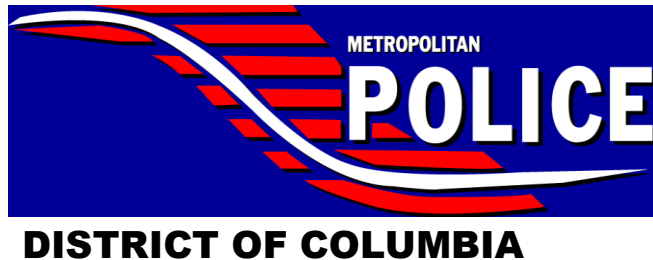


CIRCULAR



Title
Fiscal Year 2025 Police Officer Retention Program (PORP)
Number
CIR-24-12
Effective Date
November 01, 2024
Expiration Date
November 01, 2029
Related Orders:
GO-PER-201.08 (Outside Training Program)

I.	Purpose	Page 1
II.	Procedures	Page 1
II.A	Eligibility	Page 1
II.B	Application and Selection	Page 2
II.C	FY 2024 Loan Forgiveness Program	Page 3
III.	Definitions	Page 3
IV.	Attachments	Page 4

I. PURPOSE

The Metropolitan Police Department (MPD) has secured limited funding for fiscal year (FY) 2025 for a program to provide support to selected sworn members who have pursued, or are pursuing, higher education while also providing incentives to members to remain with the department.

II. PROCEDURES

A. Eligibility

1. Sworn career service employees who wish to apply for the FY 2025 Police Officer Retention Program (PORP) shall meet the following criteria:

PORP Criteria	
a.	Have a rating of "Successful Performer" or, under the old performance management system, an overall rating of "3 = Meets Expectations", "4 = Exceeds Expectations", or "5 = Significantly Exceeds Expectations" on their last two department performance evaluations.
b.	Have no sustained adverse action issued within three years of the issuance of this order and at the date of the award.
c.	Have their optional sick leave privileges in effect.
d.	Have current professional development training (PDT) and firearms certification from the Metropolitan Police Academy (MPA).

2. While the FY 2025 PORP is open to all eligible sworn career service employees, selection for the program shall be determined at the discretion of the chief of police or designee with priority consideration being given in the following order:

Priority Consideration	
a.	Members who have between three and eight years of service (i.e., have at least three years of service but have not reached nine years of service) as an MPD police officer as of November 1, 2024. Upon selection, these members must sign a four-year obligated service agreement (Attachment B).
b.	Members who are eligible to retire by November 30, 2025. Upon selection, these members must sign a three-year obligated service agreement (Attachment C).
c.	Qualifying members who have not previously received an award.
d.	Dependent child of a qualifying member whose family has not previously received an award (i.e., the member has not received a previous award for any dependent child).
e.	All other qualifying members.
f.	All other dependent children of a qualifying member.

3. Members who have received funds under a previous fiscal year PORP program (i.e., FY 2016, FY 2018, FY 2019, FY 2020, FY 2021, FY 2022, FY 2023, and FY 2024) may apply for funds under this phase of FY 2025 PORP. Members who received funding under a previous PORP program and who are chosen to receive funding under this phase of the FY 2025 PORP program shall be required to sign the appropriate Obligated Service Agreement based on the program and it shall run consecutive to the previous agreement.
4. Senior police officers shall not be eligible to receive funding under FY 2025 PORP.

B. Application and Selection

1. Members submit completed applications [Attachments A through D and the [IRS W-9 \(Request for Taxpayer Identification Number and Certification Form\)](#)] to the Professional Development Bureau (PDB) administrative email box (pdb.adminbox@dc.gov) **Completed applications must be received in the PDB adminbox no later than December 20, 2024.** Late and/or incomplete applications will not be considered.
 - a. A member designated by the PDB assistant chief shall monitor the PDB adminbox and send confirmation emails to applicants upon receipt of their application.
 - b. The Human Resource Management Division (HRMD) director or designee shall ensure all application packages are complete and confirm all eligibility requirements.
2. As a part of the application, each member shall include documented proof of debt and a copy of his or her transcript or the transcript of the dependent child. An unofficial college transcript is acceptable for application purposes but all members shall provide an official transcript prior to receiving an award.

3. If applying for a dependent child, members shall submit a copy of their 2023 tax return indicating the child as their dependent.
4. Members may apply for the program for both themselves and their dependent children, but if selected, shall only receive the award.
5. Upon selection for the program, members shall submit a signed copy of the required obligated service agreement.

