



## **POLICY AND PROCEDURE – RECRUITMENT AND RETENTION INCENTIVE BONUS**

### **GENERAL**

To incentivize sworn peace officers, Police Academy graduates, and Police Dispatchers to consider BART for employment, the District will offer a hiring bonus for eligible BART Police Department new hires in these classifications. Additionally, the District reserves the right to issue retention incentive payments to Police Dispatchers to incentivize these employees to remain employed by the District for specified period of time. *These incentives are offered based on vacancy rates and funding availability and is subject to change without notice.*

### **I. PURPOSE**

This procedure describes District management practice regarding implementation for incentive payments for eligible police officers and police dispatchers.

### **II. OBJECTIVE**

To promote the District as an employer of choice for peace officers and dispatchers and attract and retain more qualified candidates to candidate pools for more efficient hiring with BART safety as a top priority.

### **III. DEPARTMENTS AFFECTED**

BART Police, Human Resources, Payroll

### **IV. RESPONSIBILITY**

The Director of Human Resources shall have responsibility for ensuring that this procedure is properly implemented.

### **V. IMPLEMENTATION**

#### **A. Definitions**

“Lateral”, for purposes of this procedure, is defined as: any officer transferring from a California Law Enforcement Agency who meets the lateral officer qualifications (see job description) or any California Police Academy graduate.

#### **B. Procedure**

The following procedure shall be administered to ensure that the purposes described above are achieved:

1. Lateral and Academy Graduate officers meeting all eligibility requirements hired on as BART Police, as well as newly hire Police Dispatchers will be eligible for a \$15,000 recruitment incentive bonus. Internal candidates also are eligible.

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2. An initial payment of \$5,000 will be paid out to new hire within the first 30 days of employment with BART.
3. The final payment of \$10,000 will be paid out to new hire after successfully completing Field Training Program or the Dispatcher training program. Payment will be made within 30 days from completion.
4. Employees may only receive a recruitment incentive payment one time during their tenure at BART.
5. Whenever Police Dispatcher staffing shortages reach critical levels, the Chief of Police may appeal to the General Manager's Office to implement a retention incentive program. Upon General Manager's or Deputy General Manager's approval, all eligible Police Dispatchers will be eligible for a \$7,500 retention incentive bonus. Police Dispatchers must have completed all new hire training in order to be eligible for the retention incentive bonus. As a condition of payment, Police Dispatchers must remain actively employed with the District for 12 months beyond the date of payment. Upon completion of 12 months of employment, the Police Dispatcher would be eligible for an additional \$7,500 retention incentive bonus.
6. Employees who involuntarily and/or voluntarily separate within the first year of employment, or within one year of receipt of a retention incentive, may be required to pay back incentives.
7. Police Dispatchers may not receive a retention incentive bonus within 12 months of receiving a recruitment bonus.

### **C. Compliance**

This procedure shall not be applicable when in conflict with any provision of an applicable collective bargaining agreement. Any other deviation from this procedure must be approved in writing by the General Manager.