



Policy 1804

Subject	
RECRUITMENT/RETENTION INCENTIVE PROGRAMS	
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By Order of the Police Commissioner

POLICY

The Baltimore Police Department (BPD) values its employees and prioritizes retaining its talent to ensure that it can continue to provide police services in an effective manner. One way in which BPD works to retain its employees is through the recruitment/retention incentive programs described in this policy, namely:

- Referral Incentive
- Signing Bonus
- Housing Allowance
- Student Loan Assistance

All incentive programs are designed with and periodically assessed by the Office of Equity to ensure equal and equitable access to a diverse body of Department personnel.

Recruitment Services, Human Resources, and Education and Training shall work together to determine appropriate metrics to gauge the success of the recruitment and retention programs outlined in this document. The programs shall be evaluated periodically based on these success measures to determine their validity for achieving the stated recruitment and retention goals.

DEFINITIONS

Good Standing – Status of a BPD member, sworn or civilian, who does not have any open or unresolved administrative complaints or criminal charges relating to their employment with the BPD which would result in the likely termination of their employment.

Human Resources Section (HRS) – Unit responsible for managing the hiring and onboarding process for candidates once the applicant has been approved for hire by the Recruitment Section (RS) and placed on the Eligible for Hire list. HRS performs the transactions in the Department's personnel system of record (Workday) to complete hiring and onboarding.

Police Cadet – Individual who has met all of the requirements to qualify as a Police Cadet and is hired by the BPD in said role. The role of Police Cadet is not considered a sworn position at BPD.

Police Officer – Individual who has met all of the requirements to become a Police Officer Trainee, completed Field Training, received their police certification from the Maryland Police and Correctional Training Commission (MPCTC), has been granted police powers, and has been classified as a Police Officer in the Department's personnel system of record (Workday).

Police Officer Trainee (POT) – Individual who has met the BPD and MPCTC requirements to enter police academy training.

Professional Staff – Non-sworn employees of the BPD, sometimes referred to as “civilian members.”

Recruitment Section (RS) – Unit responsible for managing the recruitment process for applicants to the positions of Police Officer and Police Cadet, up to the point of approving the applicant for hire.

Sworn Candidate – An individual who applies through the formal, online application who is seeking employment at BPD as a sworn member (Police Officer Trainee, Police Officer, etc.).

GENERAL

1. The dollar totals of all incentives described in this policy are to be regarded as minimum amounts that are subject to change based on funding availability and ongoing BPD recruitment campaigns, including time-limited campaigns initiated at the discretion of the Police Commissioner.
2. All of the incentives described in this policy are taxable, and none are pensionable.

DIRECTIVES

Referral Incentive

3. BPD shall award a Referral Incentive of at least \$5,000 to sworn and Professional Staff members of the agency who formally refer a candidate for employment to the position of BPD Police Officer Trainee (POT), subject to the conditions described below. For members with more than 15 years of service, this award may be extended to a total of \$7,500 as described below.
4. BPD shall impose no limit as to the number of times that a member in Good Standing may receive this Referral Incentive.
5. In order to receive the Referral Incentive, the member must be in Good Standing and actively employed with BPD at the time of the following milestones in the Sworn Candidate’s hiring process:
 - 5.1. The Sworn Candidate must complete all steps in the recruitment process and be formally hired with the BPD. When this first milestone is met, the referring member shall receive \$2,500 of the incentive award.
 - 5.2. The Sworn Candidate (now a POT) must graduate from police Field Training and be reclassified as a Police Officer as determined by the Chief of Patrol’s Office. When this second milestone is met, the referring member shall receive the remaining \$2,500 of the incentive award, for a total of \$5,000. If the referring member has more than 15 years of service with BPD (either as a sworn or civilian employee), they shall receive an additional \$2,500 after this milestone, for a total incentive award of \$7,500.

