



Jeffrey R. Gahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Military Service

Distribution:	All Employees	Index:	PER 1005
Responsible Unit:	Human Resources	Rescinds:	
DLI Program:		MD Code:	See References

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1. Purpose

To outline the duties and responsibilities of the Harford County Sheriff's Office (HCSO) and its employees who are members of a national guard or a military reserve component of the armed forces.

2. Policy

HCSO will support employees who serve in the military.

3. References

38 USC § 4311
MD. CODE ANN., STATE PERS. & PENS. § 9-1104
MD. CODE ANN., STATE PERS. & PENS. § 9-1107
Uniformed Services Employment Reemployment Rights Act (USERRA), 20 CFR § 1002.115

4. Procedures

A. Personnel Information and Notification

1. Notifications will be made by way of a Memorandum (SO-212) through the chain of command.
2. Commanders will survey their personnel every year during January to see which employees are members of a national guard or a military reserve component of the armed forces.
 - a. If so, the employee will provide the following information to their commander:
 - i. Identification of military unit;
 - ii. Duty assignment or military specialty; and
 - iii. Anticipated training dates for the next year.
3. The commander will submit this information to the Human Resources Director (HRD) by February 1.
4. An employee who changes affiliation within the military will forward this information to his commander and the HRD within thirty (30) days of the change, via Memorandum (SO-212).

5. Any employee who is not currently a member of the military will notify his commander within ten (10) days of enlistment.

B. Military Training

1. Full-time employees will be granted fifteen (15) days of military leave each calendar year to receive military training.
2. Military training is considered military leave with pay and is charged against the employee's military leave benefit.
3. If an employee exhausts his military leave and requires additional leave for military training, other options may be considered by the HCSO after evaluation of staffing needs and overtime costs.
4. An employee will submit a schedule of unit training assemblies and annual training periods, if known, to his commander once every six (6) months, and no later than June 15th and December 15th.
5. An employee will notify his commander at least ninety (90) days prior to attending military training other than unit training assemblies, if known, and provide evidence of satisfactory completion of the training upon return to HCSO duty.
6. If an unanticipated training session is scheduled, the employee will immediately notify his commander, regardless of whether the training has been confirmed or is only tentative.

C. Employee's Responsibility to the HCSO

1. An employee's participation in a military unit will not adversely affect the performance and welfare of the HCSO.
2. If possible, an employee will provide his commander with a copy of proper military orders authorizing the training, to include the specific beginning and ending dates, prior to the commitment.
3. An employee will meet the existing HCSO regulations for off-duty secondary employment.
 - a. An employee cannot simply fail to show up for duty because he was required to attend military training.
4. Employees requesting military leave for annual training will send a Memorandum (SO-212) to his commander with the subject line "Request for Military Leave" and the following information:
 - a. Name, rank or classification, and ID number;
 - b. Dates of training, as shown on military orders; and
 - c. A copy of the military orders.
5. If military orders are not available at the time the leave is requested, the request should be sent as described above and the military orders must be forwarded as soon as they are received by the employee.

6. If HCSO commitments conflict with military training, the employee should contact the military component and request to make up the training at another time; if the request is denied, the employee will be given leave to attend the training.

D. HCSO Responsibility to Employees

1. An employee's commander will attempt to accommodate his subordinate's military service and training.
2. The HCSO will abide by all federal and state statutes and policies governing the employment of military personnel.
3. The employee will be entitled to return to his position when military training is complete and will be treated as if he had never been away from the HCSO.
4. The employee will not be terminated, demoted, or denied any promotion or benefits due to his membership in the military.
5. The HCSO will not discriminate against any employee who is also a member of the military, whether in hiring or retaining that person.
6. Commanders should consider military personnel when assigning employees to work groups which should be balanced to avoid having several employees with military commitments.
7. Generally, commanders should attempt to coordinate their manpower needs with military authorities so that no more than two individuals per unit are required to attend annual training with the same military unit during the same time.
8. Commanders may try to stagger annual training to reduce the impact on manpower, particularly during summer months, however, if the military component refuses to cooperate, leave will be granted.

