

JONESBORO POLICE DEPARTMENT RECRUITMENT INCENTIVE PROGRAM GUIDELINES

I. PURPOSE

The purpose of this program is to establish the terms, conditions, and procedures regarding the monetary recruitment incentive provided by the City to the Employee as an inducement for employment and retention as a sworn P1 level Police Patrol Officer with the City of Jonesboro Police Department and the procedures regarding recruitment incentives offered to existing uniform officers for recruiting P1 level Police Patrol Officers to join the City of Jonesboro Police Department.

II. AUTHORITY & INCENTIVE DESIGNATION

The monetary recruitment incentive provided under this Agreement is designated by the Mayor. The program may be implemented at any time the Mayor designates it necessary to achieve a reasonable staffing level. Once hiring capacities are neared or reached, the Mayor may elect to adjust or discontinue the recruitment incentive program.

For the Recruitment Cycle beginning May 1, 2026, the total incentives are designated as follows:

- **Non-Certified Candidates:** \$5,000
- **Certified Officers (less than 2 years' experience):** \$6,000
- **Certified Officers (over 2 years' experience):** \$12,000
- **Recruiting Incentive to existing officers:** \$4,000 for non-certified, \$5,000 for certified officers. Recruiting incentives are not awarded to applicants who are employed, or have been employed, by the Jonesboro Police Department within the last 365 days.

For these purposes, a 'certified officer' means an officer who is duly sworn with arrest powers, served in a full-time capacity following successful completion of a police academy and is recognized as in good standing with the Commission on Law Enforcement Standards and Training (CLEST).

III. PROCEDURES

A. Recruitment personnel will advertise hiring/testing dates. The recruitment incentive amount will be announced in conjunction with each hiring/testing date deemed to be considered within a Recruitment Cycle. The recruitment incentive amount is subject to change at each hiring/testing date.

B. Existing employees who leave the department for reasons other than retirement are not eligible to receive recruitment incentives until they have been separated for at least 365 days.

C. Police Officers will receive total payments in the amount designated for that recruitment cycle. The total bonus will be paid in increments that coincide with set markers of time. The payments will be disbursed as set forth in paragraph IV below.

IV. DISBURSEMENT SCHEDULES

Recruitment incentive disbursement will proceed as shown in the chart(s) below with payments distributed in conjunction with the next scheduled pay cycle following the milestone listed.

Newly hired officer incentive

Milestone/ Timeline	Non-Certified (\$5,000 total)	Certified < 2 yrs (\$6,000 total)	Certified > 2yrs (\$12,000 total)
Upon Hiring	\$2,000	\$3,000	\$5,000
Academy graduation	\$500	n/a	n/a
FTO Completion	\$500	n/a	n/a
1 Year Anniversary	\$1,000	\$1,000	\$2,500
2 nd Anniversary date	\$1,000	\$1,000	\$2,500
3 rd Anniversary date	n/a	\$1,000	\$2,000

*Recruited officers will NOT receive any additional payments until the required milestones are achieved

Current JPD officer recruiting incentive (Recruiting Officer)

Milestone/ Timeline	Existing Employee for Non-Certified (\$4,000 total)	Existing Employee for Certified (\$5,000 total)
Upon Hiring	\$1,000	\$2,000
Academy graduation	\$500	n/a
FTO Completion	\$500	n/a
1 Year Anniversary	\$1,000	\$1,500
2 nd Anniversary date	\$1,000	\$1,500

* Incentives paid to existing or current officers will cease if the recruited officer fails to meet the next milestone or leaves employment with JPD

V. ADDITIONAL PROVISIONS

- **Pre-requisite:** New employees must sign the repayment acknowledgement before any funds are disbursed.
- **Withholdings:** Incentives are issued via the city's standard payroll system during the next scheduled pay cycle following a milestone. Payments are treated as supplemental wages and are not subject to LOPFI withholdings, but are subject to federal, state, and FICA tax withholdings and the net deposit will be lower than the gross amount listed above.
- **Payments will cease** upon departure from JPD, and the employee forfeits all future payments remaining under the schedule.
- **The 3-Year Clock:** Your mandatory **three-year retention timeline** to retain the monetary recruitment incentive without penalty begins the day of graduation from the academy or the date sworn in as a certified officer of JPD.
- **School Resource Officers (SRO)** are excluded from participating in new hire incentives. If an officer receiving a new hire incentive transfers to an SRO position within the 3-year period, incentive from that year forward will be forfeited.
- **School Resource Officers (SRO)** ARE eligible to receive recruiting officer incentive.
- **Jonesboro Chief of Police**, or their designee, shall provide final oversight and approval of all recruitment incentive awards.

VI. REPAYMENT & SERVICE REQUIREMENTS

As a condition precedent to receiving any payment described in Section III, the Employee must sign this acknowledgement and agree to pay back the net incentive funds received, based upon the following length of service requirements:

- **Separation within One (1) Year:** If the Employee leaves employment (voluntarily or involuntarily) before one (1) year after graduation/swearing in, they must repay the City 100% of the received (net) incentive.
- **Separation between One (1) and Two (2) Years:** If the Employee leaves employment (voluntarily or involuntarily) after more than one (1) year, but less than two (2) years, they must repay the City 50% of the received (net) incentive.
- **Exception:** Employees who resign or are involuntarily separated from JPD due to approved medical reasons are exempt from the repayment requirement.

- **Exception:** Employees who are involuntarily separated prior to the completion of the FTO phase or who resign due to approved medical reasons are exempt from the repayment requirement.

VII. METHOD OF REPAYMENT

If repayment becomes necessary under Section V, the Employee hereby authorizes the City to withhold and deduct any sums owed under this Agreement from the Employee's final paycheck, including but not limited to regular wages, accrued overtime, and unused accrued leave balances. If these deductions do not fully satisfy the balance owed, the Employee agrees to pay the remaining balance to the City **within thirty (30)** days of separation.

Recruiting Officers who have received recruitment incentive for having recruited a new employee will not have any repayment responsibility but will not receive any additional payments if the new employee leaves before the end of the milestone or service requirements are reached.