

Military Deployment and Reintegration

Index Code: 714

Effective Date: 05/23/16 (Revised 6/21/16)

I. Purpose

The purpose of this directive is to establish a protocol for employees of the Queen Anne's County Office of the Sheriff who train or are deployed in the uniformed services of the United States.

II. Policy

It is the policy of the Queen Anne's County Office of the Sheriff to fully comply with all provisions of the Uniformed Services Employment and Re-employment Rights Act.

III. Right to Re-employment

Any person employed by the Sheriff's Office has the right to be re-employed in the Sheriff's Office if they leave that job to perform service in the uniformed services of the United States if:

1. The Sheriff's Office receives advance written or verbal notice of such service;
2. The employee has five years or less of cumulative service in the uniformed services while with the Sheriff's Office;
3. The employee returns to work or applies for re-employment not later than 90 days after conclusion of service; and
4. The employee has not been separated from the service with a disqualifying discharge or other than honorable conditions.

IV. Benefits

The Sheriff's Office Human Resources Manager will be the point of contact for all benefit questions related to military deployment.

V. Training

Employees who are members of the National Guard or Armed Forces Reserve are entitled to up to three calendar weeks per year of paid administrative leave as provided by Queen Anne's County for military training.

VI. Deployment

Prior to deployment exceeding 90 days, the Under Sheriff or his designee will conduct a pre-deployment interview with the employee at which time all items belonging to the Sheriff's Office including uniform and weapons will be collected for safekeeping. The Under Sheriff or his designee will also conduct an in-processing interview following a deployment of more than 180 days if that individual has requested re-employment with the Sheriff's Office no later than 90 days from completion of military service. That individual must also report to the Queen Anne's County Department of Human Resources for the processing of their re-integration into all benefits including retirement accrual. The Sheriff's Office procedures are governed by Queen Anne's County Standard Operating Policy #300-402.

VII. Refresher Training

Following a deployment of six months or more, refresher training for sworn personnel should be provided and requalification with departmental weapons (lethal and less lethal) should occur as appropriate. Special attention must be given to any MD Police and Correctional Training Commission requirements that were changed or missed. Those requirements and training must be complied with prior to the resumption of normal sworn duties.

VIII. Employee Assistance Program

The Sheriff's Office participates in the Queen Anne's County Employee Assistance Program. The professional third party counseling is designed to ensure confidentiality as well as best practices resolution of any problems ranging from mental health to financial counseling. The Sheriff's Office procedures are governed by Queen Anne's County Standard Operating Policy #300-409.

- IX.** CALEA References: 22.2.8
- X.** Proponent Unit: Sheriff
- XI.** Cancellation: Policy dated 5/23/16

Sheriff Gary Hofmann