



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

4-13

MILITARY DEPLOYMENT AND REINTEGRATION

- NEW
- REVISED
- REVIEWED

ACA Standards Reference:
CALEA Standards Reference: 22.1.9
NCCHC Standards Reference:
SCLEA Standards Reference:
SC Minimum Standards:

This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish procedures for employees' military deployment and reintegration process to the agency.

II. Policy:

It is the policy of this agency that a plan be in place to assist those personnel who are activated to Active-Duty status and will be absent from the agency for a period of 90 days or longer. This shall apply to any branch of military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA). The agency will grant all personnel leave of absence to fulfill military service obligations in accordance with the requirements of applicable law.

III. Definitions:

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
2. civilian, non-sworn employee.

B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

C. *Military Support Officer (MSO)*: The employee's immediate supervisor or a supervisor within the employee's chain of command to serve as a liaison between the deployed employee and the agency during their absence. The MSO will serve as a point of contact for the employee's family in case matters such as special needs or changes in circumstances arise during the employee's deployment. This shall not be construed as giving the MSO any legal authority to act in the employee's stead unless it has been otherwise provided for in proper legal documents. (Ref: CALEA 22.1.9 item a)

D. *Re-acclimation Process*: Gradual, pre-determined steps, set by the agency, which are intended to give the military employee the opportunity to more comfortably and successfully, reintroduce themselves into their position with

the agency after deployment. This process is designed to afford the employee an opportunity to address issues which may be associated with their deployment and their agency position.

IV. Procedure:

A. Pre-Deployment:

1. Any employee seeking military leave of absence must provide the agency with advance notice of their intent to take such leave unless advance notice is precluded by military necessity or is otherwise impossible or unreasonable, considering all relevant circumstances.
2. The employee will complete the Long-Term Deployment Checklist and (CCSO - Form 158) submit a copy of their military orders to their immediate supervisor as soon as possible along with written notification to include the following:
 - a. anticipated date(s) of mobilization;
 - b. unit name and identification;
 - c. commanding officer's name, telephone number and email address;
 - d. immediate military supervisor's name, telephone number and email address, and
 - e. name of the military ombudsman's, or equivalent, telephone number and email address.
3. The employee will assist in identifying their supervisor or one within their chain of command to act as their MSO.

(Ref: CALEA 22.1.9 item a)
4. The agency Human Resources Manager or designee will serve as the agency's pre-deployment point of contact and together with the Sheriff or designee will meet with the employee prior to deployment to ascertain information regarding:
 - a. employee benefits;
 - b. salary continuation, and

- c. any other relevant information, which may aid in later reintegration. (Ref: CALEA 22.1.9 item *b*)
 5. The Human Resources Manager and Sheriff or designees will provide information about the reintegration of the military employee into the agency during the out-processing interview. (Ref: CALEA 22.1.9 item *c*)
 6. Prior to their deployment, the employee shall turn in their agency issued vehicle and weapons to Logistics. All paper Uniform Traffic Tickets and warning books will be turned into Ticket Control who will complete an audit. (Ref: CALEA 22.1.9 item *d*)
 7. Once the Long-Term Deployment Checklist (*CCSO Form - 158*) has been completed, the deploying employee will turn the checklist into Human Resources.
- B. Deployment:
 1. During the deployed employee's absence, the agency shall communicate with and provide support to the employee and their family through the MSO and Human Resources Manager. Additionally, the employee's immediate family member(s) may request assistance through the Employee Assistances Program (EAP). (Ref: CALEA 22.1.9 item *g*)
 2. The MSO shall:
 - a. Keep up-to-date status on the employee and disseminate the status to the employee's chain of command. This information should include but not limited to:
 - i. current employee status such as physical wellbeing, any changes in military orders or status, etc.;
 - ii. active needs, and
 - iii. family needs. (Ref: CALEA 22.1.9 item *g*)
 - b. Provide any changes in family mailing address or employee email address to the Human Resources Manager.
 - c. The Human Resources Manager shall maintain a current file on the deployed employee, including the status of certificates and

benefits missed.

- d. When available, the MSO will keep a current email and address for the deployed employee and make available to other agency members in order to maintain contact. Agency members are encouraged to maintain contact with the deployed employee.
(Ref: CALEA 22.1.9 item g)
- e. The MSO should also keep the deployed employee informed, to the extent possible, of agency news, significant events and promotions or promotion opportunities.
(Ref: CALEA 22.1.9 item g)

C. Requirements for Returning to Work:

- 1. Service of 1-30 days: The first day of regularly scheduled work period following completion of duty and expiration of an 8-hour rest period following safe transportation home.
- 2. Service of 31-180 days: No later than 14 days following completion of duty.
- 3. Service of 181 days or more: No later than 90 days following completion of duty.

D. Reintegration:

The reintegration process may be a long-term process requiring effective communication skills. This process shall be coordinated between the employee, the employee's MSO, or the immediate supervisor.

It is recognized that all Armed Forces members returning from military deployment, especially those in combat operations, may have specialized needs. The Employee Assurances Program (EAP) may not be sufficient but has resources in the community to assist those employees and their families with their needs. The employee will submit to a debriefing with the agency's psychologist. The employee's immediate family member(s) may request assistance through EAP.

- 1. Employee Responsibility
 - a. The deployed employee shall keep their MSO, or the Human Resources Manager informed of any changes in military orders to include their proposed date of return to work. Under

USERRA, employees must return to work or give notice of their intent to return to work with the following timelines based on length of military services.

- b. Failure to return to work after deactivation or at the conclusion of orders, in a timely manner, as established by applicable laws, may result in disciplinary actions to include termination.
- c. Prior to returning to full duty in their respective assigned position, the returning employee will enter into a re-acclimation process in which the employee will meet with the Human Resources Manager and the Sheriff or designees for a reintegration interview. (Ref: CALEA 22.1.9 item e)
- d. Once the employee has met with Human resources, they will reacquire their Long-Term Deployment Checklist (*CCSO Form - 158*) and begin the process of completing the re-integration portion of the checklist.
- e. An employee returning from a military leave of absence will be reinstated in accordance with and as required by applicable laws. With some exceptions, an employee returning from a military leave of absence typically will be reinstated without loss of seniority, status or pay and return to either their prior position or the position in which the employee would have been employed had their continuous service not been interrupted by the military leave. Under certain circumstance, the agency may require an employee to provide documentation demonstrating their eligibility to return to work.
- f. If applicable, the returning employee shall be re-issued a vehicle and their weapons, which were secured at Logistics. The vehicle re-issued may not be the same vehicle turned in prior to deployment. The returning employee will also be reissued paper Uniform Traffic Tickets and warning books by Ticket Control, if applicable, and receive any procedural updates. (Ref: CALEA 22.1.9 item d)
- g. Before returning to their respective assigned position, the returning employee will meet with the Training Unit to accomplish their legal updates, other needed training and re-qualify with any agency issued weapons and approved personal weapons. Depending on the length of time the employee was deployed and away from the agency, the Training Unit may

require the employee enter a short-term Field Training Program to familiarize the employee with current agency operation and procedures. (Ref: CALEA 22.1.9 item *f*)

- h. If an employee's probationary status was interrupted by active military service, probation will be extended to complete the workdays missed while the employee was deployed.
- i. The Training Unit will ensure the returning employee has all updated policy and procedures. (Ref: CALEA 22.1.9 item *f*)
- j. ITS will reinstate the employee's email account and access to computer sites, if applicable.
- k. Once the Long-Term Deployment Checklist has been filled out, the employee will turn the checklist back into Human resources so the checklist can be kept with the employee's file.