



Policy 1804

Subject

RECRUITMENT INCENTIVE PROGRAM

Date Published

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By Order of the Police Commissioner

POLICY

- Recruitment Bonus.** The Baltimore Police Department (BPD) will award a bonus of one thousand dollars (\$1,000.00) to sworn and civilian employees of the agency for formally referring an individual for employment to the position of BPD Police Officer Trainee. The referred individual must successfully complete the application process and report for duty at the Professional Development and Training Academy (PDTA) when requested for the referring member to receive compensation. Subsequent successful referrals will be eligible for a bonus of five hundred dollars (\$500.00) for each appointee.
- Non-eligible Members.** Sworn members with a rank of Chief or above, civilian employees with the rank of Chief or above, and all employees permanently assigned to the Human Resources Section (HRS) at the time of referral, are ineligible to receive this bonus.
- Referrals.** This program does not require that the referring member personally know the applicant. Applicants referred may be relatives or friends of the referring member. In making a referral, the member is not committing to a recommendation of the applicant. Incentives will not be given for referrals of candidates previously referred by someone else, or persons who have previously started the application process by, at a minimum, sitting for the civil service examination for Police Officer Trainee. This program is subject to funding availability.

GENERAL

Referring Member

- Provide the candidate with your name and sequence number.
- Complete an Employee Referral Form, 06/16 (See Appendix B). Only referrers of new appointees are eligible for the Recruitment Incentive Program.
- Submit the referral form to the Commander, Recruitment Unit, Human Resources Section.

Human Resources Section

- Candidates taking the civil service examination for Police Officer Trainee will be given an Applicant Referral Form, 05/16 (See Appendix A) for completion to confirm if he/she was referred to the BPD by a sworn or civilian member.
 - 1.1. This form is to be completed at the time of application and placed in the candidate's folder.

- 1.2. The name and sequence number of the referring employee should be included in the spaces provided.
- 1.3. If there is no referral, it should be indicated on the Trainee Referral Form.
- 1.4. If the Trainee Referral Form is not completed at the time of application, no amendments will be subsequently accepted.

APPENDICES

- A. Applicant Referral Form, 05/16
- B. Employee Referral Form, 06/16

COMMUNICATION OF POLICY

This Policy is effective on the date listed herein. Commanders are responsible for informing their subordinates of this policy and ensuring compliance.

APPENDIX A

Applicant Referral Form, 05/16

Form 05-16

**BALTIMORE POLICE DEPARTMENT
APPLICANT REFERRAL FORM**

Applicants, please respond to the questions below:

Applicant's First Name	Last Name	Today's Date
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Were you referred by a member of the Baltimore Police Department? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is the member a sworn police officer (various ranks included), or a civilian? <input type="checkbox"/> SWORN <input type="checkbox"/> CIVILIAN
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Referring Member's Name	Sequence Number (if known)
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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
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I, *the applicant*, certify that to my knowledge, the above listed responses are factual.

Applicant's Name (Print)

Interviewing Officer's Signature & Sequence #

Applicant's Signature

APPENDIX B

Employee Referral Form, 06/16

Form 06-16



**BALTIMORE POLICE DEPARTMENT
EMPLOYEE REFERRAL FORM**



Who is eligible to refer a candidate?

Any sworn member with a rank below Colonel, any civilian employee with a rank or designation below Chief, who is not permanently assigned to the Human Resources Section at the time of referral, may receive a financial incentive for referral.

Who can be referred?

Someone who:

- is not currently employed by BPD including temporary employees or student workers,
- has not been referred by someone else previously, and
- has not sat for the civil service exam.

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.

First referral-\$1000

Subsequent referrals-\$500 each

Subject to available funding

How do I refer someone?

Fill in the information requested below and send this form to the Commander, Recruitment Unit, Human Resources Section, Headquarters Building, 3rd Floor. You must complete a separate form for each applicant you refer. Provide your name and sequence number to the person you refer **before** they appear for the civil service exam. Referrals will not be accepted for a candidate after the civil service exam has been taken.

Date: _____

Candidate's Name (Last, First)	Desired Position
Referring Officer's Name (Last, First)	Sequence Number
Current Locator/Assignment	Email Address
Phone Number (Please provide best contact number)	Officer's Signature