



# ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER MILITARY DEPLOYMENT SUPPORT



Date Issued	Date Effective	Revision Number	Revision Date	Page
05/30/16	05/30/16			1 of 2

**ISSUING AUTHORITY – SHERIFF CARL E. DuBOIS  
DISTRIBUTION – ALL DEPUTY SHERIFFS  
& OFFICE PERSONNEL**

The purpose of this General Order is to support members who are deployed for military service along with their families and to establish a seamless transition from, and reintegration into the department.

## I. POLICY

- A The Orange County Sheriff's Office recognizes the need to support members who are deployed for military service along with their families. The Sheriff, or his designee, will designate an employee of the Sheriff's Office as the Military Support Liaison.

## II. PROCEDURE

- A The Military Support Liaison duties will include, but not be limited to:
  - 1. Ensure that contact is made with the Human Resources Department to set up all necessary appointment(s) for the deployed employee to discuss benefits and leave rights.
  - 2. Provide employee with contact numbers for the Employee Assistance Program, Crisis Negotiators and the Military Support Liaison.
- B The employee will have an exit interview with the Chief Deputy, or his designee, prior to the deployment.
- C Lethal and Less Lethal weapons will be turned in to the agency Armorer. If the employee has an assigned vehicle, it will be turned in to Sergeant in charge of the motor pool.

## III. DURING DEPLOYMENT

- A While the employee is on deployment, it should be the department's goal to maintain contact with the deployed employee and his/her family to offer assistance and support as needed.

1. Contact with the employee may be maintained via email or electronically, packages sent, and traditional correspondence. Communications shall include agency news, significant events and promotion opportunities.

#### IV. RETURN FROM DEPLOYMENT

- A The goal is to be supportive of the returning employee and to assist in their transition back to work. The pace of re-entry will be determined by the Training Lieutenant and will be guided by the following;
  1. The Military Support Liaison will be responsible for contacting the Human Resources Department and the employee's immediate supervisor, notifying them of the employee's return.
  2. The employee will have an interview with the Chief Deputy, or his designee.
  3. The employee will meet with the Training Lieutenant to confirm all certificate training is up to date, and review any changes to policy, procedure and protocols.
  4. The employee will meet with the Agency Armorer to obtain all previously turned in lethal and less lethal weapons, only after ensuring all use of force, less lethal weapons training, and weapons qualification is up to date.

CALEA 22.2.8