- 5.2.1. If the Sworn Candidate is a lateral hire from another police department, the referring member shall receive the recruitment incentive of \$2,500 at the time of hire. Once the lateral hire completes all required training and is reclassified as a BPD Police Officer, the referring member shall receive the remaining \$2,500 for a total of \$5,000. If the referring member has more than more than 15 years of service with BPD (either as a sworn or civilian employee), they shall receive an additional \$2,500 after this milestone, for a total incentive award of \$7,500.
- 5.3. If the referring member is not actively employed by BPD or a member in Good Standing when the Sworn Candidate reaches the second milestone, they shall not be eligible for the second milestone award payment.
6. The following members are not eligible for this incentive:
- 6.1. Sworn members with a rank of Lieutenant Colonel or above, and Professional Staff members with a rank of Chief or above. However, if the member is promoted to one of these staff levels after the initial referral, the member is still eligible to receive the incentive.
- 6.2. Members assigned or detailed to the Human Resources Section (HRS) at the time of referral.
- 6.3. Members assigned or detailed to the Recruitment Section (RS) at the time of referral.
- 6.4. Contract Service Specialists.
- 6.5. Anyone who works for the BPD but is not on BPD's payroll as an employee (e.g., contract workers and temporary workers who are paid by outside entities).
7. Members newly assigned to HRS and RS shall attend an orientation session on this policy upon entry to their section. In addition, all members of these sections, regardless of tenure, shall complete a refresher orientation session at least once per calendar year.
8. All non-eligible members shall, regardless of tenure in their sections, certify that they understand that they are prohibited from making or receiving, whether directly or indirectly, any financial gain as a result of channeling potential referrals through other eligible members.
9. Referral parameters are as follows:
- 9.1. This incentive program does not require that the referring member personally know the Sworn Candidate they are referring. Referred Sworn Candidates may be relatives or friends of the referring member. By making a referral, the member is not committing to a recommendation of the Sworn Candidate and is not responsible nor to be held accountable for any outcome of the Sworn Candidate's employment.
- 9.2. Incentives shall not be awarded for referrals of Sworn Candidates who have been previously referred by a BPD member, or for Sworn Candidates who have previously started the application process by, at a minimum, sitting for the NTN exam (or equivalent) to become a Police Officer Trainee (POT) prior to August 11, 2022.

- 9.3. Sworn Candidates who were referred prior to August 11, 2022, shall adhere to the guidelines of the former Policy 1804, dated 19 May 2016.
- 9.4. The Sworn Candidate shall fill in the referral information on their job application. They are required to enter the full name, sequence number, and assignment of the referring BPD member.
- 9.5. Both the Sworn Candidate and referring member shall fully complete and sign the Applicant Referral Form, 05/16 (see Appendix A) and the Employee Referral Form, 06/16 (see Appendix B) respectively.

Referring Member

10. Provide the Sworn Candidate you are referring with your name, assignment, and sequence number. Inform the Sworn Candidate that they must complete this information under the referral section of their application. If the Sworn Candidate does not complete the referral section of their application, the referring member shall not be eligible for the incentive award.
11. Complete an Employee Referral Form, 06/16.
12. Submit the Employee Referral Form, 06/16, to their Commander and the Recruitment Section (RS) within 30 days of the Sworn Candidate's hire date.

Recruitment Section (RS)

13. Provide the Sworn Candidate with the Applicant Referral Form, 05/16.
14. RS shall confirm that:
 - 14.1. Directive 9.4 above is completed in accordance with this policy.
 - 14.2. Directive 9.5 is completed in accordance with this policy, and that the respective Employee Referral Form, 06/16, and Applicant Referral Form, 05/16, contain the same consistent information (name, sequence number, assignment, etc.) regarding the identities of the referring member and Sworn Candidate. If the information is inconsistent between forms, this may be cause for non-payment of the Referral Incentive. These forms shall be placed in the electronic eSOPH Sworn Candidate File (or similar) and provided to HRS.

Human Resources Section (HRS)

15. When the POT reports for new hire onboarding, HRS shall review the Sworn Candidate File for the POT and:
 - 15.1. Validate that the referring member is employed by BPD and in Good Standing.
 - 15.1.1. If the referring member is not in Good Standing, HRS shall notify the member in writing that they are not eligible for the Referral Incentive.

- 15.2. Submit a Workday Referral Incentive request to award the referring member the compensation of \$2,500.
16. When the referred POT graduates from Field Training and is reclassified in Workday as a Police Officer as per a Human Resource Order (HRO), HRS shall:
 - 16.1. Validate that the referring member is employed by BPD and in Good Standing.
 - 16.1.1. If the referring member is not in Good Standing, HRS shall notify the member in writing that they are not eligible for the incentive.
 - 16.2. Verify the years of service completed by the referring BPD member as of the POT's hire date.
 - 16.2.1. For members with less than 15 years of service, submit a Workday Referral Incentive request to award the referring member the compensation of \$2,500. This completes the standard \$5,000 referral payment described in this policy (\$2,500 per the above, and \$2,500 here).
 - 16.2.2. For members with 15 years of service or more, submit the Workday Referral Incentive request to award the referring member the compensation of \$5,000. This completes the \$7,500 referral payment described in this policy for long-standing members (\$2,500 per the above, and \$5,000 here).

