

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** MARCH 19, 2020  
**NUMBER:** 5.15 – HUMAN RESOURCES  
**SUBJECT:** RECRUITMENT INCENTIVE PROGRAM  
**RELATED POLICY:** 5.15  
**ORIGINATING DIVISION:** BACKGROUNDS AND RECRUITING  
**NEW PROCEDURE:**   
**PROCEDURAL CHANGE:**  **MAJOR CHANGES**  
**SUPERSEDES:** DP 5.15 – 11/06/2017

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**A. PURPOSE**

This Department procedure establishes guidelines for the Recruitment Incentive Program (RIP).

**B. SCOPE**

This procedure applies to all members of the Department.

**C. BACKGROUND**

In an effort to recruit a high number of qualified applicants, the Recruitment Incentive Program has been developed to reward successful recruiters of police officers or dispatchers with monetary rewards or two days of Discretionary Leave. Successful referrers of Crisis Interventionists, Volunteers in Policing (VIP), Retired Senior Volunteer Patrol (RSVP) members or Police Cadets may be rewarded with one day of Discretionary Leave. The Recruitment Incentive Program is open to all employees as outlined in the procedures below.

**D. PROCEDURES**

NEW

A. Recruiting Applicants for Police Recruit, Police Officer I or Police Officer II

1. Active SDPD Officers, Sergeant, Lieutenants, and Captains (Referrer) who refer candidates for employment as a Police Recruit, Police Officer I or Police Officer II may receive a recruiting incentive award of up to a total of \$3,000 for Police Recruit, Police Officer I or non-CA Police Officer II referrals, or \$4,000 for CA Police Officer II referrals.
2. The Referrer, for the purposes of this program, is defined as an active, sworn Police Officer, Sergeant, Lieutenant, or Captain employed with the City of San Diego, and a current SDPOA-represented member.

NEW

#### B. Recruiting Incentive Program Guidelines

1. Current Police Officers, Sergeants, Lieutenants, or Captains assigned to the Backgrounds & Recruiting Unit are **not eligible** to receive the recruiting incentive award during their tenure in the assignment and for six months thereafter. In addition, Department personnel assigned to the Regional Academy are **not eligible** to receive the recruiting incentive award during their tenure in the assignment and for six months thereafter.
2. A new earnings code will be created for the RIP pay and it will be non-pensionable performance pay taxable income, and the City will update the earnings code to reflect this as non-pensionable performance pay taxable income.
3. The applicant must provide the Referrer's name on his/her Preliminary Investigative Questionnaire (PIQ) and certify that the Referrer referred and/or assist in recruiting them, and that the applicant will not receive any portion of the incentive award. At the time of PIQ administration, the Backgrounds & Recruiting personnel administering the PIQ will read instructions from a script, reminding the candidate to list a referrer if applicable. The applicant must list their Referrer at the time they first complete their PIQ. **This is the only way a Department member can receive this recruitment incentive pay.**
4. The applicant may list only one (1) Referrer on their PIQ.
5. The applicant must be hired into a full-time, permanent vacancy as either a Police Recruit, Police Officer I or Police Officer II for the recruitment incentive pay to be received.

NEW

#### C. RIP Definitions

1. A Police Recruit is defined, for purposes of the RIP, as someone who meets the minimum requirements for hiring, and who does not possess a POST degree.

2. A Police Officer I is defined, for purposes of the RIP, as someone who possesses a California POST degree dated within the last one year, or someone who has full-time paid experience as a sworn peace officer with a city police, county sheriff, state or federal law enforcement agency performing correction duties, patrol functions, or traffic enforcement within the last one year.
3. A Police Officer II is defined, for purposes of the RIP, as someone who has two years of full-time paid experience as a sworn peace officer with a city police, county sheriff, state or federal law enforcement agency performing correction duties, patrol functions, or traffic enforcement.
  - a. For the purposes of the RIP, distinctions are also made between POII's who possess a California POST or a POST from out of state.
  - b. POII's who possess out of state POST degrees will be required to attend the Regional Police Academy. Referrers who refer out of state POII applicants (non-CA POII'S) may earn the \$3,000 recruiting incentive award.
  - b. POII's who possess California POST degrees, and who will not be required to attend the Regional Police Academy will enter straight into the Field Training Program. Referrers who refer these applicants (CA POII's) may earn the \$4,000 recruiting incentive award.

NEW

#### D. RIP Funding

1. If the above criteria are met, the Referrer is eligible to receive the recruiting incentive pay as follows:
  - a. Police Recruit, Police Officer I or Non-CA POII (up to a total of \$3,000)
    1. \$1,000 will be paid to the Referrer upon hire date of the successful applicant.
    2. \$1,000 will be paid to the Referrer upon the new employee's successful completion of the San Diego Regional Police Academy.
    3. \$1,000 will be paid to the Referrer upon the new employee's successful completion of phase training, as determined by the Police Department.

