

City Manager's Approval:



**THE CITY OF  
POMONA**

## ADMINISTRATIVE POLICIES AND PROCEDURES

### POLICE OFFICER, POLICE OFFICER RECRUIT, AND POLICE DISPATCHER BONUS PAY POLICY

**Purpose:**

This Policy is designed to assist the City of Pomona in hiring and retaining quality candidates for the positions of Police Officer and Police Dispatcher.

**Policy:**

Like many cities and public agencies, the City of Pomona faces challenges when attempting to fill vacancies for Police Officer and Police Dispatcher. The practices described herein will assist the City's recruitment efforts for these classifications.

**Referral Bonus:**

City of Pomona employees who refer a candidate to participate in the City's recruitment and selection process for Police Officer (either newly sworn or lateral transfer<sup>1</sup>) and full-time Police Dispatcher shall receive \$5,000 as a referral bonus if the candidate referred successfully completes the recruitment process, background investigation, is hired, and completes the probationary period as a Police Officer or full-time Police Dispatcher with the City.

City of Pomona employees who refer a candidate who is reinstated or rehired by the City as a Police Officer or Police Dispatcher shall not receive the \$5,000 referral bonus. Additionally, no employee shall be eligible to receive a referral bonus as a result of any current employee promoting to the position of Police Officer or Police Dispatcher.

**Procedure:**

- Applicants must apply online via the City's job page at [governmentjobs.com/careers/pomona](http://governmentjobs.com/careers/pomona). When completing the application form, the applicant must indicate the full name of the City employee who referred the applicant to apply as a Police Officer or Police Dispatcher with the City of Pomona in the Referred Section under the supplemental questions. Once submitted, the application shall not be amended to include the referring employee.
- Upon completion of the onboarding process, or upon successful completion of the Police Academy for Police Officer Recruits, Human Resources will process the initial payment of \$2,000

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<sup>1</sup> A lateral hire is a candidate for employment with the City of Pomona who is currently working full-time for another Police Department or POST participating agency as a Police Officer or Police Dispatcher.

to the employee who referred the successful candidate. The remaining \$3,000 shall be paid to the referring employee, once the Police Officer or Police Dispatcher successfully completes their respective probationary period.

- City of Pomona employees who are part of the Personnel and Training Division in the City of Pomona Police Department may be eligible to receive the referral bonus for Police Officer or Police Dispatcher recruitments apart from on-duty efforts (subject to review by the Police Chief and Human Resources/Risk Management Director).
- The referral bonus is not eligible compensation for CalPERS and is not included in the regular rate of pay for overtime purposes. The City of Pomona will report the referral bonus to the IRS. The employee is responsible for any tax due as a result of receiving the referral bonus.

**Police Dispatcher Signing Bonus:**

Candidates hired by the City of Pomona as a full-time Police Dispatcher are eligible to receive a signing bonus of \$10,000. If the candidate has applied for the position of full-time Police Dispatcher, they must have completed or be able to attend and successfully complete the POST Dispatch Course.

**Procedure:**

- Applicants must apply via the City's job page at [governmentjobs.com/careers/pomona](http://governmentjobs.com/careers/pomona).
- Once the applicant is hired as a full-time Police Dispatcher with the City of Pomona and physically begins working for the City, Human Resources will process payment of the signing bonus to the employee as follows: \$5,000 upon hire; and \$5,000 upon successful completion of the probationary period.
- Candidates who are reinstated with the City of Pomona or rehired by the City as a Police Dispatcher are not eligible for the signing bonus.
- The signing bonus is not eligible compensation for CalPERS and is not included in the regular rate of pay for overtime purposes. The City of Pomona will report the signing bonus to the IRS. The employee is responsible for any tax due as a result of receiving the signing bonus.

**Lateral Police Officer Signing Bonus:**

Candidates hired by the City of Pomona as a Lateral Police Officer are eligible to receive a signing bonus of \$25,000. If the candidate has applied for the position of Lateral Police Officer, they must possess or qualify for a Basic POST certificate.

**Procedure:**

- Applicants must apply via the City's job page at [governmentjobs.com/careers/pomona](http://governmentjobs.com/careers/pomona).
- Once the applicant is hired as a Lateral Police Officer with the City of Pomona and physically begins working for the City, Human Resources will process the initial payment of \$7,500 to the successful candidate; then \$10,000 upon successful completion of the probationary period; and \$7,500 twelve months following successful completion of the probationary period.
- Candidates who are reinstated with the City of Pomona or rehired by the City as a Police Officer are not eligible for the signing bonus.
- The signing bonus is not eligible compensation for CalPERS and is not included in the regular rate of pay for overtime purposes. The City of Pomona will report the signing bonus to the IRS. The employee is responsible for any tax due as a result of receiving the signing bonus.

**Police Recruits:**

The City of Pomona identifies Police Recruits as those that will or are currently attending a Police Academy to attain the knowledge and skills required for hire as a Police Officer via the recruitment process. If the candidate has applied for the position of Police Officer Recruit, they must graduate from a full-time police academy and be sworn in as a Pomona Police Officer to be eligible for this program.

**Procedure:**

- Applicants must apply via the City's job page at [governmentjobs.com/careers/pomona](http://governmentjobs.com/careers/pomona).
- Applicants must successfully complete the Police Academy.
- Once the applicant is sworn in as a Police Officer with the City of Pomona and physically begins working for the City in that capacity, Human Resources will process the initial payment of \$7,500 to the employee; then \$10,000 upon successful completion of the probationary period; and \$7,500 twelve months following successful completion of the probationary period.
- Candidates who are reinstated with the City of Pomona or rehired by the City as a Police Officer are not eligible for the signing bonus.

Effective October 1, 2022, any candidate currently in the hiring process would be eligible for the Signing Bonus. Additionally, a referring employee is eligible for the Referral Bonus.

Part-Time employees are eligible for the Referral Bonus.

As the approving authority for Police Department personnel, the Chief of Police rescinds his eligibility for the Referral Bonus.

This Policy shall be instituted for a 2-year trial period. At the end of this trial period, the Policy may be reinstated, amended, or discontinued. The City Manager may revoke any and/or all portions of the Administrative Policy at any time. Employees shall have no right of appeal related to such revocation.