

# SPECIAL ORDER



DISTRICT OF COLUMBIA

Title	<b>Recruiting Referral Bonus Program</b>
Number	<b>18-02</b>
Effective Date	<b>February 16, 2018</b>
Related To:	GO-PER-201.29 (Police Officer Initial Training Program)

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## I. PURPOSE

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

## II. DEFINITIONS

When used in this directive, the following term shall have the meaning designated:

1. Referring member – eligible MPD member (sworn or civilian), who recommends a prospective entry-level police officer or cadet applicant to MPD.

## III. REGULATIONS

- A. Members may receive a referral reward of up to \$500 per applicant with a two applicant per fiscal year maximum (i.e., \$1,000 maximum per fiscal year).
- B. The following members shall **not** be eligible to receive the recruiting referral bonus:
  1. Sworn members at the rank of captain and above;

2. All civilian Management Supervisory Service (MSS) management members at grade level 14 and above or equivalent (e.g., Excepted Service) and members assigned to the Office of the General Counsel; and
  3. 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), as recruiting is a core requisite of their function.
- C. This recruiting referral bonus shall **not** be shared among members or between the referring member and the applicant.
- D. To collect the recruiting referral bonus, the referring member 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). Members who have retired or separated from the Department shall **not** be eligible to collect the recruiting referral bonus.
- E. **IMPORTANT:** Members who have questions concerning the tax implications of receiving the recruiting referral bonus should consult with a tax professional.

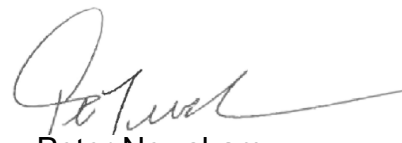
#### IV. PROCEDURES

- A. Application
1. At time of application, the Director of the Recruiting Division shall ensure each applicant is provided the opportunity to list one MPD member who referred them to the position as an entry-level police officer or cadet.  
  
NOTE: Only one MPD member may be listed on the application.
  2. Members shall only be eligible to collect the recruiting referral bonus for applications received after the effective date of this order.
- B. Recruiting Referral Bonuses
1. Hiring Bonus
    - a. Once an applicant is successfully hired and begins the Metropolitan Police Academy or the Cadet Corps, the Director of the Recruiting Division shall forward the name of the referring member through the chain-of-command to the Director of the Accounts Payable Division.

- b. The Director of the Accounts Payable Division will ensure the referring member receives a \$250 recruiting referral bonus.
- 2. Graduation Bonus
  - a. Once an applicant successfully graduates the Metropolitan Police Academy, the Director of the Recruiting Division shall forward the name of the referring member through the chain-of-command to the Director of the Accounts Payable Division.
  - b. The Director of the Accounts Payable Division will ensure the referring member receives a \$250 recruiting referral bonus.

**V. ROLES AND RESPONSIBILITIES**

- A. The Director of the Recruiting Division shall:
  - 1. Maintain and manage a list of all referring members eligible to receive the hiring bonus.
  - 2. Forward the list of those eligible to receive the bonus through the chain-of-command to the Director of the Account Payable Division with the start of each recruit officer class.
- B. The Director of the Metropolitan Police Academy shall:
  - 1. Notify the Director of the Recruiting Division, upon the successful completion and graduation of entry-level police officers and cadets.
  - 2. Advise the Director of the Recruiting Division of the separation of entry-level police officers or cadets.
- C. The Director of the Accounts Payable Division will ensure timely payment to referring members.
- D. The Executive Director of the Professional Develop Bureau shall ensure the proper administration of the Recruiting Referral Bonus Program.



Peter Newsham  
Chief of Police