



### **Summary:**

This policy establishes a referral bonus for all city staff who successfully refer lateral police officers who are hired by the City of McMinnville, and successfully complete their probationary period.

### **Definitions:**

As used herein, the following terms shall be defined as follows:

1. "Lateral Police Officer" or "Lateral Officer" shall mean any officer who is Oregon DPSST certified or is currently certified as an out of state police officer, and whose out of state certifications are accepted through DPSST.

### **Background:**

The City of McMinnville is currently facing a high number of police officer vacancies which have been increasingly difficult to fill. While the City is looking for both entry level and lateral police officers, we have identified lateral officers as priority to fill police vacancies. It is generally recognized these lateral police officers require less training than entry level police officers and are typically able to assume solo patrol status in less than half the time it takes an entry level recruit to attain that status.

### **Policy:**

The City shall pay a referral bonus to any City employee who successfully refers a lateral police officer candidate for hire. The referral bonus shall be paid in two installments: a) \$750 upon hire of a referred lateral police officer candidate and b) \$750 upon completion of the lateral police officer probationary period by the referred candidate. To be eligible for a referral bonus:

- a) The referring employee must not participate in the selection process for the referred candidate.
- b) The referring employee must not be the primary field training officer for the referred candidate.
- c) The referring employee must be employed by the City at the time that any referral bonus is paid.
- d) The lateral applicant must name the referring employee on the submitted

application to the Human Resources Department.

- e) Only one referral bonus shall be paid for each referred candidate. If multiple employees refer the same candidate, the bonus shall be split evenly between the referring employees.
- f) Employees may receive referral bonuses for each referred candidate that meets the criteria above.

The police department will fund the referral bonuses and be responsible for the completion of any PAF's. This lateral referral bonus program is subject to applicable tax laws.

Approved:



November 29, 2023

City Manager, Jeffrey R. Towery

Date



November 29, 2023

Human Resources Manager, Vicki Hedges

Date