Signing Bonus

17. BPD shall award a Signing Bonus of at least \$5,000 to newly hired BPD Police Officer Trainees in Good Standing upon successful graduation from Field Training and reclassification as Police Officers as per an HRO.
 - 17.1. Members shall commit to be employed for at least one year with BPD after receiving payment. Failure to do so shall result in repayment of the Signing Bonus.
 - 17.2. In the event that a POT or PO is unable to successfully meet the Signing Bonus milestone of one year, due to an unforeseen emergency which leads to a voluntary separation, the POT or PO shall not be required to repay any part of the Bonus that has been disbursed prior to the separation date.
 - 17.2.1. The POT shall submit, in writing, a description of the circumstances that led to the voluntary separation to the Unit Commander and Director of Human Resources.
 - 17.2.2. Rehired POTs/POs are eligible for the Signing Bonus if their separation date from BPD has been one year or more.
18. Upon notification via HRO that a POT is to be reclassified as a Police Officer, HRS shall submit an HR record change within Workday to add the one-time bonus pay incentive of \$5,000 to the officer's employee record.

- 18.1. HRS shall verify that the Sworn Candidate has an effective hire date on or after August 11, 2022.

Housing Allowance

19. BPD shall award a one-time Housing Allowance of at least \$12,000 to any Sworn Candidate (new Police Officer or lateral hire), POT, or active sworn member in Good Standing to pay for relocation expenses associated with moving to Baltimore City. If the member in question already resides within Baltimore City at the time of their application for this Allowance, they shall be ineligible for it.
20. The \$12,000 Allowance shall be paid to the member on a bi-weekly basis over a period of 12 months through 26 pay periods.
- 20.1. The Allowance shall retroactively begin on the date when Form 1130A/B, Declaration of Intent to Reside in Baltimore City (see Appendices C and D), are authorized by HRS (per 28.1) and signed by the newly hired Sworn Candidate.
- 20.1.1. The Sworn Candidate shall submit the forms to the RS in accordance with this policy.
- 20.1.2. The RS shall then forward the forms to the Human Resources Section.
- 20.1.3. Active sworn members shall provide both forms directly to HRS in accordance with this policy.
- 20.1.4. Active sworn members who plan to relocate to the City of Baltimore shall submit their Declaration of Intent to Reside in Baltimore City to the Human Resources Section. This includes sworn members who are required to reside in the City as a result of a promotion and in accordance with Article 1, §7-11 of the Baltimore City Code, "Residency Requirements, Police Department Command Staff."
- 20.2. If the member does not provide proof of residency within 45 days of the date listed on their Declaration of Intent to Reside in Baltimore City, the member shall become ineligible for the Housing Allowance, and shall reimburse BPD for any pre-paid Allowance in the same increments (i.e., every pay period) as it was received. This shall occur until BPD has recovered the total sum pre-paid to the member.
21. The member must reside in Baltimore City and serve as a Police Officer for BPD for a minimum of twelve months in order to receive this Housing Allowance. Moving out of Baltimore City or voluntarily separating from the agency without legitimate cause (see below) prior to the close of this 12-month period shall retroactively cancel the Allowance, and the member shall be liable for repaying any Allowance paid to them while they were not in residency/employed. This includes out-of-residency periods which were not disclosed to Command/HR due to member negligence.
- 21.1. In the event a POT is unable to successfully complete the housing incentive milestones due to an unforeseen emergency that leads to a voluntary separation, the POT shall not be required to repay any part of the allowance that has been disbursed prior to the separation date. However, the Housing Allowance shall cease to be paid on the date of voluntary separation.

21.1.1. The POT shall submit, in writing, a description of the circumstances that led to the voluntary separation to the Commander of Education and Training (E&T) and Director of Human Resources. Acceptable reasons for voluntary separation include medical/health issues, family demands, and other extenuating circumstances deemed legitimate by the E&T Commander and the Director of Human Resources.

21.1.2. Only the E&T Commander and Director of Human Resources may make the decision as to whether a POT's reason for voluntarily separating qualifies said POT to reapply, be exempt from repayment, and be eligible for the Housing Allowance.

21.2. If the POT is granted the dispensation described above, they may reapply to the Academy and shall remain eligible to receive the Housing Allowance.

