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|  | <b>LANE COUNTY<br/>SHERIFF'S OFFICE<br/>POLICY</b>  | Number: <b>G.O. 6.43</b> |
|   |   | Issue Date: May 7, 2013  |
|   |   | Revision Date:           |
| <b>CHAPTER: Human Resources</b>   | Related Policies: G.O. 4.01 General Responsibilities of Employees; G.O. 4.02 Code of Conduct, APM Ch3 Sec34.  |                          |
| <b>SUBJECT: Reintegration and Transition of Veteran Employees</b>                 | External References: International Association of Chiefs of Police- Employing Returning Combat Veterans as Law Enforcement Officers, Department of Labor USERRA of 1994 |                          |

**POLICY:** The Sheriff's Office supports the nation's servicemen and women, more specifically its own employees, who served in the Armed Forces and were deployed outside of the United States. The purpose of this policy is to inform employees serving in the Armed Forces, who are called to active duty for six months or longer for the purposes of deployment outside of the United States, of the procedures concerning their transition and reintegration back into the Sheriff's Office upon their return from deployment and release from their active duty assignment.

**PROCEDURE:** In order to facilitate the transition and reintegration of the employee from active military duty back into the Sheriff's Office, the procedures outlined in this policy will be implemented in support of that veteran employee and to ensure a smooth and successful transition.

- I. In recognition of the veteran employee's service, and at his/her discretion, their tour of duty outside the United States in service of the Armed Forces is to be acknowledged by one of the following means:
  - A. Include within a section of the Sheriff's Office Weekly Report, or Brief, an article announcing the return and honorable service of the veteran employee.
  - B. A media release announcing that a Sheriff's Office employee has returned from a tour of duty in honorable service of the Armed Forces will be submitted to a local media outlet.
  
- II. Establishing an Agreeable Transition Time
  - A. The veteran employee returning from active military duty shall notify Lane County of intent to return from active military leave within 90 days. Any employee who fails to report for work within 90 days after military discharge shall be considered to have resigned.

- B. The Sheriff and/or his designee will meet with the veteran employee to discuss a mutually agreeable transition time; in addition to discussing the services provided under the Employment Assistance Program, and clarifying any misconceptions regarding confidentiality in using those program services.
  - C. Sheriff's Office administrative staff will meet with the veteran employee to establish a clear understanding of the utilization of available sick, personal and vacation time for re-acclimation and transition from active military duty to personal and professional life.
- III. A means of communication will be established and made available to the veteran employee and their family members. This open communication process will be maintained prior to, during, and post-deployment.
- IV. All personnel should feel well informed when preparing to take a leave of absence for military service. As such, a meeting with the Sheriff or his designee will take place in order to discuss the employee's position within the Sheriff's Office, their benefits, rights, and what their family members can expect while the employee is deployed.
- V. In order to facilitate the successful transition and reintegration of veteran employees, refresher training will be implemented and monitored for efficiency. This training shall include, but not be limited, to the following:
- A. The Sheriff's Office will establish Crisis Intervention Training (CIT) for Sheriff's Office employees focused on the education and awareness of combat related traumas, such as Traumatic Brain Injury (TBI) and Post Traumatic Stress Disorder (PTSD); in order to understand and recognize what to look for regarding the signs and symptoms of either condition as first responders in the field.
  - B. Reintegration Training
    - 1. Refresher Training
      - a. A veteran employee will complete no less than one week of refresher field training under the guidance of an FTO (Field Training Officer). The purpose is to provide refresher training to the veteran employee prior to being released back to solo duty.
      - b. Additional refresher training may be provided as needed. This may include: vehicle operations; firearms; defensive tactics; radio operations, etc.
    - 2. Training Observations and Feedback
      - a. At the end of the refresher training period, the FTO will provide feedback to the veteran employee noting any further areas of additional training.

b. The FTO will also report their observations to a supervisor; thereby addressing recommendations regarding the veteran employee and whether additional training is required prior to full reinstatement to full time status.

3. Reciprocal Feedback

a. The veteran employee will be given the opportunity to provide his/her own feedback and address any concerns that he/she may have that will further facilitate the successful transition and reintegration into the Sheriff's Office.

4. The refresher training will include a complete review and acknowledgement of understanding of the Sheriff's Office General Orders.