

# GENERAL ORDER



Title		
Recruiting Referral Program		
Topic	Series	Number
PER	201	10
Effective Date		
August 17, 2023		
Rescinds:		
SO-18-02 (Recruiting Referral Bonus Program), Effective Date February 16, 2018		

## DISTRICT OF COLUMBIA

I.	Purpose	Page	1
II.	Procedures	Page	1
II.A	Application	Page	1
II.B	Eligibility	Page	1
II.C	Awarding Bonuses	Page	2

### I. PURPOSE

Recruiting top quality police officers is a critical priority for the Metropolitan Police Department (MPD). MPD recognizes that many of the best recruiting referrals come from within the department. The purpose of this general order is to provide a system for rewarding MPD members who recruit individuals for the positions of sworn entry-level police officer or cadet.

### II. PROCEDURES

#### A. Overview

1. At time of application, the Recruiting Division commanding official shall ensure that each sworn entry-level police officer or cadet applicant is provided the opportunity to list one MPD member who referred them to the position. Only one MPD member may be listed on the application.
2. Hiring bonuses are paid when entry-level police officer or cadet applicants officially begin training at the Metropolitan Police Academy (MPA). Graduation bonuses are paid when these applicants complete recruit training.

#### B. Eligibility

1. To collect referral bonuses, referring members must be presently employed by the department at the time the bonus is to be paid (i.e., the day the applicant starts the program and the day the applicant graduates). Employees who have retired or separated from the department shall **not** be eligible to collect the bonus.
2. The following members shall **not** be eligible to receive the recruiting referral bonus:
  - a. Sworn members the rank of captain and above;

- b. Management Supervisory Service (MSS) members at grade level 14 and above or equivalent (e.g., Excepted Service) and members assigned to the Office of the General Counsel; and
  - c. Members assigned or detailed in a capacity related to recruiting or processing pre-employment hires (e.g., Human Resource Management Division, Recruiting Division, Metropolitan Police Academy, Medical Services Division).
3. Referral bonuses shall **not** be shared among members or between referring members and the applicants.

**C. Awarding Bonuses**

- 1. The Recruiting Division commanding official shall maintain a list of all referring members eligible to receive hiring bonuses. Once applicants begin training at MPA or the Cadet Corps, the Recruiting Division commanding official shall forward the names of referring members through the chain of command to the Accounts Payable Division director so that members can be paid the hiring bonus.
- 2. The MPA commanding official shall notify the Recruiting Division commanding official of the names of all police officers who successfully complete training and graduate as well as the names of police recruits and cadets who separate prior to graduation. Upon successful graduation, the Recruiting Division commanding official shall forward the names of referring members through the chain of command to the Accounts Payable Division director so that referring members can be paid the graduation bonus.
- 3. The Accounts Payable Division director will ensure that referring members receive their bonus(es).
- 4. Members who have questions concerning the tax implications of receiving the recruiting referral bonus should consult with a tax professional.



Pamela A. Smith  
Acting Chief of Police

<i>Amendment #</i>	<i>Page #</i>	<i>Description of Change</i>	<i>Effective Date of Change</i>	<i>Name and Title of Authorizing Member</i>
1	1	Revised effective date to August 17, 2023	8/17/2023	Maureen O'Connell, Director, Policy and Standards Branch