

## HEADQUARTERS MEMORANDUM 05-04

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### Subject: Returning Military Personnel

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The department will demonstrate a consistent response to officers returning from extended active military duty, including:

#### I. Welcome Home

- A. During their first weeks back, the returning service member will be invited to meet with the Chief of Police and the Director of the Personnel Division (or their designees) to be welcomed back to the department.
- B. The Director of the Personnel Division will ensure that the Training and Education Division is notified of returning service members, and inform the service member about mandatory training requirements.
- C. Employees who have been activated or deployed during a military engagement/operation will be awarded the department's National Defense Award pin. Employees are required to forward a copy of their DD 214 to the MSB Administrative Lieutenant for processing.

#### II. Formal Training

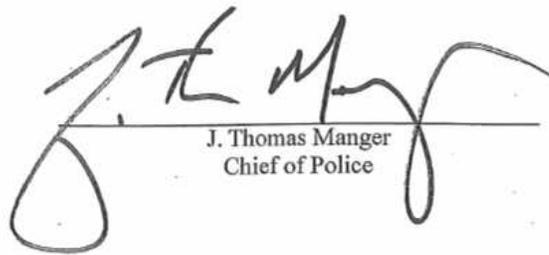
- A. Upon returning to full duty with the department, the officer will be assigned to the PSTA for one week for transition training. During this time, mandatory training requirements of the Maryland Police Training Commission must be fulfilled along with the following:
  1. All in-service requirements from whatever year missed must be completed. These are on tape for review.
  2. Weapons qualification must be completed. If the officer still has a Berretta or Smith and Wesson 9mm, it must be turned in and successful transition to the .40 Glock and holster must occur.
  3. PRISM training must occur.
  4. All law updates must be reviewed.
  5. The officer's issued directive book must be updated along with training bulletins.
  6. The Director of the Personnel Division must be contacted to ensure there are no outstanding personnel related issues that need addressing.
- B. Any identified additional training will be administered during this week, as needed, such as MDC and/or packet writer.

#### III. Reorientation

The reorientation period will be based on the individual's needs.

IV. Training of Supervisors

Stress Management Division and Personnel Division will provide training to management and supervisors regarding the issues involved for officers returning from military duty.



J. Thomas Manger  
Chief of Police

JTM:ksp