

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: 04/11/14
NUMBER: 5.15 – HUMAN RESOURCES
SUBJECT: RECRUITMENT INCENTIVE PROGRAM
RELATED POLICY: 5.15
ORIGINATING DIVISION: BACKGROUNDS AND RECRUITING
NEW PROCEDURE:
PROCEDURAL CHANGE:
SUPERSEDES: DP 5.15 – 02/12/12

I. PURPOSE

This Department procedure establishes guidelines for the Recruitment Incentive Program.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

In an effort to recruit the most qualified applicants, recruitment teams have been established for sworn police officers, reserve police officers, Communications dispatchers, and qualified volunteers. This Program has been developed to reward successful recruiters of police officers or dispatchers with two days of Discretionary Leave, and successful recruiters of Crisis Interventionists, Volunteers in Policing (VIP), or Retired Senior Volunteer Patrol (RSVP) members with one day of discretionary leave. The Recruitment Incentive Program is open to all employees, with the exception of sworn officers assigned to the Human Resources Division, the Background and Recruiting Unit, Reserve Administration, Communications Administration, or Volunteer Services.

IV. PROCEDURES

A. Sworn Officer, Reserve Officer, or Dispatcher

1. When an employee recruits a prospective applicant, whether it is for Police Officer, Reserve Officer, or Communications Dispatcher, he/she will receive credit for the recruitment by doing the following:
 - a. Go to the SDPD Intranet homepage. Click on 'Recruitment Incentive Program Form'. Fill out and submit the online Recruitment Incentive Program Form (PD-927). When the form is received by the Recruiting Unit, the employee will be e-mailed a confirmation letter with follow-up instructions; or,
 - b. An employee may also go to the Backgrounds and Recruiting Unit to obtain, fill out, and turn in a Recruitment Incentive Program Form (PD-927).
2. For an employee to receive credit for the recruitment of an applicant, their Recruitment Incentive Program Form (PD-927) must be submitted to the Recruiting Unit no later than the time the applicant takes the written examination.
3. If an applicant fails to complete the initial Backgrounds process, the Incentive Eligibility will expire. If the applicant applies to the Department at a later date, a new Recruitment Incentive Program Form (PD-927) must be completed and submitted.
4. In the case of officer applicants, the Chief of Neighborhood Policing, or their designee, will hear and determine the final resolution of any dispute that may occur during the implementation of this program. In the case of dispatcher applicants, the Communications Program Manager will hear disputes and determine the final resolution.
5. Further inquiries or questions may be answered by contacting the Recruiting office at (619) 531-2148, the Volunteer Services Unit at (619) 446-1010, or Communications Division at (619) 533-5789.

B. Crisis Interventionist, VIP or RSVP Member

1. When an employee recruits a prospective applicant for the Crisis Intervention, VIP, or RSVP Program, he/she will receive credit for the recruitment by calling the Volunteer Services Unit at (619) 446-1010. They must provide the applicant's name, address, and telephone number. The Volunteer Services Unit will complete a volunteer recruitment form for tracking purposes.

2. For an employee to receive credit for the recruitment of an applicant, their name must be provided to the Volunteer Services Unit prior to the applicant making contact with the Volunteer Services Unit or a Divisional RSVP Unit.
3. For an employee to remain eligible, the volunteer applicant must complete a background investigation, attend the next scheduled RSVP or Crisis Intervention academy or be hired as a VIP, and remain in an active volunteer status for a period of six months. If not, the eligibility will expire.
4. The Chief of Training/Employment Development will hear and determine the final resolution of any dispute that may occur during the implementation of this Program.

V. AWARD CRITERIA

- A. Two days Discretionary Leave shall be awarded to any Department member who:
1. Recruits a Police Officer Recruit who is hired and successfully completes the training academy;
 2. Recruits a Police Officer I or II who is hired and successfully completes probation;
 3. Recruits a Reserve Officer of Level I status who successfully completes the Reserve Field Training Program;
 4. Recruits a Dispatcher I who successfully completes the Communications-Training Program; or,
 5. Recruits a Police Dispatcher who successfully completes the Communications-Training Program.
- B. One day of Discretionary Leave shall be awarded to any Department member who:
- Recruits a Crisis Interventionist, VIP, or RSVP member who is appointed, successfully completes the training academy, and remains in an active volunteer status for a period of six months.

VI. TRACKING

- NEW
- A. The Recruiting Unit Sergeant, Communications Recruiter, and Volunteer Services Unit will maintain their own Recruitment Incentive Program tracking systems.
 - B. Eligible employees shall notify the Recruiting Unit within six months of the applicant's graduation date.
 - C. When eligible employees have been identified, a memorandum recommending the Discretionary Leave will be prepared by the Human Resources Unit or the appropriate unit supervisor.
 - D. The leave recommendation will be submitted for approval to the Backgrounds and Recruiting Lieutenant, appropriate unit commanding officer, or designee.
 - E. If approved, the memorandum will be returned to the employee's commanding officer.
 - 1. The command involved will have the final authority in scheduling when the Discretionary Leave is taken.
 - 2. When leave is taken, Department Procedure 5.18, Discretionary Leave, shall apply.