

SPECIAL ORDER



DISTRICT OF COLUMBIA

Title
Fiscal Year 2016 Police Officer Retention Program
Number
15-10
Effective Date
November 2, 2015
Expiration Date
November 2, 2020
Related Orders:
GO-PER-201.08 (Outside Training Program)

I.	Background	Page 1
II.	Definitions	Page 1
III.	Regulations	Page 2
IV.	Procedures	Page 3
IV.A	FY 2016 Loan Forgiveness Program	Page 3
IV.B	FY 2016 Tuition Reimbursement Program	Page 3
V.	Attachments	Page 5

I. BACKGROUND

The Metropolitan Police Department (MPD) recognizes the need for continued education, and is committed to retaining our talented and valuable members. To promote these efforts, MPD has secured limited funding for fiscal year 2016 for two programs to provide support to selected members who have pursued, or who would like to pursue, higher education while also providing incentives to members to remain with the Department. Additionally, the Department is making the programs available to selected members' dependent children.

II. DEFINITIONS

- A. Dependent child – a natural child, adopted child, stepchild, or foster child of a sworn employee, or a descendant thereof, 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.
- B. FY 2016 Loan Forgiveness Program – an initiative for FY 2016 providing eligible and qualified sworn employees or their dependent children loan repayment assistance of up to \$12,500 for debt accrued from accredited colleges and universities in return for signing an obligated service agreement as described in this order.
- C. FY 2016 Tuition Reimbursement Program – an initiative for FY 2016 providing eligible and qualified sworn employees or their dependent

children tuition re-imbusement of up to \$12,500 for coursework toward a bachelor's or a master's degree in any field from an accredited college or university in return for signing an obligated service agreement as described in this order.

III. REGULATIONS

- A. Sworn employees who wish to apply for the FY 2016 retention programs shall meet the following criteria:
1. Be eligible to retire by December 31, 2016, and upon selection, sign a three year obligated service agreement (Attachment A), or have between three and seven years of service as an MPD police officer as of the effective date of this order and upon selection, sign a four year obligated service agreement (Attachment B).
 2. Have an overall rating of "4 = Exceeds Expectations", or "5 = Significantly Exceeds Expectations" on their last two Department performance evaluations.
 3. Have no sustained adverse action issued within three years of the effective date of this order.
 4. Have their optional sick leave privileges in effect.
 5. Have current professional development training (PDT) and firearms certification from the Metropolitan Police Academy (MPA).
- B. Members shall ensure they submit complete applications for the programs, as incomplete applications shall not be considered.
- NOTE: The Department will provide at least 14 days advance notice (e.g., via teletype) to all members regarding the process to apply for the programs.
- C. Members may apply for both programs for both themselves and their dependent children, but if selected, shall only receive one award.
- D. Payment shall only be provided directly to accredited colleges and universities or their collectors. Payment shall not be provided directly to any member or to the dependent child of any member.
- E. Funding for the programs shall only be expended during FY 2016.
- F. Selection for the programs shall be determined at the discretion of the Chief of Police or his or her designee.

IV. PROCEDURES

A. FY 2016 Loan Forgiveness Program

1. The amount of each individual award shall not exceed \$12,500 per recipient.
2. The amount of each loan repayment shall not exceed the member's or his or her dependent child's current debt.
3. The Department will only reimburse:
 - a. Undergraduate coursework in which a member or the member's 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 the member's dependent child received a cumulative 3.0 GPA (i.e., "B" average) or better.
4. Only debt accrued for coursework from accredited colleges and universities will be eligible for reimbursement.
5. Members shall adhere to the following procedures to be considered eligible for the program:
 - a. Submit their application. Application procedures will be announced by the Department (e.g., by a forthcoming teletype).
 - b. 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 his or her dependent child. An unofficial transcript is acceptable for application purposes, but all members shall be required to provide an official transcript prior to receiving an award.
 - c. Upon selection for the program, members shall submit a signed copy of the required obligated service agreement.

B. FY 2016 Tuition Reimbursement Program

1. The Department's FY 2016 Tuition Reimbursement Program offers \$12,500 for the employee or the employee's dependent child toward a bachelor's or master's degree in any field.

2. The amount of each individual reimbursement shall not exceed \$12,500.
3. Reimbursement money shall only be used to pay for credit hours at an accredited college or university. Members or their dependent children shall not use the money for any other expenses including, but not limited to, a stipend, housing, or to purchase school supplies.
4. Members or their dependent children must achieve a grade of "C" or better for undergraduate classes and a grade of "B" or better for graduate classes paid for with the reimbursement
 - a. Members shall submit proof of grades at the end of each semester to the MPA.
 - b. Should a member or the member's dependent child receive a grade below the requirements listed in Part IV.B.4 of this order, the member shall repay the Department for the course or be subject to wage garnishment for the amount of the coursework.
5. Members must adhere to the following procedures to be considered eligible for a reimbursement:
 - a. Submit their application for the FY 2016 Tuition Reimbursement Program. Application procedures will be announced by the Department (e.g., by a forthcoming teletype).
 - b. As a part of the application, each interested member must:
 - (1) Submit two letters of recommendation discussing their potential candidacy or the potential candidacy of their dependent child for the reimbursement.
 - (2) Meet all criteria established by the college or university for acceptance into the program (e.g., acceptance letter, proof of enrollment).
 - (3) Provide copies of a transcript for all undergraduate or graduate coursework completed to date. An unofficial transcript is acceptable for application purposes, but all members will be required to provide an official

transcript prior to receiving an award.

- (4) Upon selection for the program, submit a signed copy of the required obligated service agreement.

VI. ATTACHMENTS

- A. Three Year Obligated Service Agreement
- B. Four Year Obligated Service Agreement



Cathy L. Lanier
Chief of Police

CLL:PAB:MOC:JC:MBH



METROPOLITAN POLICE DEPARTMENT

Washington, D.C.



Three Year Obligated Service Agreement

1. I agree that upon being accepted for the Fiscal Year 2016 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 2016 Police Officer Retention Program.
3. I agree that if I or my dependent child fails to complete a course in accordance with SO-15-10 (Fiscal Year 2016 Police Officer Retention Program), that I will reimburse the MPD for the related fees of that course.
4. I understand that any amounts which 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 2016 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 2016 Police Officer Retention Program.
3. I agree that if I or my dependent child fails to complete a course in accordance with SO-15-10 (Fiscal Year 2016 Police Officer Retention Program), that I will reimburse the MPD for the related fees of that course.
4. I understand that any amounts which 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:	