- b. CA Police Officer II (up to a total of \$4,000)
  - 1. \$1,000 will be paid to the Referrer upon hire date of the applicant.
  - 2. \$1,000 will be paid to the Referrer upon applicant's completion of the FTO Program, as determined by the Police Department.
  - 3. \$2,000 will be paid to the Referrer one year from the time the applicant completed the FTO Program, as determined by the Police Department.
- 2. This recruiting incentive program shall only replace the recruiting incentives for sworn Referrers (as defined above) who refer applicants who qualify for Police Recruit, Police Officer I or Police Officer II positions. This will not affect the referral program for other City classifications under which Department members may refer a candidate and earn 10 or 20 hours of Discretionary Leave as outlined below.

NEW

E. Reinstated Employees

- 1. For the purposes of this program, a reinstated employee is defined as any former SDPD Police Officer who has resigned and separated from the Department, but who has applied to return to the Department in their former classification within twelve (12) months from the date of their resignation. Referrers are eligible for RIP pay if a referral is made for a reinstated employee if that employee has been resigned and separated from the Department over ninety (90) days. SDPD Officers returning from a Civil Service Special Leave Without Pay absences are not considered resignations; therefore, their referral is not eligible for RIP pay.

F. Reserve Officers and Provisional Employees

- 1. The Recruitment Incentive Program does not apply for the recruitment of former SDPD sworn officers who re-join the Department as a reserve officer or provisional employee.

NEW

G. Police Officer Referrals by Non-Sworn Employees

- 1. A non-sworn Department member who successfully recruits a Police Recruit, Police Officer I or Police Officer II may be eligible to receive two (2) discretionary days off. These employees meet the requirements of A.R. 95.91 Rewards and Recognition by going above and beyond with exceptional performance.

2. For a non-sworn Department member to receive credit for the recruitment of a Police Recruit, Police Officer I or Police Officer II, their name must be provided by the applicant at the time the applicant completes their Preliminary Investigative Questionnaire.
3. Once the new employee successfully completes the Regional Police Academy, the non-sworn Department member shall notify a Backgrounds & Recruiting Unit Sergeant they are eligible to receive Discretionary Leave. A memorandum recommending the Discretionary Leave will be prepared by the unit supervisor.
4. In the instance the new employee is a lateral Police Officer who enters straight into Phase Training, once the new employee successfully completes Phase Training, the non-sworn Department member shall notify a Backgrounds & Recruiting Unit Sergeant they are eligible to receive Discretionary Leave. A memorandum recommending the Discretionary Leave will be prepared by the unit supervisor.

#### H. Dispatchers

When a Department member recruits a Dispatcher into any Dispatch classification, he/she may be eligible to receive two (2) discretionary days off based on the criteria outlined in Administrative Regulation 95.91, Rewards and Recognition for going above and beyond with exceptional performance.

1. For a Department member to receive credit for the recruitment of a Dispatcher, their name must be provided by the applicant at the time the applicant completes their Preliminary Investigative Questionnaire.
2. For a Department member to remain eligible, the Dispatch applicant must complete a background investigation and complete the Communications Training Program.
3. Once the new Dispatch applicant successfully completes their Communications Training Program the Department member shall notify a Communications Unit supervisor they are eligible to receive Discretionary Leave. A memorandum recommending the Discretionary Leave will be prepared by the unit supervisor.

#### I. Volunteers – Crisis Interventionist, VIP, RSVP Member or Police Cadet

When a Department member recruits a prospective Volunteer for Crisis Intervention, VIP, RSVP or the Police Cadet Program, he/she may be eligible to receive one (1) discretionary day off based on the criteria outlined in

Administrative Regulation 95.91, Rewards and Recognition for going above and beyond with exceptional performance.

1. For a Department member to receive credit for the recruitment of a Volunteer, their name must be provided by the applicant at the time the applicant completes their Preliminary Investigative Questionnaire.
2. For a Department member to remain eligible, the Volunteer applicant must complete a background investigation, attend the next scheduled RSVP, Crisis Intervention, or Police Cadet academy or be hired as a VIP, and remain in an active volunteer status for a period of six months. If not, the eligibility will expire.
3. Once the new Volunteer successfully completes their respective academy or training, and remains in an active volunteer status for a period of six months, the Department member shall notify a Volunteer Services Unit Sergeant they are eligible to receive Discretionary Leave. A memorandum recommending the Discretionary Leave will be prepared by the unit supervisor.

