

### **Police Referral Pay**

In order to enhance the Police Department's recruitment efforts, City of New Orleans employees, are given the option of taking on a voluntary additional duty for compensation related to recruitment. Recruiting prospective officers and ensuring that they begin work as officers during periods of recruitment difficulties has a significant value to the safety of citizens that exceeds the cost of the recruitment special rate of pay. Employees in all classifications are eligible for a special rate of compensation upon satisfactory completion of officer recruitment in accordance with the following:

#### One Time Referral Pay

\$2000 upon the recruit's start of academy

An additional \$2,000 upon the same recruit's start date as a Police Officer

OR

\$2,000 upon a later transfer's start of lateral academy

An additional \$2,000 upon the same lateral transfer's start date as a Police Officer

1. City of New Orleans employees are not limited in number of premiums he or she may earn.
2. The Referral Pay is paid in two (2) \$2,000 lump sum amounts, as described above.
3. The Chief Administrative Officer shall submit the request for Referral Pay to the Civil Service Department.

The Request for the first \$2,000 referral pay for recruit's start of academy shall include the following:

- a) The name of employee to be awarded referral.
- b) The application(s) of incumbent Police Recruit or Police Officer (Lateral transfer) that lists employee to be awarded the referral/~~mentor~~ pay as the referral source.
- c) Proof of the referees' enrollment and attendance at the first day of the academy.

The request for the second \$2,000 referral pay for successful academy completion and start of employment as a Police Officer shall include the following:

- a) The name of employee to be awarded referral pay.
- b) The application(s) of incumbent Police Recruit or Police Officer (Lateral transfer) that lists employee to be awarded the referral pay as the referral source.
- c) Proof of the referee's successful completion academy completion and transfer out of academy as a Police Officer.

The effective date of each payment shall be the next payday of the month following the Police Department's request for referral Pay.

4. Police Department staff whose normal duties require them to recruit, refer, and/or support prospective officers in the Police Department formal application and formal departmental training process are ineligible for this additional duty, as recruitment is already part of their regular job duties.

5. This Referral pay is available for limited periods solely to address recruitment difficulties. The Commission may invoke and revoke this pay upon the request of the Superintendent of Police. This pay may be invoked only when the Superintendent of Police has determined that recruitment is a significant challenge that may affect the safety of the citizens of the City of New Orleans.