
	GAITHERSBURG POLICE DEPARTMENT		
	Rehiring of Sworn Employees		
	GENERAL ORDER	304.2	
Effective Date	11/05/2025		
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE 11/05/2025

1. **PURPOSE**

The purpose of this directive is to provide guidance when rehiring sworn employees.

2. **POLICY**

A former sworn employee may be rehired with this Department if the criteria enumerated in this policy are met. The final decision making authority to rehire a former sworn employee resides with the Chief of Police. All Maryland Police and Correctional Training Commission (MPCTC) recertification regulations must be met.

3. **DEFINITIONS**

3.1. **Certification:** Within the context of this directive, the term “certification” means the legal authority under [Public Safety Article, §3-209](#), Annotated Code of Maryland, conferred by the Commission, authorizing an individual to exercise law enforcement powers and enforce the criminal laws of Maryland.

3.2. **Rehire:** Within the context of this directive, the term “rehire” means employment of a sworn employee that has been separated from the Department.

3.3. **Reemployment Opportunities:** Applications from former sworn employees will be processed in accordance with the Personnel Rules and Regulations, Section 310.

4. **PROCEDURE**

4.1. **Rehire Policy**

4.1.1. When a vacancy exists and the vacancy has been authorized to be filled, the Chief of Police may rehire any former sworn employee who meets all requirements for initial hiring.

4.1.2. A former sworn employee that is rehired will be given credit for their prior service completed as listed in the Personnel Rules and

Regulations Manual Section 310 but will have less seniority than current sworn employees having the same or equitable service.

- 4.1.3. A former sworn employee who is rehired will be placed in a position that best suits the needs of the Department.
- 4.1.4. A former sworn employee/referring employee is not eligible for any hiring bonuses.
- 4.1.5. A former sworn employee who is rehired shall serve a two-year probationary period commencing with their date of reemployment.

4.2. Eligibility for Rehire

- 4.2.1. A former sworn employee that is rehired at or before 90 days following their separation from the Department:
 - 4.2.1.1. May be rehired to their former rank, with all seniority rights, if the vacancy exists for the former rank.
 - 4.2.2.2. If the former sworn employee held the rank of Corporal or above at the time of separation, and a position in the same rank does not exist, the former sworn employee may be rehired at the rank of Police Officer III, at the same step the former sworn employee was at prior to their separation.
- 4.2.2. A former sworn employee that is rehired after 90 days following their separation from the Department:
 - 4.2.2.1. May be rehired at the rank and step the former sworn employee was at prior to their separation, but no higher than the rank of Police Officer III, regardless of the rank they held at the time of separation.
- 4.2.3. A former sworn employee will be ineligible for rehire when they:
 - 4.2.3.1. Do not meet all the recertification requirements as enumerated in [Title 12, Subtitle 4 of the Code of Maryland Regulations](#) (COMAR).
 - 4.2.3.2. Did not separate in good standing.
 - 4.2.3.3. Have previously been rehired by the Department.

5. MANDATORY ASSESSMENTS FOR REHIRES

5.1. Physical Agility Assessment

- 5.1.1. The former sworn employee will be required to complete the [Physical Agility Assessment](#) set by the MPCTC.
- 5.1.2. The components and administration of the Physical Agility Assessment shall be in compliance with any related standards set by the MPCTC.

5.2. Computerized Voice Stress Analyzer (CVSA)

- 5.2.1. The selection process for a formerly sworn employee includes a Computer Voice Stress Analyzer (CVSA) examination.
 - 5.2.1.1. If an individual is currently certified, or was previously certified, as a police officer in Maryland the individual is ineligible for recertification if they fail to meet the drug guidelines enumerated in [Title 12, Subtitle 4 of the COMAR](#).
 - 5.2.1.2. All former sworn employees complete a pre-test CVSA questionnaire that includes areas from which questions will be drawn.
 - 5.2.1.3. The Department utilizes only personnel who have been trained to conduct such examinations, and who have been trained to evaluate the examination's results.
 - 5.2.1.4. Examiners follow all guidelines for use of the CVSA, to include conducting a cold call to have an independent examiner review the recorded charts and data associated with the CVSA exam.
 - 5.2.1.5. The Department does not use the results of the CVSA, or other instruments for the detection of deception, as the single determinant of employment status.

5.3. Physical and Mental Health Assessments

- 5.3.1. The former sworn employee will be required to complete physical and mental health examinations as enumerated in [Title 12, Subtitle 4 of the COMAR](#).

6. SELECTION PROCESS FOR REHIRES

6.1. Investigatory Requirements for Rehire

6.1.1. The Chief of Police or his or her designee, shall obtain information for an applicant for recertification enumerated in [Title 12, Subtitle 4 of COMAR](#).

6.2. Investigation Synopsis

6.2.1. Upon completion of the investigation, the background investigator will synopsise the findings to be forwarded to the Chief of Police, using the format enumerated in General Order 304.1, Selection, Hiring, and Background.

7. RECERTIFICATION TRAINING REQUIREMENTS

7.1. Recertification and Training

7.1.1. A former sworn employee who is rehired must meet all recertification and training requirements enumerated in [Title 12, Subtitle 4 of the COMAR](#).

7.1.2. A former sworn employee that is rehired at or before 90 days following their separation from the Department may not be required to complete a period of Field Training, provided they successfully completed the initial Field Training program.

7.1.3. A former sworn employee that is rehired after 90 days may be required to complete a period of Field Training as determined by the Chief of Police.