

Cobb County Police Department

Policy 2.01

MILITARY DEPLOYMENT AND REINTEGRATION

Effective Date: November 1, 2017	Issued By: Chief M.J. Register
Rescinds: Policy 2.01 (June 11, 2017)	Page 1 of 2
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of the policy is to provide procedures for Department of Public Safety (DPS) employees who face military deployments including service of 30 days or less; service of 31 to 180 days and long term service of more than 180 days. This policy shall apply to employees in any branch of military service covered under the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. § 4301 et seq. (USERRA).

I. PRE-DEPLOYMENT PROCEDURES

- A.** An employee seeking a military leave of absence to deploy shall provide a copy of his military orders or appropriate documentation to his supervisor and the DPS Personnel Office as soon as possible, unless advance notice is precluded by military necessity or is otherwise impossible or unreasonable, considering all relevant circumstances.
- B.** For all military deployments, the DPS Personnel Office will serve as the employee's point of contact with the County for all personnel matters.
- C.** For military deployments exceeding 180 days, the employee should be assigned a Department liaison to assist the DPS Personnel Office. The Department may assign a liaison for shorter deployments at the discretion of the Department Head.
- D.** For military deployments exceeding 180 days, a pre-deployment interview will be conducted with the employee by the Department Head or his designee. During the pre-deployment interview, the storage of agency owned equipment during deployment will be discussed.

II. DEPLOYMENT PROCEDURES

During the deployed employee's absence, the employee should maintain periodic contact with the Department liaison (if one has been assigned) and DPS Personnel Office, if possible.

III. REINTEGRATION PROCEDURES

- A.** All employees subject to military activation are entitled to reemployment as set forth in USERRA, 38 U.S.C. § 4312 and 4313. For reemployment, notice shall be

2.01 Military Deployment and Reintegration

Page 2 of 2

provided to the Department liaison (if one has been assigned) and DPS Personnel Office as set forth in 38 U.S.C. § 4312 (e)(1).

- B.** In addition to the above, any employee who is returning from a military deployment exceeding 180 days shall notify the DPS Personnel Office and his Department supervisor as soon as possible, unless otherwise impossible or unreasonable, considering all relevant circumstances.
- C.** For military deployments exceeding 180 days, upon reemployment, the returning employee shall meet with his Department Head or designee as soon as is possible after returning to full duty.
 - 1. If deployment paperwork was not previously submitted (e.g., due to an emergency deployment), and was not provided with the reemployment application, it must be provided during the post-deployment meeting with the Department Head.
 - 2. Reemployment is subject to provisions set forth in 38 U.S.C. § 4313 regarding qualifications and specific employment in the position the employee held before deployment, or a position of like seniority, status and pay.
 - 3. Upon reemployment, the returning employee along with the Department liaison (if one has been assigned) shall be responsible for coordinating with the Personnel Office and any necessary Divisions of the Department to ensure that the returning employee has:
 - All necessary clothing and equipment to perform his assignment;
 - An up-to-date copy of all policies and procedures;
 - Current identification and Kronos cards;
 - Access to his email, as well as necessary computers/software; and
 - Any required training, certifications, and/or weapons qualifications that are necessary for the position (including devising a schedule to accomplish the above).
- D.** The returning employee may be required to complete a short term assignment with a Field Training Officer for refresher training.

IV. POLICY LIMITATIONS

Provisions of this policy are not intended to provide rights in excess of those allowed under USERRA, unless expressly stated herein.