C. FY 2025 Loan Forgiveness Program

1. Funding for the program shall only be expended during FY 2025.
2. The amount of each individual award shall not exceed \$10,000 per recipient.
3. Payment shall only be provided directly to accredited colleges and universities or their collectors. Payment shall not be provided directly to any member or dependent child.
4. The amount of each loan repayment shall not exceed the members' or dependent child's current debt.
5. The department will only reimburse:
 - a. Undergraduate coursework in which a member or dependent child received a cumulative 2.0 grade point average (GPA) (i.e., "C" average) or better.
 - b. Graduate coursework in which a member or dependent child received a cumulative 3.0 GPA (i.e., "B" average) or better.
6. Only debt for coursework from accredited colleges and universities will be eligible for reimbursement.
7. **IMPORTANT:** The DC Office of Tax and Revenue, in conjunction with the Internal Revenue Service, has determined that payments made under this program are considered gross income, subject to federal, state, and FICA tax withholding, and will be reflected on the participating employees' W-2 statements. These payments are not considered working condition fringe benefits excludible from gross income under Internal Revenue Code (IRC) Sec. 132(d); they are not considered payments made under an educational assistance program excludible under IRC Sec. 127, and they are not grants or scholarships excludible under IRC Sec. 117 because they are compensatory. Members with questions concerning the tax implications of this program should consult a tax professional.

III. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated.

	Term	Definition
1.	Dependent Child	A natural child, adopted child, stepchild, or foster child of a sworn employee, who the employee claimed as a dependent for federal tax purposes on his or her most recent federal tax return and who is, at the time of application, unmarried and under the age of 24.
2.	FY 2025 Loan Forgiveness Program	An initiative for FY 2025 providing eligible and qualified sworn employees or their dependent children loan repayment assistance of up to \$10,000 for debt accrued from accredited colleges and universities in return for signing an obligated service agreement as described in this order.

IV. ATTACHMENTS

- Attachment A: Application for FY 2025 Police Officer Retention Program
- Attachment B: Three Year Obligated Service Agreement
- Attachment C: Four Year Obligated Service Agreement
- Attachment D: Payee Information Form



Pamela A. Smith
Chief of Police

Amendment #	Page #	Description of Change	Effective Date of Change	Name and Title of Authorizing Member
1	2	Added a hyperlink to the updated IRS 2024 W-9 (Request for Taxpayer Identification Number and Certification)	11/4/2024	Maureen O'Connell, Director, Policy and Standards Branch
1	2, 9	Removed Attachment E.	11/4/2024	Maureen O'Connell, Director, Policy and Standards Branch

APPLICATION FOR FY25 POLICE OFFICER RETENTION PROGRAM

LAST NAME: _____ FIRST NAME: _____ RANK: _____

DATE OF BIRTH: ____ / ____ / ____ DATE OF HIRE: ____ / ____ / ____ CAD# _____

HOME ADDRESS: _____ CITY: _____ STATE: _____ ZIPCODE: _____

CONTACT NUMBER: _____ MPD EMAIL ADDRESS: _____

WHO IS THIS APPLICATION FOR: ____ SELF ____ DEPENDENT CHILD

IF THIS APPLICATION IS FOR YOUR CHILD, PLEASE PROVIDE NAME OF DEPENDENT:

NAME: _____ SCHOOL/INSTITUTION: _____

APPLICATION CHECKLIST (INITIAL EACH):

____ I CERTIFY AND AFFIRM THAT I HAVE READ CIRCULAR 24-12 (FISCAL YEAR 2025 POLICE OFFICER RETENTION PROGRAM), AND I MEET THE ELIGIBILITY REQUIREMENTS ESTABLISHED IN SECTION II (PROCEDURES).

____ I HAVE ATTACHED THE FOLLOWING ITEMS TO THIS APPLICATION TO BE SUBMITTED ELECTRONICALLY, AS REQUIRED BY THE PROGRAM I AM APPLYING:

Member shall complete and submit the following required documents:

