



BAY CITY POLICE DEPARTMENT

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Robert Lister
Chief of Police

Captain
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EMPLOYEE REFERRAL PROGRAM

The Police Department will pay a total of \$1,500 to any employee who recruits the successful candidate through the selection process to completion of the probationary period.

(a) The employee recruiter from the rank of Sergeant or below will receive \$750 for recruitment of an employee who is hired in a regular full-time position at time of appointment. (b) A second \$750 payment will be paid upon successful completion of the recruited employee's probationary period. (c) Payments will be processed during a regular payroll period and will be reported as taxable income. (d) A recruitment incentive payment will be forwarded to eligible employee recruiters who retire before completion of the probationary period of the recruited employee. However, employee recruiters who terminate employment for any other reason are not eligible to receive any recruitment incentive payment from the date of their termination. Note: Current employees MUST mentor the candidate successfully through the selection process, police academy (if applicable) and field training. (d) It is the responsibility of the recruiting employee to notify the Chief of Police of their recruitment involvement by memorandum via the chain of command. Command staff will determine if the employee recruiter has fulfilled the obligations outlined in this policy and ensure qualified employees receive payment. (e) In the event more than one employee makes a valid and certified claim of recruitment on the same job applicant, the Chief of Police, or designee, will determine how the recruitment incentive will be paid. (f) The Chief of Police, or designee, will resolve any interpretation dispute arising from this policy and may revise or discontinue this program at any time.