is the designated agency point of contact for all employees of the department who are members of the uniformed military services.

B. Short-Term Military Activities

1. Employees scheduled for routine monthly weekend training, annual summer training and other scheduled training/events shall provide advanced notification to the Director of Public Safety as far as in advance as reasonably possible, preferably via department email.
2. Employees who are activated for unscheduled short-term military activities/emergencies shall contact the Director of Public Safety via cell phone as soon as practical after receiving the activation order.
3. The employee shall be excused from their regularly-scheduled department work days for all short-term military activities and placed on unpaid leave of absence. At the employee's request, the employee may use accrued earned time off (vacation, personal/sick time and compensatory time) in lieu of unpaid time off.
4. The Director of Public Safety shall ensure that the absent employee's scheduled shifts are covered and that the absence is documented on the department schedule.
5. Employees must report to work no later than the beginning of their first full regularly-scheduled workday falling 8 hours or more after returning home from any short-time military activity.
6. During an employee's absence for short-term military activities the employee shall maintain all "rights and benefits of employment" as that term is defined in USERRA (38 U.S. Code § 4303).

C. Long-Term Military Deployment

1. Upon receiving notification of a long-term military deployment, the employee shall notify the Director of Public Safety via department email and provide a copy of their official military orders outlining the deployment.
2. During long-term military deployments, equipment shall be stored as follows:
 - a. Police officers shall secure their patrol rifle in the gun rack located in the armory. All other equipment, including the officer's handgun, shall be stored in their assigned locker. Locker shall be locked.
 - b. Firefighters shall turn in their minitor and radio to the Deputy Director of Fire Operations. All other equipment shall be stored at their

assigned station.

3. Prior to the employee leaving for their deployment, the Director of Public Safety shall conduct an exit interview with the employee. The purpose of this interview is to ensure that the employee understands their rights and responsibilities under the USERRA, confirm that all personnel/HR matters are in order, confirm that all department-owned equipment is stored in compliance with this policy, and address any questions or concerns of the employee.
4. The Director of Public Safety shall also arrange with the employee a process for ensuring regular communication with the deployed employee to the extent possible depending on the nature, duration and location of the deployment.
5. During an employee's absence for a long-term military deployment the employee shall maintain all rights and benefits of employment, including maintaining their seniority. For an employee with a defined benefit pension plan through Municipal Employees' Retirement System of Michigan (MERS), credited Township service time will be determined by the MERS pension plan and applicable collective bargaining agreement.
6. Upon returning from a long-term deployment,
 - a. Police officers will be assigned to an FTO for up to a ten-day period for purposes of retraining and orientation. During this period the officer shall re-qualify with all department weapons. DORs are not required to be completed during this reorientation period.
 - b. Firefighters shall complete a refresher training program as determined by the Fire Training Officer. Upon successful completion of the program, the Training Officer shall provide a recommendation to the Deputy Director of Fire Operations who shall reinstate the employee to full-duty status.

Issued by:



Richard Duffany
Director of Public Safety

Approved by the Hamburg Board of Trustees: DRAFT.