Member

22. Complete a Form 1130A/B, Declaration of Intent to Reside in Baltimore City (see Appendices C and D).

23. The member shall then have 45 days from the date listed on their Declaration of Intent to provide proof of residency within Baltimore City. The member shall submit the following to prove residency:

23.1. Workday personal address change reflecting their Baltimore City address.

23.2. Completed Form 1131, Certification of City Residence (See Appendix E).

23.3. Two forms of address certification from list A below, and one from List B.

List A	List B
1. Driver's license or ID card issued by the State of Maryland containing the new Baltimore City address.	1. Utility or telecommunications bill (water bill, electric/gas bill, cable bill, or phone bill).
2. Rental Lease.	2. Homeowner's/Renter's Insurance.
3. Mortgage Statement.	

24. The member must live within Baltimore City for a continuous period of at least 12 months while receiving this Housing Allowance. If their residency changes and is no longer within Baltimore City, the member shall notify HRS and their Commander immediately, in writing, at which point Allowance payments shall be discontinued and the member shall be required to repay any payments already received. Similarly, if the member is terminated before the 12 months of City residency is completed, the member shall be required to repay any payments already received.

- 24.1. Any Allowance payments issued while the member is in residence outside of Baltimore City (see certification procedures above) shall be considered overpayments, and shall be returned to BPD in the same increments (i.e., every pay period) as they were initially issued.
- 24.2. Members are hereby advised that the BPD may conduct audits of various kinds in order to verify that the Baltimore City address provided on their certification is true and valid. Said address must reflect a member's principal place of residence and not an accessory residence in which they do not spend the majority of their off-duty time.
- 24.3. Fraudulent reporting of residency in order to receive the Housing Allowance shall result in immediate termination from employment and, if necessary, legal action to recuperate any funds disbursed to the member while they were residing outside of Baltimore City.

Recruitment Section

25. Verify that the newly hired Sworn Candidate intends to live in Baltimore City.
 - 25.1. If the newly hired Sworn Candidate intends to live in Baltimore City, they are required to submit a Declaration of Intent to Reside in Baltimore City in order to receive the Housing Allowance, even if they have not yet secured housing.
 - 25.2. Once the newly hired Sworn Candidate submits a Declaration of Intent to Reside in Baltimore City, RS shall inform HRS through the Sworn Candidate File and via email.
26. Each Sworn Candidate for the Allowance shall have 45 days from the date on which they submit their Declaration of Intent to Reside in Baltimore City to certify their residency within Baltimore City. The RS shall confirm that the member is in possession of the required documents to certify their eligibility for the Housing Allowance.
 - 26.1. Once the member signs and submits their Form 1130A/B, Declaration of Intent to Reside in Baltimore City, supply the member with Form 1131, Certification of City Residence, so that they may certify their residency upon procurement of housing.
 - 26.2. Assist the member in gathering any documents required for the certification of residency and answer any questions the member may have regarding certification.
 - 26.3. Gather all completed forms, including the completed Form 1130 and the completed Form 1131, and provide them to HRS.

Human Resources Section

27. HRS has final authority for certifying the address of any member who applies for the Housing Allowance.
28. HRS shall adhere to the following procedures regarding the initial request for the Housing Allowance:

- 28.1. If the member's Declaration of Intent to Reside in Baltimore City has been certified, HRS shall submit the Housing Allowance request in Workday to begin payment of the Housing Allowance over the next 26 pay periods.
- 28.2. HRS shall inform members of their particular 45-day deadline(s) for certifying residency and remind them that all documentation is due to HRS by said date(s).
29. HRS shall validate the following:
 - 29.1. Member's personal address updated by the member in Workday. This address must reflect residence within Baltimore City.
 - 29.2. Signed Form 1131, Certification of City Residence, from the member stating that they have procured housing and reside in Baltimore City.
 - 29.3. Certification documents: both forms of required documentation must show a Baltimore City address.
30. If, based on the above review, the member is found to be eligible, the approved Housing Allowance shall continue.
31. If, after review, the member is found to be ineligible, HRS shall discontinue the Housing Allowance in Workday and notify Fiscal to discontinue the Housing Allowance for the period of time during which residency was not maintained.
 - 31.1. If HRS determines that the member is not eligible, any pre-paid Housing Allowance shall be recovered from the member.
 - 31.2. If the member separates from the agency prior to receiving all 26 payments, they shall be responsible for repayment of any Allowance disbursed.
 - 31.3. The only exception to Allowance repayment is when a POT separates from BPD for a documented reason that has been approved by the Commander of E&T and the Director of Human Resources as described in section 21 of this policy.
32. If the member moves out of Baltimore City after having certified their residency and received any part of the Allowance, HRS shall follow the above steps to confirm that the member is no longer eligible for the Allowance, and shall validate the effective dates of the member's residency to inform any restitution of funds to BPD.
33. HRS shall discontinue the Housing Allowance for any member who is found not in Good Standing with BPD.