## V. LATERALS

NEW

### A. To implement for Fiscal Years 2019 and 2020 the following Lateral Police Officer II Incentive Program (Program):

1. The Lateral Police Officer II Incentive Program would provide lateral applicants, who are hired after the start of the Program, a \$15,000 incentive for joining the San Diego Police Department (SDPD). The payments would be dispersed incrementally as described below.
2. The Parties agree and understand that the Program pay is processed and paid under a newly created earnings code as non-pensionable performance pay taxable income, and the City will update the earnings codes to reflect this as a non-pensionable performance pay taxable income.
3. The Parties agree that the Program is a pay for performance plan consistent with San Diego Municipal Code § 24.0103, rewarding performance in qualifying for hire and completing Program milestones.
4. Lateral Police Officer II Incentive Program Guidelines
  - a. Lateral Police Officer II – For the purposes of this Program, the definition of Lateral Police Officer II will mean any applicant who qualifies as a POII.

- b. Qualifying experience – Two years of full-time paid experience as a sworn peace officer (as defined by the California Penal Code), with a California City Police, County Sheriff, or State law enforcement agency performing correction duties, patrol functions, or traffic enforcement.
- c. The applicant must be hired into a full-time, permanent position as a POII.
- d. If a candidate is required to reenter the Regional Academy at Miramar College, there would be no impact on POII status. This decision is determined on a case-by-case basis, with the primary decision factor being whether the candidate has a CA POST certificate or a POST certificate from another state.
- e. The Program is not retroactive. Laterals who join SDPD prior to the start of the Program are not eligible to receive this pay.
- f. Any employee who receives written or property rights discipline (misconduct or performance) is automatically disqualified from participation in the Program and is not eligible to receive additional compensation.

5. Lateral Police Officer II Incentive Program Funding

- a. \$5,000 will be paid to the Lateral Police Officer II on hire date.
- b. \$5,000 will be paid to the Lateral Police Officer II upon successful completion of phase training, as determined by the Police Department.
- c. \$5,000 will be paid to the Lateral Police Officer II after one year of continuous employment as a SDPD Police Officer II following the date of successful completion of phase training, as determined by the Police Department.
- d. The Program is contingent upon available funding in accordance with the approved budget and will terminate once the \$200,000 in Fiscal Year 2019 and \$200,000 in Fiscal Year 2020 have been exhausted, unless mutually agreed to by the Parties or agreed to in a successor MOU.
- e. The Lateral Police Officer II shall receive the above recruitment incentives identified in d(1)-(4) above in the pay period following the officer's successful completion of the step identified. The Lateral Police Officer II

Incentive Program performance pay will be reported as non-pensionable, taxable income.

6. Reinstated Employees

For the purpose of this Program, a reinstated employee is defined as any former SDPD Police Officer II who resigned and has applied to return to the Department in their former classification within twelve (12) months from the date of their resignation. The reinstated employee must have at least a six month break in service from the City to participate in the Program. This Program does not apply to officers returning from a Civil Service Special Leave Without Pay Absence.

NEW

B. To implement for Fiscal Years 2019 and 2020 the following **Police Officer Recruitment Incentive Program (RIP)**:

NEW

1. The RIP would only be available for active, sworn police personnel who recruit applicants for the classifications of Police Recruit, Police Officer I (POI) or Police Officer II (POII).

NEW

2. Active SDPD Officers, Sergeants, Lieutenants, and Captains (Referrer) who refer candidates for employment with the City of San Diego as a Police Recruit, POI or POII may receive a recruiting performance incentive award of up to a total of \$3,000 for Police Recruit or POI referrals, or \$4,000 for POII referrals.

NEW

3. The Parties agree that the RIP is a pay for performance plan consistent with San Diego Municipal Code § 24.0103, rewarding performance in recruiting qualified candidates for hire that complete RIP milestones.

NEW

4. RIP Program Guidelines

a. Current Police Officers, Sergeants, Lieutenants, or Captains assigned to the Backgrounds & Recruiting Unit are **not eligible** to receive the recruiting performance incentive award during their tenure in the assignment and for six months thereafter. In addition, Department personnel assigned to the Regional Academy are **not eligible** to receive the recruiting performance incentive award during their tenure in the assignment and for six months thereafter.

(1) The Backgrounds & Recruiting Unit and the Training Division will provide a list of sworn personnel assigned to the Backgrounds &



Recruiting Unit and the Regional Academy respectively to the SDPOA and immediately notify them of any transfers in or out of the unit. Employees must be out of the ineligible units for a minimum of six months before participating in the program.

- b. The Department will provide a quarterly update of the monies paid and to whom during a Labor/Management Committee (LMC) meeting.
- c. The Parties agree and understand that a new earnings code will be created for the Recruitment Incentive Program pay and it will be non-pensionable performance pay taxable income, and the City will update the earnings codes to reflect this as a non-pensionable performance pay taxable income.
- d. The applicant must provide the Referrer's name on his or her Preliminary Investigative Questionnaire (PIQ) and certify that the Referrer referred and/or assisted in recruiting them, and that the applicant will not receive any portion of the incentive award provided to the Referrer. **This is the only way a Department member can receive this recruitment performance pay.**
  - (1) The applicant may list only one (1) Referrer on their PIQ.
  - (2) Backgrounds personnel who administer the PIQ will remind applicants to list their Referrer's name on their PIQ.
- e. The applicant must be hired into a full-time, permanent vacancy as either a Police Recruit, POI or POII for the recruitment performance pay to be received.

