


# Memo

**To:** Blount County Human Resources  
**From:** Chief Deputy Jeff French   
**Date:** June 10, 2025  
**Re:** BCSO Human Resources Manual Updates

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The following revisions were made to the BCSO Human Resources Manual during the current fiscal year:

(07/09/2024) 9.01 Commendations – Added G. Purple Heart “awarded to any deputy who, in the course of performing his/her job function, was injured as a result of adversarial action, or was injured as a result of a criminal, reckless, dangerous, or otherwise grossly irresponsible act committed by another (often involving the use of a deadly weapon) and/or demonstrating heroism justifying the Commendation of Valor.”

(06/10/2025) 3.02 Leaves of Absence – Revised B. Annual Leave to Vacation Leave and added the chart detailing the maximum vacation carryover and added the following:

(update effective 7/1/2025)

The MAXIMUM vacation anyone should have at any point in time should be equivalent to their annual allotment based on YOS, plus UP TO half of that same allotment from prior year(s).

Employees with vacation hours over these maximums as of the start date of this update will not lose their current accruals, but will not be allowed to carry over any accrued/unused time going forward unless it is warranted due to lack of staffing or other substantiated/valid reason and MUST be approved by a supervisor, as well as Deputy Chief over their respective function. Otherwise, it will be a “use it or lose it” situation. If there is a “buydown” in a budget year, those who had hours over the maximum prior to the update will be required to “cash in” an amount to be determined by available funds.

Revised I. Personal Hours to include a chart detailing the number of personal hours permitted annually based upon years of service.