Fiscal Services Division

34. Upon notification by HR that a member has become ineligible for the Housing Allowance, Fiscal Services shall recover any Allowance pre-paid to a member for any period of time in which the member was deemed ineligible for the Allowance per the criteria stated in this policy.

Student Loan Assistance

35. BPD shall award Student Loan Assistance of at least \$5,000 (not to exceed the total amount of the loan balance) per year to any active sworn member, including POTs, with Qualifying Student Debt if they meet the following criteria:
- 35.1. Member is in Good Standing with the Department.
 - 35.2. Member is not in default on their student loans in any way (term “default” as defined by the U.S. Department of Education).
 - 35.3. Member holds Qualifying Student Debt which they shall service using this Assistance. Qualifying Student Debt is defined as follows:
 - 35.3.1. Any loan issued or serviced through the U.S. Department of Education or its debt servicing affiliates, including federal direct subsidized and unsubsidized loans, PLUS loans, and other financial products designed specifically for the purpose of financing higher education.
 - 35.3.2. Any loan issued by a private lender that is specifically designed to finance the cost of higher education.
 - 35.3.3. Qualifying Student Debt does not include tuition or other educational expenses financed through a credit card, personal loan, home equity loan, and other financial products designed for general use.
 - 35.4. Member must have been hired on or after August 11, 2022.
36. To receive this Assistance, the member shall notify HRS of their interest in the program in writing and attach relevant student loan statement(s) that are no older than one month, along with a completed Form 620, Student Loan Assistance Affidavit (see Appendix F).
37. The Assistance shall be disbursed to the member within 90 days of their notification to HRS, pending the verification of Qualifying Student Debt and loan balance(s). The disbursement shall occur on a one-time, lump sum basis.
38. Members shall be awarded an additional Student Loan Assistance amount up to \$5,000 (not to exceed the total amount of the loan balance) for every year of service beyond the date on which they receive their initial disbursement, provided that they supply HRS with proof of their student loan balance(s) as described below.
39. All Student Loan Assistance must be exhausted within a maximum period of 12 months from the date of disbursement.
- 39.1. At the end of every year from the date of disbursement, members shall prove, via their student loan statements, that all Student Loan Assistance funds have been used for servicing Qualifying Student Debt.
 - 39.2. Failure to prove that all Student Loan Assistance has been exhausted as described above shall make the member liable for reimbursing BPD for any unused or misspent funds.

40. All student loan statements submitted are subject to a verification of authenticity by HRS. Any irregularities discovered that are willfully fraudulent, omissive, or misleading shall make the member liable for reimbursement to the BPD.

Member

41. Notify HRS in writing to express interest in the Student Loan Assistance program and attach the documentation specified in this policy.
42. On a yearly basis from the date listed on Form 620, submit student loan statement(s) to HRS for verification. Said statement(s) must show the following in order to qualify for continued Assistance:
- 42.1. Evidence of payments on relevant account(s) totaling at least five thousand (\$5,000) dollars.
- 42.2. Evidence that the relevant account(s) remain in good standing and are not in default.

Human Resources Section

43. Acknowledge receipt of each member's notification and instruct them to attach their student loan statement(s) and Form 620 as explained in this policy.
44. Perform verifications of authenticity and member eligibility to ensure compliance with this policy.
45. Maintain records of all Student Loan Assistance granted to members and any members who have been disqualified from future Assistance.
46. If the member is not in Good Standing or does not meet all of the criteria listed above, inform them in writing that they are not eligible for the Assistance.
47. If the Assistance has been approved, HRS shall enter in Workday the recruitment incentive payment of up to \$5,000 (payment may not exceed the loan balance[s]).

APPENDICES

- A. Form 05/16, Applicant Referral Form
- B. Form 06/16, Employee Referral Form
- C. Form 1130A, Declaration of Intent to Reside in Baltimore City, Sworn Candidate/POT
- D. Form 1130B, Declaration of Intent to Reside in Baltimore City, Sworn Member
- E. Form 1131, Certification of City Residence
- F. Form 620, Student Loan Assistance Affidavit

RESCISSION

Rescind Policy 1804, *Recruitment Incentive Programs*, dated 20 September 2022.



COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.


