ADMINISTRATIVE DIRECTIVE

POLICE OFFICER RECRUITING REFERRAL COMPENSATION PROGRAM	NUMBER 2.04-3	PAGE 1 of 3
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I. PURPOSE

The Mayor and Council have approved the implementation of a referral compensation program to assist the Tucson Police Department (TPD) in recruiting qualified police officer candidates and Certified Police Officer candidates.

II. POLICY

Any probationary or permanent City of Tucson employee who refers an applicant for a Commissioned Police Officer position to TPD or the Human Resources Department, prior to the applicant submitting any application or having made a prior contact with either agency, will be eligible for additional referral compensation if that applicant is successful in the hiring process and is assigned to, and begins an academy.

Probationary or permanent City of Tucson employees will receive $200.00 for each successful candidate referred to the TPD or the Human Resources Department, in accordance with the guidelines outlined in this directive. The additional compensation will be distributed through the City's payroll system and will be subject to all associated payroll taxes.

Probationary and permanent City of Tucson employees may submit an unlimited number of referrals.

The referral compensation program is open to all probationary and permanent City of Tucson employees as defined by the Civil Service Commission with the exception of the following:

A. Recruiting Officers, Human Resources Division Commanders, Chief of Police, Assistant Chiefs, Chief of Staff, Executive Officer, Commander of the Police Explorer Program, Secretaries located in the office of the Chief of Police, any non-sworn TPD employee involved in the Police Officer recruiting or Civil Service testing process or working with the TPD Recruiting Unit, and any other employee for whom participation in this program could be construed as a conflict of interest.

B. Any Human Resources Department employee involved in the Police Officer recruiting or Civil Service testing process or working with TPD Recruiting Unit, the Human Resources Managers and Administrators, the Deputy Human Resources Director, and the Human Resources Director.

C. Any commissioned TPD personnel who are temporarily assigned to the Recruiting Unit of the Human Resources Division are not eligible to submit names that are received while working in the Division.

III. PROCEDURES

When a probationary or permanent City of Tucson employee refers a prospective police officer recruit or certified police officer applicant, he/she will receive credit for the recruitment by doing the following:

A. Complete an applicant referral card with the applicant's name, address and phone number. The employee submitting the referral must include his/her name, payroll number, department, work telephone number, and payroll activity number.

B. Forward the completed applicant referral card to TPD's Recruiting Unit prior to the next written test date.

C. Referral cards are available through the Recruiting Unit, located in Police Headquarters, Personnel Unit, at 270 S. Stone Ave, (791-4499 ext. 1610 or 1614), or the City Human Resources Department (791-4241).

The TPD Recruiting Unit must receive a referral card prior to the closest written test date to be eligible for that process and prior to the applicant submitting any application or having made a prior contact with TPD or the City of Tucson Human Resources Department. The applicant referred must be assigned to and begin the academy in order for an employee to receive the referral compensation.

All referrals on file will expire after one year unless a new referral card has been completed and forwarded to the TPD Recruiting Unit. If an applicant who has been referred has not been assigned to an academy or has not taken the written test within one year, the referral will be deleted from the system.

In the event an applicant referral expires in the middle of a hiring process, that referral will be extended until the academy assignments have been made for that process. If the applicant is not selected for an academy, the referral will be purged.

The TPD Recruiting Unit will track all referrals. If more than one employee submits the same applicant name, the date that the TPD Recruiting Unit receives the referral will be used to determine which employee will receive the referral compensation.

The Human Resources Director, in consultation with the Chief of Police, will be the final point of resolution of any dispute that may occur in implementing this program, to include distributing compensation.

IV. TRACKING

The TPD Recruiting Unit will maintain a referral tracking system and ensure that periodic reviews are conducted.

When employees eligible for compensation have been identified, a memorandum recommending the compensation will be prepared by the Recruiting Unit and forwarded to the TPD Human Resources Division Commander for approval.

If approved, the memorandum will be forwarded to the Human Resources Department for final review and approval. When payment of the referral compensation is approved, it will be distributed through the City's payroll system and will be subject to all associated payroll taxes. Employees will receive compensation in their regular payroll check.

Appendices None

References None

Review Responsibility and Frequency The Chief of Police and the Director of Human Resources will review this directive annually, based on date of publication.

Authorized

City Manager

8/20/09
Date