

# Georgia Department of Public Safety Policy Manual

<b>SUBJECT</b> <b>RE-EMPLOYMENT</b>	<b>POLICY NUMBER</b> <b>5.10</b>
<b>DISTRIBUTION</b> <b>ALL EMPLOYEES</b>	<b>DATE REVISED</b> <b>5/15/2015</b>

## 5.10.1 Purpose

To establish a policy regarding re-employment of former DPS employees.

## 5.10.2 Policy

Persons who separated from DPS employment in good standing may be eligible for re-employment when an applicable vacant position is open, the applicant meets the provisions in this policy and upon the recommendation from the affected Adjutant or Division Director. Former employees have no entitlement to re-employment consideration or employment.

## 5.10.3 Procedures

- A. A former employee seeking reemployment shall make a request for reemployment through their former chain of command to the Commissioner. An unfavorable recommendation from the affected Adjutant or Division Director must be based on previously documented performance or conduct concerns.
- B. The Department will meet all obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- C. To be eligible for rehire with the Georgia Department of Public Safety, a former employee must meet the following criteria:
  1. The former employee must have resigned or retired in good standing, which means any condition other than:
    - a. Dismissal from employment,
    - b. Resignation or retirement in lieu of adverse action, including dismissal,
    - c. Resignation during an investigation into misconduct, or
    - d. Retirement during an investigation into misconduct in which any of the allegations are determined to be sustained.
  2. The former employee must have been rated at least a 3.0 on their last performance review;

3. The former employee must meet all current hiring standards and requirements of the position applied for;
4. Given the totality of the circumstances involved, rehire must be in the best interest of the Georgia Department of Public Safety.

#### **5.10.4 Working Test**

Persons who are re-employed must successfully complete the working test applicable to the position to which they are employed.

#### **5.10.5 Retraining**

- A. The appropriate Adjutant or Division Director will assess the training needs of candidates for re-employment and will ensure that such training is successfully completed. In assessing the need for such training, the Adjutant or Division Director shall consider requirements of the Peace Officer Standards and Training Council, Georgia Crime Information Center, etc.
- B. Any former Trooper who has been separated from the Department of Public Safety for more than four (4) years, and who has been approved for reemployment to a Trooper position, must re-attend and will be re-employed upon the start of the next scheduled Trooper School.