This Military Deployment Processing Checklist is to be implemented in the event of an Alexandria Police Department employee called to active duty. Employees out-processing will use page one, and in-processing will use page two. Items that are not applicable shall be marked N/A and initialed. This checklist will be facilitated by the Military Support Officer (MSO), completed in ink, and returned to him/her after completion. The deploying employee will be allowed one Permissive Workday to complete the checklist.

### OUT PROCESSING

<table>
<thead>
<tr>
<th>Event</th>
<th>Employee</th>
<th>City Rep.</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Notification to the Alexandria Police Department of active duty</td>
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<tr>
<td>Verbal or written notification is given to supervisor</td>
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<tr>
<td>Verbal or written notification is given to P&amp;T</td>
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<tr>
<td>Copy of mobilization orders are submitted to P&amp;T if available</td>
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<tr>
<td>Selection of primary and alternate MSO is completed</td>
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<tr>
<td>Primary:</td>
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<tr>
<td>Alternate:</td>
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<td></td>
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<tr>
<td>Employee Evaluation</td>
<td></td>
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<tr>
<td>Supervisor completes employee evaluation if previous evaluation is more than three months prior</td>
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<tr>
<td>Meeting with Training Supervisor</td>
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<tr>
<td>Current department certifications are reviewed</td>
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<tr>
<td>Employee training record is reviewed and updated as necessary</td>
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<tr>
<td>Meeting with City Human Resources Department</td>
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<tr>
<td>Military Reservist Data Form is completed</td>
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<tr>
<td>Military Reservist Data Form is submitted</td>
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<tr>
<td>Continuation of benefits are discussed and selections made</td>
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<tr>
<td>Equipment</td>
<td></td>
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<tr>
<td>Assigned Vehicle is turned into appropriate Division Commander</td>
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<tr>
<td>Police Radio is turned into the Property Section</td>
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<tr>
<td>Shotgun or M-4 is turned in to the Property Section</td>
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<tr>
<td>MDB is turned into the Tactical Computers Unit</td>
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<tr>
<td>Laptop is turned into the Technical Support Unit</td>
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<tr>
<td>Specialized unit equipment turned in (if applicable) List items:</td>
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<tr>
<td>Issued handgun is stored in the Property Section</td>
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<tr>
<td>Meeting with the Chief of Police or Deputy Chief of assigned Bureau</td>
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<tr>
<td>Discussion of any concerns</td>
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<tr>
<td>Formal acknowledgement of the employee’s pending absence</td>
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</tbody>
</table>

**NOTE:** Deploying employees are permitted to retain their ID cards, Badge, Uniforms, and Duty Gear. Voicemail boxes will be deactivated unless otherwise requested. Email access will remain active during the employee’s absence.

I have read and completed the above, and hereby certify that this checklist is complete and all entries are true and accurate to the best of my knowledge.

_________________________  ___________________________  ____________
NAME                     SIGNATURE                   DATE
Military Deployment Processing Checklist

**IN PROCESSING**

This Military Deployment Processing Checklist is to be implemented when an Alexandria Police Department employee returns to employment after serving active military duty. Items that are not applicable shall be marked N/A and initialed. *This checklist will be facilitated by the Military Support Officer (MSO), completed in ink, and returned to him/her after completion.*

### Reemployment application to the Alexandria Police Department
- Separation from Active Duty papers are submitted to P&T and time lines are validated
- Voluntary psychological debriefing is offered
- Notification of available EAP and CISM resources
- Logistical, procedural, administrative, or any other information considered crucial to the employee’s reintegration
- Voicemail box is reactivated

### Meeting with City Human Resources Department
- Benefits are discussed and employee contributions are paid or set up on a repayment plan

### Meeting with Training Supervisor
- Weapons familiarization and qualification (lethal)
- Weapons familiarization and qualification (less-lethal)
- Use of Force policy review
- MILO Use of Force judgment system
- Driver training refresher
- Mandated in-service training missed during deployment
- Reintroduction to reporting procedures
- Policy changes
- Legal updates
- Recertification requirements
- Other training (if applicable)

### Employee will retrieve and be issued the following listed items, if applicable:
- Assigned Vehicle
- Police Radio from the Property Section
- Shotgun or M-4 from the Property Section
- MDB from the Tactical Computers Unit
- Laptop from the Technical Support Unit
- Specialized unit equipment (if applicable)

### Issued handgun from the Property Section storage

### On-the-job field or refresher training
- Conducted by experienced officer or supervisor previously called to active duty

### Meeting with the Chief of Police or Deputy Chief of assigned Bureau
- Formal acknowledgement of the employee’s return

### Field Training Unit if assigned to a Patrol function
- Field Training refresher completed

### Memo to Chief of Police
- Memo from Division Chief of Personnel and Training is submitted to the Chief of Police for approval and official assignment

I have read and completed the above, and hereby certify that this checklist is complete and all entries are true and accurate to the best of my knowledge.

<table>
<thead>
<tr>
<th>Employee</th>
<th>City Rep.</th>
<th>Date</th>
</tr>
</thead>
</table>

**Please initial**

**NAME**  
**SIGNATURE**  
**DATE**