APPENDIX A – Applicant Referral Form, 05/16

Form 05-16	BALTIMORE POLICE DEPARTMENT APPLICANT REFERRAL FORM	
Applicants, please complete the form below in its entirety.		
Applicant's First Name	Applicant's Last Name	Date of application
Were you referred by a member of the Baltimore Police Department? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, is the member a sworn police officer below the rank of Lt. Colonel, or a civilian below the rank of Chief? <input type="checkbox"/> SWORN <input type="checkbox"/> CIVILIAN
Referring Member's Last Name, First Name		Referring Member's Sequence Number
Referring Member's Assignment		Referring Member's Rank
Have you previously applied for this position with the Baltimore Police Department? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you currently employed by the Baltimore Police Department as a temporary employee, intern, student employee, et cetera? <input type="checkbox"/> YES <input type="checkbox"/> NO
I, <i>the applicant</i> , certify that to my knowledge, the above listed responses are factual, and that any fraudulent reporting could result in termination if I am employed with the Baltimore Police Department in the future.		
_____ Applicant's Name (Print)	_____ Witnessing Officer's Signature & Sequence #	
_____ Applicant's Signature		
_____ Date		

APPENDIX B – Employee Referral Form, 06/16


Form 06-16		<p>BALTIMORE POLICE DEPARTMENT EMPLOYEE REFERRAL FORM</p>													
<p>Who is eligible to refer a candidate? Any sworn member with a rank below Lieutenant Colonel, and any civilian employee with a rank or designation below Chief, who is not permanently assigned to the Human Resources Section or the Recruitment Section at the time of referral, may receive a financial incentive for referral.</p> <p>Who can be referred? Someone who:</p> <ul style="list-style-type: none"> • is not currently employed by BPD including temporary employees or student workers, • has not been referred by someone else previously, and • has not taken the civil service exam. <p>What jobs are eligible for this offer and what is the incentive amount? Currently, only the position of Police Officer Trainee is eligible for this financial incentive. The BPD will award \$5,000 or \$7,500 to sworn and civilian employees who refer individuals for employment to the position of Police Officer Trainee. <i>This incentive is <u>subject to funding</u>.</i></p> <p>Terms of the Referral Program The employee must be in good standing and actively employed with BPD at the time of the milestones below: The referred individual must successfully complete the application process and report for new hire on-boarding. When this milestone is met, the referring employee will receive \$2,500. The referred individual must successfully graduate field training. When this milestone is met, the referring employee will receive the remaining portion of the bonus, for a total of \$5,000. If the referring member has more than 15 years of service, the total referral award will be \$7,500. If the referring employee is not actively employed by BPD when the second milestone is reached, they are not eligible for the second milestone payment. The incentive is per hired referral that the referring member recruits.</p> <p>How do I refer someone? Fill in the information requested below and send this form via email to: You must complete a separate form for each applicant you refer. Provide your full name, assignment, and sequence number to the person you refer before they submit their application for employment. Referrals will not be accepted for a candidate if the referring employee's name and information is not listed on the application for employment.</p> <div style="background-color: #003366; height: 15px; width: 100%; margin-top: 10px;"></div> <p><i>I, the referring employee, certify that to my knowledge, the below listed information is factual and that any fraudulent reporting, or bribe payment from ineligible members, may result in disciplinary action up to and including termination from the BPD.</i></p> <p style="text-align: right;">Date: _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td colspan="2" style="padding: 5px;">Candidate's Name (Last, First)</td> <td colspan="2" style="padding: 5px;">Desired Position</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Referring BPD Employee's Name (Last, First)</td> <td style="padding: 5px;">Sequence #</td> <td style="padding: 5px;">Current Assignment</td> </tr> <tr> <td style="padding: 5px;">Phone Number (Provide best contact #)</td> <td style="padding: 5px;">Email Address</td> <td colspan="2" style="padding: 5px;">Officer's Signature</td> </tr> </table>				Candidate's Name (Last, First)		Desired Position		Referring BPD Employee's Name (Last, First)		Sequence #	Current Assignment	Phone Number (Provide best contact #)	Email Address	Officer's Signature	
Candidate's Name (Last, First)		Desired Position													
Referring BPD Employee's Name (Last, First)		Sequence #	Current Assignment												
Phone Number (Provide best contact #)	Email Address	Officer's Signature													

APPENDIX C – Form 1130A, Declaration of Intent to Reside in Baltimore City, Sworn Candidate/POT



Form 1130A

**SWORN CANDIDATE/POLICE OFFICER TRAINEE
DECLARATION OF INTENT TO RESIDE IN BALTIMORE CITY**



I, _____ [print name], am eighteen (18) years of age or older and am competent to execute this sworn statement.