E. Pre-Deployment for Extended Military Service

1. Upon being notified that an employee will be placed on extended active duty military deployment, the activated employee will:
 - a. Immediately notify his commander and provide a copy of his military orders;
 - i. A request for military leave for active duty will be made within twenty-four (24) hours of receipt of the employee's orders.
 - ii. Military leave may be used the day prior to or the day following the employee's scheduled military duty, if there is less than an eight (8) hour period between the employee's scheduled tour of duty at the HCSO and the reporting time or ending time of the military duty, to ensure that he can receive proper rest.
 - b. Submit a Harford County Leave Request Form to the employee's supervisor;
 - c. Return all HCSO-issued equipment and uniforms to the Quartermaster;

- d. Return Maryland Police and Correctional Training Commissions (MPCTC) certification cards to his commander;
- e. Meet with the Harford County Benefits Program Manager (BPM) to ensure his dependents have health insurance coverage while he is deployed;
- f. Coordinate with the HCSO HRD to confirm that:
 - i. Dates of deployment and anticipated date of return are accurate;
 - ii. Deployment contact information is recorded and is accurate; and
 - iii. Current home mailing address of spouse or family member is recorded and accurate;
- g. Meet with the BPM to ensure retention of retirement benefits;
- h. Meet with his commander to ensure all aspects of the pre-deployment separation process have been completed;
- i. Notify his immediate supervisor at least thirty (30) days prior to attending military training, other than unit training assemblies, and provide evidence of satisfactory training upon return to duty; and
- j. If an unanticipated training session is scheduled, the employee will immediately notify his immediate supervisor, regardless of whether the training has been confirmed or is only tentative.

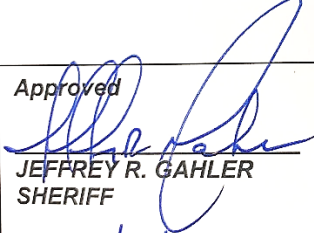
2. The employee's commander will:

- a. Place the employee on special assignment for a period of at least three (3) workdays prior to the deployment to begin the temporary separation process;
- b. If received, forward a copy of the employee's military orders to the HRD;
- c. Notify the HCSO Court Liaison in writing that the employee will be unavailable; and
- d. Arrange for the deployed employee's personal mail to be forwarded to the employee's residence during deployment.

F. Post-Deployment for Extended Military Service

- 1. Immediately upon the conclusion of his extended active military duty assignment, employees will contact their commander and HRD to establish or estimate a date they will return to duty with the HCSO.
- 2. Employees will schedule an appointment with the HRD who will, within thirty (30) days of the employee being released from active military duty, ensure the employee is scheduled for a routine debriefing with the HCSO provider for critical incident services.

3. USERRA, Section 1002.115 authorizes that employees have a set period, dependent on the military time period served, to submit a Memorandum (SO-212) to his commander for reemployment with the employer.
4. For personnel returning from a military deployment of:
 - a. One hundred eighty-one (181) days or more, the application for employment must be submitted within ninety (90) days after completion of service; and
 - b. For more than thirty (30) but less than one hundred eighty-one (181) days, the application for employment must be submitted not more than fourteen (14) days after the completion of service.
5. Upon returning to duty with the HCSO, an employee will be placed on five (5) days of special assignment to conduct in-processing during which time he will:
 - a. Obtain all HCSO-issued equipment and uniforms from the Quartermaster;
 - b. Contact the BPM to ensure that his health insurance benefits are active and ensure the HCSO is aware of his return to duty;
 - c. Contact the Training Academy to schedule any necessary in-service and firearms training requirements and obtain MPCTC certification cards;
 - d. Review all active policies and special orders issued during his deployment;
 - e. Obtain an updated ID card, if required; and
 - f. Meet with his commander to ensure all aspects of the post-deployment reintegration process have been completed and that training requirements have been met prior to returning to performing full-duty functions.
6. To the extent practical, commanders will assign a returning combat veteran with a deputy for a minimum of two (2) weeks to help reintegrate the returning deputy to his HCSO duties.

Approved

JEFFREY R. GAHLER
SHERIFF
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