

<p><b>MESA POLICE</b></p> <p>Department Policy Manual</p>	<p><b>Employee Recruiting Bonus &amp; Hiring Incentive Programs</b></p>	<p><b>DPM 1.12.25</b></p> <p>Effective 09/17/2012 Revised 07/18/2024</p>
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## 1. PURPOSE

This policy provides guidelines for the Employee Recruiting Bonus Program and the Hiring Incentive Program.

## 2. DEFINITIONS

**Educational Incentive:** A cash incentive paid pursuant to this policy to a newly hired member in an eligible position based on their education level at time of hire.

**Hiring Incentive:** A cash incentive paid pursuant to this policy to a newly hired member.

**Recruitment Bonus:** A cash award paid pursuant to this policy to current members who refer an outside person for employment in an eligible position.

## 3. EMPLOYEE RECRUITING BONUS GUIDELINES

### 3.1 Eligible Positions

- A. For a current member to be eligible for the recruiting bonus, the applicant must be hired to for one of the following authorized positions:
1. Detention Officer.
  2. Detention Trainee.
  3. Police Dispatcher Lateral.
  4. Police Dispatcher Trainee.
  5. Police Officer Lateral (POL).
  6. Police Officer Recruit (POR).
  7. Public Safety 911 Operator.
  8. Records Specialist I/II or III.

### 3.2 Amount of Bonus

- A. The recruitment bonus is currently \$2,000.00 (gross) paid per newly hired member, payable in two payments of \$1,000.00 (gross). The amount is the same for each eligible position.

### 3.3 Eligibility & Exceptions

- A. All MPD members are eligible for this program with the following exceptions:
1. Commander/Professional Staff Equivalent (PSE) level or above.
  2. Members of the Recruitment Unit.
  3. The following members of the Hiring Review Board:
    - a. Human Resources Lieutenant.
    - b. Hiring Sergeant.

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4. Anyone directly involved in the applicant's hiring process.

### 3.4 Procedures

- A. For all eligible positions, the applicant must select "Yes" to the question "Were you referred by a City of Mesa Employee?" on their NEOGOV application and enter the referring employee's name in the appropriate box.
  1. Commanders/PSEs will monitor the applicant's progress and issue recruiting bonuses as applicable.
- B. If a member of the Hiring Unit refers a potential candidate, the following process will be followed for assignment of the hiring file:
  1. The Hiring Sergeant will:
    - a. Review the application and note any Hiring personnel listed as a referral;
    - b. Ensure the applicant is not assigned to the referring Hiring Unit member;
    - c. Have the referring member sign [DPM 1.12F3 Hiring Unit Applicant Referral Disclosure](#) acknowledging they will not review eSOPH (background investigation system) or any other hiring/background material regarding the referred applicant;
      - The signed [DPM 1.12F3 Hiring Unit Applicant Referral Disclosure](#) will be scanned and saved in the Hiring Unit shared file.
    - d. Notify the assigned detective/investigator that the applicant was referred by another Hiring Unit member to ensure confidentiality from the referring member.
  2. The referring Hiring Unit member will agree to not ask any questions of other Hiring Unit personnel and make no attempts to influence decisions regarding the referred applicant.
    - a. If the referring Hiring Unit member does interject in the hiring process, the referring member will forfeit the recruiting bonus.

### 3.5 Recruiting Bonus Payment

- A. When the applicant is hired and starts the first day of training, one half of the incentive (\$1,000.00 gross) will be payable to the referring member.
  1. For the purposes of this policy, the start of training is designated as the first day of the applicant's respective training academy.
- B. Upon successful completion of training, the second half of the incentive (\$1,000 gross) is payable to the referring member.
  1. For the purposes of this policy, the completion of training is designated as:
    - a. For POL/POR and Detention Officer/Trainee applicants, the completion of the respective Field Training Officer (FTO) program.
    - b. For Public Safety 911 Operator, Police Dispatcher Lateral/Trainee, or Records Specialist I or III, completion of the training academy.
- C. To process payment:

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1. Complete [DPM 1.12F2 Employee Recruiting Bonus Program Check Request](#).
  - a. For POL/POR applicants, this is completed by the Recruiting Sergeant. For all other applicants, this is completed by the Commander/PSE.
2. Upon approval, notice is sent to COM Payroll for payment processing via Excel spreadsheet.

### 3.6 Multiple Referrals

- A. If two or more current members are listed on the application, the incentive payment will be shared evenly between them.

## 4. HIRING INCENTIVE PROGRAM GUIDELINES

### 4.1 Eligible Positions & Amounts

- A. Hiring incentives are paid to a new member when that member is newly hired in one of the following positions:
  1. Detention Officer or Detention Trainee.
    - a. Current Hiring Incentive: \$2,000.00 (gross), payable in two installments of \$1,000.00 (gross) each.
  2. Police Dispatcher Lateral.
    - a. Current Hiring Incentive: \$5,000.00 (gross), payable in two installments of \$2,500.00 (gross) each.
  3. Police Officer Lateral (POL).
    - a. Current Hiring Incentive: \$5,000.00 (gross), payable in two installments of \$2,500.00 (gross) each.
  4. Police Officer Recruit (POR).
    - a. Current Hiring Incentive: \$3,500.00 (gross), payable in two installments of \$1,750.00 (gross) each.
    - b. In addition, POR may receive an educational incentive based on their education at the time of hire.
      - Bachelor's Degree recipients receive an additional \$500.00 (gross).
      - Master's Degree recipients receive an additional \$1,000.00 (gross).
  5. Public Safety 911 Operator/Police Dispatcher Trainee.
    - a. Current Hiring Incentive: \$2,000.00 (gross), payable in two installments of \$1,000.00 (gross) each.
  6. Records Specialist I/II or III.
    - a. Current Hiring Incentive: \$2,000.00 (gross), payable in two installments of \$1,000.00 (gross) each.

### 4.2 Hiring Incentive Payment

- A. Payments are made in two installments.
  1. The first installment is payable to the member:

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- a. For Records Specialist I/II or for Public Safety 911 Operator/Police Dispatcher Trainee, upon completion of the training academy and any associated FTO program.
- b. For all others, after 30 days of hire.
2. The second installment is payable to the member:
  - a. Upon completion of the FTO program for POL/POR and Detention Officer/Trainee.
  - b. Upon completion of City probation for Public Safety 911 Operator, Police Dispatcher Lateral, Police Dispatcher Trainee, or Records Specialist I/II or III.
3. To process payment:
  - a. Complete [DPM 1.12F1 Hiring Incentive Program Payout Form](#)
    - For POL/POR applicants, this is completed by the Recruitment Sergeant. For all others, this is completed by the Commander/PSE.
  - b. Upon approval, notice is sent to COM Payroll for payment processing via an Excel spreadsheet.

#### 4.3 POR Educational Incentive

- A. The educational incentive for POR is due upon completion of the FTO program.
  1. The educational incentive is handled by the Training Division.
  2. Payout request is sent to Payroll via an Excel spreadsheet.

#### REFERENCES

- [DPM 1.12F1 Hiring Incentive Program Payout Form](#)
- [DPM 1.12F2 Employee Recruiting Bonus Program Check Request](#)
- [DPM 1.12F3 Hiring Unit Applicant Referral Disclosure](#)