I am currently [check one]: A Sworn Candidate or Police Officer Trainee with the Baltimore Police Department ("BPD") and reside outside the City of Baltimore. I understand that BPD is offering certain financial incentives for employees who reside in Baltimore City. These incentives can be found in BPD Policy 1804, and are referred to herein as "Housing Allowance."

By affixing my signature to this form, I am indicating my intention to reside in Baltimore City. I willingly sign this form, and do so free of any coercion or duress.

The Housing Allowance will commence once the following requirements are completed:

1. Submit this form to BPD's Recruitment Section notifying my intent to relocate from another town/city to Baltimore City in accordance with BPD Policy 1804.
2. Submit all required documentation to Human Resources Services in accordance with BPD Policy 1804.
3. Human Resources Services will determine if the POT's Declaration of Intent to Reside in Baltimore City has been certified.

I acknowledge that I must provide proof of residency within 45 days of submitting this form to BPD. I further acknowledge that, should I fail to do so, I will be ineligible for the Housing Allowance, and shall be required to reimburse BPD for any pre-paid Housing Allowance in the same increments and according to the same schedule as it was received (i.e., every pay period). Repayment will continue until BPD has recovered the total sum pre-paid to the me.

I understand that I must reside in Baltimore City for a minimum of twelve (12) months in order to receive the Housing Allowance. I also acknowledge that BPD Policy 1804 provides detailed guidance and rules for the Housing Allowance, to the terms and conditions of this Policy, and any future amendments thereto.

I, _____ [print name], hereby freely and willingly affix my signature to this form, indicating my intent to reside in Baltimore City as a condition for receiving any Housing Allowance which may exist pursuant to BPD Policy 1804.

I SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY AND UPON PERSONAL KNOWLEDGE THAT THE CONTENTS OF THE FOREGOING DECLARATION ARE TRUE AND CORRECT.

Signature: _____ Date: _____

Witness (Print Name): _____ Seq. #: _____

Witness Signature: _____

HUMAN RESOURCES SERVICES USE ONLY


New Baltimore City address has been verified by:

HS Initials: _____ EOD: _____ Seq. #: _____ Date: _____

Form 1130A - Rev 8/2023


APPENDIX D – Form 1130B, Declaration of Intent to Reside in Baltimore City, Sworn Member

Form 1130B



SWORN MEMBER

DECLARATION OF INTENT TO RESIDE IN BALTIMORE CITY



I, _____ [print name], am eighteen (18) years of age or older and am competent to execute this sworn statement.

I am currently a Sworn Member with the Baltimore Police Department ("BPD") and reside outside the City of Baltimore. I understand that BPD is offering certain financial incentives for employees who reside in Baltimore City. These incentives can be found in BPD Policy 1804, and are referred to herein as "Housing Allowance."

By affixing my signature to this form, I am indicating my intention to reside in Baltimore City. I willingly sign this form, and do so free of any coercion or duress.

The Housing Allowance will commence once the following requirements are completed:

1. Submit this form to BPD's Recruitment Section notifying my intent to relocate from another town/city to Baltimore City in accordance with BPD Policy 1804.
2. Submit all required documentation to Human Resources Services in accordance with BPD Policy 1804.
3. Human Resources Services will determine if the POT's Declaration of Intent to Reside in Baltimore City has been certified.

I acknowledge that I must provide proof of residency within 45 days of submitting this form to BPD. I further acknowledge that, should I fail to do so, I will be ineligible for the Housing Allowance, and shall be required to reimburse BPD for any pre-paid Housing Allowance in the same increments and according to the same schedule as it was received (*i.e.*, every pay period). Repayment will continue until BPD has recovered the total sum pre-paid to the me.

I understand that I must reside in Baltimore City for a minimum of twelve (12) months in order to receive the Housing Allowance. I also acknowledge that BPD Policy 1804 provides detailed guidance and rules for the Housing Allowance, to the terms and conditions of this Policy, and any future amendments thereto.

I, _____ [print name], hereby freely and willingly affix my signature to this form, indicating my intent to reside in Baltimore City as a condition for receiving any Housing Allowance which may exist pursuant to BPD Policy 1804.

I SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY AND UPON PERSONAL KNOWLEDGE THAT THE CONTENTS OF THE FOREGOING DECLARATION ARE TRUE AND CORRECT.

