



City Manager's Office
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SUBJECT: Temporary Employee Notice: Police Officer Referral Incentive and Police Officer Recruitment Incentive Programs

In response to the increasingly competitive market for Police Officer candidates, and in conjunction with the one-time Public Safety Aid Funding received from the State of Minnesota, the City of Moorhead (City) will be implementing the Police Officer Referral Incentive and Police Officer Recruitment Incentive programs. See below for additional information.

POLICE OFFICER RECRUITMENT INCENTIVE PROGRAM

Purpose

The purpose of the Police Officer Recruitment Incentive Program is to provide an incentive for Police Officer candidates to consider a career with the City of Moorhead.

Recruitment Payment Amount

Police Officer candidates may be eligible for one of the following recruitment incentives:

- **Entry Level Recruitment Incentive: up to \$2,000 in taxable income.**
- **Lateral Level Recruitment Incentive: up to \$4,000 in taxable income.**

The above incentives will be paid in accordance with the following:

- One-half (½) to be paid upon successful completion of the Field Training Officer (FTO) program and the other one-half (½) to be paid upon successful completion of the probationary period.

No payment will be made if the candidate is not hired. All Recruitment Incentive payments must be re-paid in full to the City in the event that the new Officer's employment ends, voluntarily or involuntarily, within two (2) years of the date of hire.

Payments under the Police Officer Recruitment Incentive Program will not exceed the amount of funds budgeted through the one-time Public Safety Aid Funding received from the State of Minnesota.

Eligibility

To qualify for the Recruitment Incentive Program payment, the candidate must be newly hired in one of the following Police Officer positions:

- A. Police Officer (Patrol)
- B. Police Officer – Detective
- C. Police Officer – School Resource Officer
- D. Police Sergeant (Any)

Employees hired under this Recruitment Incentive Program will not be eligible for any other incentive program funded by the one-time Public Safety Aid Funding received from the State of Minnesota, with the exception of the Police Officer Referral Incentive Program and unless otherwise stated in the applicable incentive program.

Entry Level Recruitment Incentive

The City will pay an Entry Level recruitment incentive of \$2,000 in taxable income to new Police Officers who meet the following conditions:

- A. Successfully complete the FTO program.
- B. Successfully complete their probationary period.
- C. Has not been previously employed by the City of Moorhead in last 6 months.

Lateral Level Recruitment Incentive

The City will pay a Lateral Level recruitment incentive of \$4,000 in taxable income to new Police Officers who meet the following conditions:

- A. Successfully complete the FTO program.
- B. Successfully complete their probationary period.
- C. Has not been previously employed by the City of Moorhead in the last 6 months.
- D. Has at least one year of previous qualifying Police Officer experience (as determined in a review of comparable experience by the Chief of Police).

POLICE OFFICER REFERRAL INCENTIVE PROGRAM

Purpose

The purpose of the Police Officer Referral Incentive Program is to provide an incentive for current employees to recruit Police Officer applicants they believe would be a good addition to the City of Moorhead.

Referral Payment Amount

Eligible employees who qualify for the Police Officer Referral Incentive Program will receive a one-time lump sum payment of \$1,000 as taxable income paid out once the candidate successfully completes the Field Training Officer (FTO) Program.

No payment will be made if the candidate is not hired or if the candidate fails to successfully complete the FTO Program.

Payments under the Police Officer Referral Incentive Program will not exceed the amount of funds budgeted through the one-time Public Safety Aid Funding received from the State of Minnesota.

Eligibility

To qualify for the Referral Incentive Program payment, the following conditions must be met:

- A. The referring employee must:
 1. Be an active regular full/part-time employee of the City when the referred employee meets the eligibility requirements (temporary/seasonal employees and volunteers of the City are not eligible).
 2. Have reached out to the candidate before:
 - i. The candidate approaches the City for a ride along;
 - ii. The candidate approaches the City looking for information about being hired; and
 - iii. The candidate applies for a Police Officer position with the City.
 3. Complete the Police Officer Referral Incentive Form providing information on ways they encouraged the candidate to apply for the position and forward to the Chief of Police.
 - B. The referred candidate must:
 1. Be a licensed peace officer either at the time of the referral or by the time of the anticipated hiring date;
 2. Not be a current employee or former City employee in the last 6 months (in any department), including temporary/seasonal positions in the Police Department;
 3. Inform the Chief of Police or Human Resources of the name of the referring City employee (the City's application system has been updated to request such information at time of application); and
 4. Successfully complete the FTO Program.
 - C. The candidate must be a newly hired employee in one of the following Police Officer positions:
 1. Police Officer (Patrol)
 2. Police Officer – Detective
 3. Police Officer – School Resource Officer
 4. Police Sergeants (Any)
 - D. All active regular full/part-time employees will be eligible for this Referral Incentive Program, even if they have received other incentive payments, including the Police Officer Recruitment Incentive.
 - E. All referring employees are strongly encouraged to confirm Referral Incentive eligibility at the time of referral. Approval of a Police Officer Referral Incentive Form by the Chief of Police is required.
 - F. Only one current employee is eligible to receive the Police Officer Referral Incentive payment. The new employee will indicate which, if any, current employee referred them.
- The following conditions disqualify an employee from receiving the Police Officer Referral Incentive:
- A. Referrals originating from formal department recruitment efforts are excluded. Such efforts include, but are not limited to the following existing recruiting efforts:
 1. Career Fairs or recruitment tables at colleges.
 2. Speaking to Criminal Justice, SKILLS, or other Police related classes or gatherings as a representative of the City.
 3. Candidates who proactively reach out to the department looking for information.
 - B. Positions in which recruitment efforts are performed as part of the employee's normal duties or is involved in the hiring process for the Police Department. This includes, but is not limited to:

1. Police Administration/Hiring Managers:
 - i. Police Chief and Deputy Police Chief positions.
 - ii. Police Captain, Lieutenant and Sergeant positions.
 - iii. Non-licensed Police Supervisor/Manager positions.
2. City Manager and Assistant City Manager positions.
3. Department/Division Directors.
4. All Human Resources positions.
5. All elected positions.

DISCLAIMER

This notice supplements existing employment policies, rules, procedures, and regulations to provide additional incentive for: 1) current employees to assist in the referral process and 2) candidates to assist in recruitment efforts. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this notice directly contradicts another current policy, rule, procedure, or regulation in which case this notice supersedes the existing policy, rule, procedure, or regulation.

The Police Officer Referral and Police Officer Recruitment Incentive Programs will be effective September 7, 2023 and are only in effect until declared inactive by the City Manager. The City reserves the right to modify or rescind this notice and the incentive programs at any time.