- A current copy of the loan servicer and/or tuition billing statement (**statement must include the account number, payment remittance address, and balance of loan**)
- A copy of college transcript or the transcript of the dependent child. Note: an unofficial college transcript is acceptable for application purposes, but all members shall be required to provide an official college transcript prior to receiving an award. Please attach a copy of your 2023 tax return as proof of dependent child, if applicable
- A copy of member's last two years Department performance evaluations
- Police Officer Retention Program Application (Attachment A)
- Obligated Service Agreement based upon member's qualifications (Attachment B or C)
- Police Officer Retention Program Payee Information form (Attachment D)
 - Loan Servicer address and company's EIN number can be obtained a company representative or copied from your loan servicer billing statement
 - Members are able to complete this form on their own
- Request for Taxpayer Identification Number and Certification Form W-9 (rev. October 2018) (Attachment E)
 - Loan Servicer information listed on the Payee Information form must be the same
 - Loan Servicer may complete the form on your behalf
 - The member's name and/or address shall not be listed on this form
- **For the FY 2025 Tuition Reimbursement Program**, proof of meeting all criteria established by the college or university for acceptance into the program (e.g., acceptance letter, proof of enrollment). Members are reminded they shall not be reimbursed until after they submit proof of grades at the end of each semester to the PDB.

SUBMIT ALL REQUIRED DOCUMENTS TOGETHER AS ONE PDF ATTCHMENT AND SEND VIA MEMBER'S EMAIL ADDRESS TO PDB.ADMINBOX@DC.GOV

____ I ACKNOWLEDGE AND UNDERSTAND THAT IF I AM SELECTED UNDER THIS PROGRAM, I WILL BE REQUIRED TO SIGN AN OBLIGATED SERVICE AGREEMENT, PURSUANT TO CIRCULAR 24-12

SIGNATURE: _____ DATE: _____



METROPOLITAN POLICE DEPARTMENT

Washington, D.C.



Three Year Obligated Service Agreement

1. I agree that upon being accepted for the Fiscal Year 2025 Police Officer Retention Program, that I will remain with the Metropolitan Police Department (MPD) for a period of three years.
2. I agree that if I voluntarily leave the MPD before completing this period of service, I will reimburse the MPD for any and all money paid to me, or on my behalf, in connection with the Fiscal Year 2025 Police Officer Retention Program.
3. I agree that if I or my dependent child fails to complete a course in accordance with Circular 24-12 [Fiscal Year 2025 Police Officer Retention Program (PORP)], that I will reimburse the MPD for the related fees of that course.
4. I understand that any amounts that may be due to the MPD, as a result of any failure on my part or on the part of my dependent child to meet the terms of this agreement, may be withheld from any monies owed to me by the MPD or may be recovered by such other methods as approved by law.
5. I understand that this Agreement does not commit the Metropolitan Police Department to continue my employment.

Member's Name (Print: Last, First, M.I.):	Training Dates-- From:	To:
Member's Bureau/Element/Unit:	Training Title:	
Member's CAD #:	Training Provider:	
Member's Home Address:	Training Provider's Location/Address:	
Member's Full Signature:	Date of Signature:	



METROPOLITAN POLICE DEPARTMENT

Washington, D.C.



Four Year Obligated Service Agreement

1. I agree that upon being accepted for the Fiscal Year 2025 Police Officer Retention Program, that I will remain with the Metropolitan Police Department (MPD) for a period of four years.
2. I agree that if I voluntarily leave the MPD before completing this period of service, I will reimburse the MPD for any and all money paid to me, or on my behalf, in connection with the Fiscal Year 2025 Police Officer Retention Program.
3. I agree that if I or my dependent child fails to complete a course in accordance with Circular 24-12 [Fiscal Year 2025 Police Officer Retention Program (PORP)], that I will reimburse the MPD for the related fees of that course.
4. I understand that any amounts that may be due to the MPD, as a result of any failure on my part or on the part of my dependent child to meet the terms of this agreement, may be withheld from any monies owed to me by the MPD or may be recovered by such other methods as approved by law.
5. I understand that this Agreement does not commit the Metropolitan Police Department to continue my employment.

Member's Name (Print: Last, First, M.I.):	Training Dates-- From:	To:
Member's Bureau/Element/Unit:	Training Title:	
Member's CAD #:	Training Provider:	
Member's Home Address:	Training Provider's Location/Address:	
Member's Full Signature:	Date of Signature:	

Metropolitan Police Department

Police Officer Retention Program Payee Information

Full Name of Loan Servicer: (i.e. Navient, FedLoan Servicing):

Address of Loan Servicer: _____

_____, _____, _____
City State Zip

Loan Servicer EIN number: _____

Member Name: _____
Last, First MN/MI

Member Social Security Number: _____ - _____ - _____

Member Loan Account number with Loan Servicing Company: _____

Award Amount Requested: _____

Please note: The loan servicer name, address, and EIN listed above shall be listed on the Request for Taxpayer Identification Number and Certification Form W-9 (Rev. March 2024).