	POLICY AND/OR PROCEDURE	NUMBER HR-00-2
	SUBJECT	EFFECTIVE
	POLICE OFFICER EMPLOYEE REFERRAL BONUS PROGRAM	6-1-2000
		CANCELS
	DISTRIBUTION	ALL EMPLOYEES
APPROVED <i>[Signature]</i>	APPROVED <i>[Signature]</i>	
HUMAN RESOURCES DIRECTOR	CITY MANAGER	PAGE 1 of 2

I) Policy:

It is the policy of the City of Riviera Beach to reward employees for referring Certified or Certifiable Police Officer candidates for employment with the City.

II) Purpose:


To establish the Police Officer Employee Referral Bonus program as an employment incentive for those employees who are successful in marketing Police Officer employment opportunities for the City.

III) Procedure:

A. Eligibility Guidelines

The employee and Police Officer candidate must meet the following requirements in order to be eligible for a referral bonus under this policy:

1. The Police Officer applicant must designate the name of the employee who made the referral on their employment application.
2. The Police Officer applicant must be certified or certifiable as a result of passing the State of Florida Law Enforcement certification examination.
3. The certified/certifiable Police Officer must successfully pass the background investigation, along with all other pre-employment and post-employment procedures, and be appointed as a Police Officer with the City of Riviera Beach.
4. The Police Officer must successfully pass the one (1) year probationary period.

	POLICY AND/OR PROCEDURE	NUMBER HR-00-2
	SUBJECT	PAGE 2
POLICE OFFICER EMPLOYEE REFERRAL BONUS PROGRAM		

B. Exclusions

The following employees are ineligible for this employee referral bonus:

1. All employees in the Human Resources and Risk Management Department are ineligible for this bonus, as recruiting personnel is part of their normal job responsibilities.
2. The City Manager, Deputy City Manager, Department Heads, Mayor, and members of the City Council are ineligible for a bonus under this policy.
3. Police Department personnel assigned to Police Officer candidate background investigations, Police Academy liaison personnel, Internal affairs investigators and Police personnel above the rank of Police Sergeant are excluded from this policy. The acceptance of a referral bonus to employees in these positions could be considered a conflict of interest and is prohibited under this policy.

C. Payment

1. Upon successful completion of the one (1) year probationary period, Police Administration will execute a check request authorizing payment to the referring employee in the amount of \$500.00. The employee receiving the bonus does not have to be employed at the time of receipt.