



## **Raleigh Police Department**

### **Law Enforcement Officer (LEO) Experience Incentive Program**

Effective Date: 2/15/2022

#### **I. Purpose**

The Raleigh Police Department values experience in law enforcement gained before joining our department. The LEO Experience Incentive Program is designed to reward and attract those who hold law enforcement certification as provided by the NC Criminal Justice and Training Standards Commission or similar governing body in another state, to join the Raleigh Police Department.

#### **Incentive Amount**

The program is designed to reward those with previous law enforcement experience who become employed with the Raleigh Police Department and take the Oath of Office with up to \$5,000.00. The following criteria will determine the amount of the incentive to eligible applicants:

1. Basic Law Enforcement Training (BLET) graduate - \$2,500.00
2. Less than one year of experience in NC - \$2,500.00
3. One (1) year or more of experience in NC - \$5,000.00
4. Less than two (2) years of experience outside of NC - \$2,500.00
5. Two (2) years or more of experience outside of NC - \$5,000.00

An applicant is eligible to receive incentive amounts in all applicable categories up to a maximum incentive amount of \$5000. The incentive amount will be paid in two installments. The first half of the amount will be paid after the new hire's first day of employment. The second half of the amount will be paid after taking the Oath of Office as an RPD officer.

#### **II. Eligibility**

Employees must provide appropriate documentation of their prior experience to be eligible for the incentive. Examples of acceptable documentation include basic law enforcement training certification, law enforcement experience through employment history documentation and annual law enforcement training records.

The first installment of the incentive will be paid in the pay period following the new hire's first day of employment falls. To be eligible for the second installment, which will be paid in the pay period following the Oath of Office, the employee must be active and not give notice of separation prior to taking the Oath of Office.



Employees who separate from employment for any reason prior to the second installment are ineligible to receive it.

### **III. Responsibility**

The Recruiting Unit Supervisor is responsible for verifying the qualifying level of prior experience for the employee to receive the incentive.

### **IV. Procedures**

1. All necessary documentation to prove the candidate's prior experience must be submitted and verified by the Recruiting Unit Supervisor prior to hire to be eligible for this incentive.
2. Prior experience candidates must successfully complete all phases of the hiring process, meet conditions of employment, and take the Oath of Office for the employee to receive the incentive.
3. When the candidate is hired and begins the first day of employment, the Recruiting Unit Supervisor will forward the appropriate supporting information to the Finance Division for processing of the first half of the incentive. The Recruiting Unit Supervisor will also provide the Finance Division appropriate documentation for the second installment of the incentive after the employee takes the Oath of Office.
4. Incentives will be considered taxable income and are subject to all required deductions and applicable withholdings.
5. Employees who have submitted notice of resignation or retirement and employees who have separated from employment for any reason prior to the incentive payout dates are not eligible for the incentive payout.
6. Each newly hired lateral officer must complete a Lateral Officer Hiring Incentive Agreement. The agreement stipulates the terms and conditions of the incentive, including the requirement to repay the incentive amount to the City if the employee separates for any reason prior to two (2) years of employment.

As with all City programs, these guidelines are subject to change based on future appropriations, available funding, and policy direction. The guidelines are established with the understanding that the Council or the City Manager may implement changes as they deem appropriate at any time and may revise, rescind, or modify programs and funding in their sole discretion. These incentives are not guaranteed and do not create any contract or contractual obligation.