NEW

5. RIP Definitions

- a. A Police Recruit is defined, for purposes of the RIP, as someone who meets the minimum requirements for hiring, and who does not possess a POST degree.
- b. A Police Officer I is defined, for purposes of the RIP, as someone who possess a California POST degree dated within the last one year, or someone who has full-time paid experience as a sworn peace officer with a city police, county sheriff, state or federal law enforcement agency performing correction duties, patrol functions, or traffic enforcement within the last one year.

- c. A Police Officer II is defined, for purposes of the RIP, as someone who has two years of full-time paid experience as a sworn peace officer with a city police, county sheriff, state or federal law enforcement agency performing correction duties, patrol functions, or traffic enforcement.
- d. The Referrer, for purposes of this Program, is defined as an active, sworn Police Officer, Sergeant, Lieutenant, or Captain employed with the City of San Diego, and a current SDPOA-represented member.

NEW

6. RIP Funding

- a. If the above criteria are met, the Referrer is eligible to receive the recruitment performance pay as follows:

(1) Police Recruit or Police Officer I (up to a total of \$3,000)

- (a) \$1,000 will be paid to the Referrer upon hire date of the successful applicant.
- (b) \$1,000 will be paid to the Referrer upon the new employee's successful completion of the San Diego Regional Public Safety Training Institute (San Diego Regional Police Academy).
- (c) \$1,000 will be paid to the Referrer upon the new employee's successful completion of phase training, as determined by the Police Department.

(2) Police Officer II (up to a total of \$4,000)

- (a) \$1,000 will be paid to the Referrer upon hire date of the applicant.
  - (b) \$1,000 will be paid to the Referrer upon completion of the FTO program or any required training.
  - (c) \$2,000 will be paid to the Referrer upon the new employee's successful completion phase training, as determined by the Police Department.
- b. The Referrer shall receive the above recruitment performance incentives e(1)(a) – e(1)(b) in the pay period following the referred employee's successful completion of each step identified above. The Recruiting

Incentive Program pay will be reported as non-pensionable, taxable income.

- c. The RIP is contingent upon available funding in accordance with the approved budget and will terminate once the \$200,000 in Fiscal Year 2019 and \$200,000 in Fiscal Year 2020 have been exhausted, unless mutually agreed to by the Parties or agreed to in a successor MOU.

NEW

- 7. The City and the SDPOA agree that this Recruitment Incentive Program (RIP) shall replace the current referral program for sworn police personnel recruiting sworn police personnel whereby Department members are awarded up to 20 hours of discretionary leave for referring applicants for Police Recruits, POI's and POII's. This will not affect the referral program for other City classifications under which Department members may refer a candidate.

NEW

- 8. Any concerns or disputes regarding the RIP will be directed to the Commanding Officer of the Backgrounds & Recruiting Unit.

NEW

- 9. Former SDPD Officers

- a. Referrers are eligible for RIP pay if a referral is made for former SDPD Officers who have resigned and separated from the Department for over ninety (90) days. SDPD Officers returning from a Civil Service Special Leave Without Pay absences are not considered resignations; therefore, their referral is not eligible for RIP pay.

## VI. TRACKING

NEW

- A. The Backgrounds & Recruiting Unit Sergeants, Communications Supervisor, and Volunteer Services Unit will maintain their own Recruitment Incentive Program tracking systems.

NEW

- B. When eligible employees have been identified to receive one (1) or two (2) discretionary days off, a memorandum recommending the Discretionary Leave will be prepared by the appropriate unit supervisor.

NEW

- C. The leave recommendation will be submitted for approval to the Backgrounds and Recruiting Lieutenant, appropriate unit Commanding Officer, or designee.

NEW

- D. If approved, the memorandum will be returned to the employee's commanding officer.

1. The command involved will have the final authority in scheduling when the Discretionary Leave is taken.
2. When leave is taken, Department Procedure 5.18, Discretionary Leave, shall apply.
3. In the case of officer applications, the Chief of Training and Employee Development, or their designee, will hear and determine the final resolution of any dispute that may occur during the implementation of this program. In the case of Dispatcher applicants, the Communications Program Manager will hear disputes and determine the final resolution.

Further inquiries or questions may be answered by contacting the Recruiting office at (619) 531-2148, the Volunteer Services Unit at (619) 446-1010, or Communications Division at (619) 533-5789.