Signature: _____ Date: _____

Witness (Print Name): _____ Seq. #: _____

Witness Signature: _____

HUMAN RESOURCES SERVICES USE ONLY



New Baltimore City address has been verified by:

HS Initials: _____ EOD: _____ Seq. #: _____ Date: _____

Form 1130B - Rev 8/2023

APPENDIX E – Form 1131, Certification of City Residence

Form 1131

CERTIFICATION OF CITY RESIDENCE

I, _____ [print name], am eighteen (18) years of age or older and am competent to execute this sworn statement.

This statement certifies that I am a sworn employee of the Baltimore Police Department (“BPD”), currently in good standing and a resident in the City Baltimore who resides at the following address (enter full address of your residence):

Address	City, State, Zip

I have resided at this address starting on _____.

I understand that as a BPD employee in good standing, I am eligible for the “Housing Allowance” incentive as outlined in BPD Policy 1804 (“Recruitment/Retention Programs”) for residing in the City of Baltimore for a full 12 months from the start date shown above.

By affixing my signature to this form, I am certifying that I reside in the City of Baltimore at the address shown above as of the date shown above. I willingly sign this form and do so free of coercion or duress. I acknowledge that in addition to certifying my City address via this form, I must provide proof of residency within 45 days of submitting my Declaration of Intent to Reside in the City to the BPD Recruitment or HR Section as outlined in Policy 1804.

I further acknowledge that should I fail to provide proof of residency as outlined in Policy 1804, I will be ineligible for the Housing Allowance, and shall be required to reimburse BPD for any pre-paid Housing Allowance in the same increments and according to the same schedule as it was received (i.e., every pay period). I also acknowledge that, should I leave BPD employment, for any reason and at any time during the 12-month residency requirement, I shall be required to reimburse BPD for any Housing Allowance payments as described here. Repayment will continue until BPD has recovered the total sum pre-paid to me as the recipient of this incentive.

I understand that I must reside in Baltimore City for a minimum of twelve (12) months in order to receive the full Housing Allowance, which is disbursed in equal payments over 26 pay periods. I also acknowledge that BPD Policy 1804 provides detailed guidance and rules for the Housing Allowance, and I understand that I am subject to the terms and conditions of Policy 1804, and any future amendments thereto. I also understand that BPD can investigate my residency at any time, and evidence that I have provided false or misleading evidence or statements shall be grounds for immediate rescission of any Housing Allowance.

I SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY AND UPON PERSONAL KNOWLEDGE THAT THE CONTENTS OF THE FORGOING DECLARATION ARE TRUE AND CORRECT.

Signature: _____

Witness (Print Name): _____

Witness Signature: _____


Date: _____

Seq. #: _____


Form 1131 - Rev 2/2023

APPENDIX F – Form 620, Student Loan Assistance Affidavit

Form 620



STUDENT LOAN ASSISTANCE AFFIDAVIT



I, , am eighteen (18) years of age or older and am competent to execute this sworn statement.

I understand that as a sworn member of the Baltimore Police Department (“BPD”) in good standing, I am eligible to receive certain financial assistance, herein referred to as “Student Loan Assistance,” for the servicing of qualifying student loan debt as defined in BPD Policy 1804, *Recruitment/Retention Incentive Programs*.

I willingly sign this form, and do so free of any coercion or duress. By affixing my signature to this form, I certify that I will use all Student Loan Assistance disbursed to me by the BPD for the exclusive purpose of servicing qualifying student loan debt within a maximum period of twelve (12) months from the date of disbursement. I understand that I can elect to employ my Student Loan Assistance as a one-time, lump sum payment to my debt servicer, or in increments most suitable to my financial situation, so long as I exhaust all of the funds within the aforementioned time period of twelve (12) months.

I furthermore understand that as a condition for the award and any continuation of my Student Loan Assistance under this program, I consent to the verification of the authenticity of all of the documentation that I submit pursuant to Policy 1804. Should BPD discover any irregularities in my documentation that are willfully fraudulent, omissive, or misleading as it relates to my student loan balances or the amounts or frequency of my payments, I understand and accept that I will be deemed ineligible for Student Loan Assistance and required to reimburse BPD for all funds awarded under this program.

Wherefore I, , hereby freely and willingly affix my signature to this form, indicating my commitment to using all Student Loan Assistance for the purpose of servicing qualifying student loan debt as stipulated in Policy 1804.

I SOLEMNLY DECLARE AND AFFIRM UNDER PENALTY OF PERJURY AND UPON PERSONAL KNOWLEDGE THAT I WILL ADHERE TO THE REQUIREMENTS DESCRIBED HEREIN.

Signature

Witness (Print Name)

Date

Witness Signature

Form 620 - Rev 5/2023