

City of Escondido
Side Letter to the Memorandum of Understanding
Escondido Police Officers' Association
Sworn Police Bargaining Unit
September 27, 2015

The City and the Bargaining Unit agree to the following relative to providing a recruiting incentive program for sworn police bargaining unit employees.

PURPOSE:

It is well established that the most qualified candidates for employment positions within the City are typically referred from existing employees. With this in mind, the Escondido Police Training Division will implement a Recruiting Incentive Program. The program would provide an incentive for officers to recruit qualified candidates into the police officer hiring process, as well as attract qualified lateral police officers.

GENERAL PROGRAM:

The Recruiting Incentive Program is divided into two parts:

1. An incentive program for Escondido police officers who refer qualified candidates to the entry level, academy graduate or lateral police officer hiring process. The referring officer would receive leave time into a Recruiting Incentive Bank (RIB) for the following:
 - a. Referring any qualified individual into the hiring process and who successfully enters the background phase of the employment process would qualify for 10 RIB hours.
 - b. If the candidate meets the criteria as an entry level or academy graduate and is successfully hired as a City of Escondido police officer, the referring officer will receive an additional 10 hours of RIB time for a total of 20 hours.
 - c. If the candidate meets the criteria as a lateral police officer and is successfully hired, the referring officer will receive an additional 30 hours of RIB time for a total of 40 hours.
 - d. Current candidates in the background phase or current City of Escondido officer employees do not qualify as "referrals" under this program.

2. The second part of the program is designed to attract qualified lateral officers interested in being an Escondido Police Officer. Lateral police officers are the most desired of the three types of officer candidates. Lateral officers typically bring the greatest amount of experience, are the easiest to successfully complete backgrounds, are proven they can perform law enforcement duties, and have the shortest amount of time from hiring to making an impact on staffing.

If the lateral officer is successfully hired by the City and upon their completion of their field training program, the lateral officer would receive 40 hours of RIB time into their bank.

ELIGIBILITY:

Eligible: All regular sworn City of Escondido police officers and sergeants qualify as referring officers for this program. Eligible employees must be active at the time of referral and active at the time of RIB hours receipt.

Ineligible: Officers and sergeants assigned to the training division.

PROCESS TO RECEIVE RIB HOURS:

1. The Referring Officer:
 - a. Must actively recruit for eligible entry-level police officers, academy graduate police officers, or lateral police officers.
 - b. The referring officer must provide the candidate with information about the Police Department and the City of Escondido, and coach/mentor the candidate in order to prepare them for the recruitment process and for being a successful police officer. Otherwise, referrals will not qualify under this program.
 - c. The eligible candidate must identify the referring officer in writing during the background phase of the employment process, and confirm that the referring officer met the criteria as stated above in "b".
 - d. Once the qualified candidate successfully completes the hiring process and enters into background process, the referring officer will receive 10 hours into a bank of RIB time.
 - e. If the candidate is an entry level or academy graduate and is successfully hired as a City of Escondido police officer, the referring officer will receive an additional 10 hours of RIB time for a total of 20 RIB hours.

- f. If the candidate meets the criteria and is hired as a lateral police officer, the referring officer will receive an additional 30 hours of RIB time for a total of 40 hours.
- g. There is no limit to the number of referrals per officer per year.

2. Lateral Officer:


- a. If a lateral officer is successfully hired by the City and upon their completion of the field training program, the lateral officer would receive 40 hours of RIB time into their bank.
3. RIB hours will only be deposited into the employee's bank of time upon confirmation that all criteria has been met, and subsequent approval by the commanding officer of the training division or his/her designee.

RIB LEAVE CONDITIONS:

- 1. The RIB will be established as a separate leave bank for this program, and can be used as leave time by the employee or cashed-out subject to the same conditions as set forth under the POA Memorandum of Understanding, Compensatory Time, Section 2.11.
- 2. The RIB will not exceed 80 hours regardless of the number of successful referrals. RIB hours will be maintained on an indefinite basis.
- 3. Upon cash-out of RIB hours, those hours are not reported to CalPERS as PERSable time.

The Recruiting Incentive Program will be implemented for a 12 month assessment period beginning September 27, 2015. Prior to the conclusion of the 12 month assessment period, the program will be evaluated by Police Management staff in terms of successful referrals and other program components, and may be continued, revoked or modified upon mutual agreement of the Chief of Police and the EPOA President.

EPOA, Sworn Bargaining Unit:

_____  Juan Alva, President, EPOA

City of Escondido:

_____  Craig Carter, Chief of Police

**ESCONDIDO POLICE DEPARTMENT
RECRUITING INCENTIVE PROGRAM
RIB HOURS APPROVAL FORM**

I. Referring Officer RIB Hours Eligibility:

- A. Referring Officer's Name & Empl #: _____
- B. Candidate's Name & Empl #: _____
- C. Did the referring officer meet the referral criteria, e.g., coaching, mentoring, provided information regarding the Police Department, City, etc.?
_____ YES _____ NO

II. Commanding Officer Approval of RIB Time:

- A. Did the referring officer meet the referral criteria:
_____ YES _____ NO
- B. Did the candidate successfully enter into the background process?
_____ YES _____ NO
- C. Was the candidate successfully hired by the Police Department?
_____ YES _____ NO
- D. Classification of Candidate:
Entry Level/Academy Graduate Police Officer _____
Lateral Police Officer _____
- E. Number of hours to be deposited into referring officer's RIB: _____ Hours
- F. Number of hours to be deposited into Lateral Officer's RIB: _____ Hours

III. Signatures:

REFERRING OFFICER

CANDIDATE

COMMANDING OFFICER

Copies: PD Training Division File

City Payroll Division