



ADMINISTRATIVE DIRECTIVE

POLICE OFFICER RECRUITING REFERRAL COMPENSATION PROGRAM	NUMBER 2.04-3	PAGE 1 of 3
	PAGE ISSUE DATE January 31, 2020	

I. PURPOSE

The Mayor and Council have adopted a referral compensation program to assist the Tucson Police Department (TPD) in recruiting qualified police officer candidates and Certified Police Officer candidates (Tucson Code §10-47, Ordinance 11426).

II. POLICY

Any probationary or permanent City of Tucson employees are eligible to receive \$200 for each successful candidate referred to the TPD prior to the candidate's first day of the academy, 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, Sworn or Professional Staff assigned to the Human Resources Section, Chief of Police, Deputy Chief, Assistant Chiefs, Chief of Staff, Executive Officer, Commander of the Police Explorer Program, professional staff members located in the Office of the Chief of Police, any professional staff TPD employee involved in the Police Officer recruiting or Civil Service testing process, 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, 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 are not eligible to submit names that are received while working as a representative of the Recruiting Unit.

III. PROCEDURES

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

- A. Complete an applicant referral memorandum 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 memorandum to TPD's Recruiting Unit prior to the candidate receiving a contingent job offer.



ADMINISTRATIVE DIRECTIVE

POLICE OFFICER RECRUITING REFERRAL COMPENSATION PROGRAM	NUMBER	PAGE
	2.04-3	2 of 3
	PAGE ISSUE DATE	
January 31, 2020		

- C. Referral memorandums are available on the City's Intranet Page or through the TPD Recruiting Office (Recruit1@tucsonaz.gov).

Both commissioned and professional staff, employed by the Tucson Police Department are eligible for a tiered recruiting incentive as outlined below and required to mentor the new officers.

- A. Complete an applicant referral memorandum with the applicant's name and date of birth. The employee submitting the referral must include his or her name, payroll number, and current work assignment.
- B. Forward the completed applicant referral memorandum to TPD's Recruiting Unit prior to the candidate receiving a contingent job offer.
- C. Referral memoranda are located in the common drive in the Recruiting folder or through the Recruiting Unit.

Mentoring is a critical component of the process, enhancing the opportunity for the success of the recruit. The total referral compensation of a successful candidate is \$3,000 spread over eighteen months at designated points of a referred recruit's career.

- \$1,000 for a referred candidate who successfully completes the stringent hiring process and starts the academy.
- \$1,000 when the referred candidate successfully completes the Field Training Program.
- \$1,000 when the referred candidate successfully completes probation and attains permanent status.

A separate Incentive Checklist memorandum must be completed and submitted to the Recruiting Unit at the end of each phase.

All referrals on file will expire after one year unless a new referral memorandum 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.



ADMINISTRATIVE DIRECTIVE

POLICE OFFICER RECRUITING REFERRAL COMPENSATION PROGRAM	NUMBER	PAGE
	2.04-3	3 of 3
	PAGE ISSUE DATE	
		January 31, 2020

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.

Non-Tucson Police Department City of Tucson employees, are eligible for the \$200 recruiting referral incentive found in Tucson Code Sec.10-47(a) (b). Those employees are not eligible for the tiered incentive set forth in this Administrative Directive.

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 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 Attachment 1 – Recruit Referral Application

References Tucson City Code §10-47, Ordinance 11426

Review Responsibility and Frequency The Chief of Police and the Director of Human Resources will review this directive annually, based on date of publication.
Last review date: 01/31/2020.

Authorized


City Manager
Michael J. Ortega



Date



MEMORANDUM

DATE:

TO: Tucson Police Department
Recruiting Unit

FROM:

SUBJECT: Police Officer Recruit Referral Program

Thank you for your commitment to ensuring the Tucson Police Department identifies and recruits the best possible applicants to this critical position. In order to meet the criteria of the Police Officer Recruit Referral Program you agree, through your signature below, that you will:

- Complete the applicant referral information below;
- Submit this memorandum prior to the applicant's start of the academy;
- Confirm/agree to be eligible for the compensation program, this memorandum must be received by the TPD Recruiting Unit prior to the applicant receiving a contingent job offer.

Per City Administrative Directive 2.04-3, the applicant referred must be assigned to and begin the academy to receive the referral compensation. All referrals on file will expire after one year unless a new referral memo 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.

Recruit Information

Referral Name _____ DOB _____

Address _____

Phone Number _____

City Employee Information

Employee Name _____ Payroll #/Employee ID # _____

Department _____ Work Activity Number _____

Work Phone Number _____

Employee Signature _____ Date _____