

CITY OF JONESBORO POLICE DEPARTMENT

MONETARY RECRUITMENT INCENTIVE & REPAYMENT AGREEMENT

This Agreement is entered into by and between the **City of Jonesboro, Arkansas** (hereinafter "the City"), and the undersigned employee, _____ (hereinafter "the Employee"), on this ____ day of _____, **2026** .

I. PURPOSE

The purpose of this Agreement 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 (JPD).

II. AUTHORITY & INCENTIVE DESIGNATION

The monetary recruitment incentive provided under this Agreement is designated by the Mayor at the beginning of each Recruitment Cycle.

For the Recruitment Cycle beginning May 1, 2026 , the total incentives are designated as follows: *(new employee initial which designation applies below)*

- **Non-Certified Candidates:** \$5,000 _____
- **Certified Officers (less than 2 years' experience):** \$6,000 _____
- **Certified Officers (over 2 years' experience):** \$12,000 _____

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. DISBURSEMENT SCHEDULES

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
<i>**New Employee Initial applicable designation terms</i>			

IV. 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:** The mandatory **three-year retention timeline** to retain the monetary recruitment incentive without penalty begins the day of graduation from the academy (*for previously non-certified candidates*) or the date sworn in as a certified officer of JPD (*for previously certified officers*).
- **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.
- **Newly recruited officer shall** designate if a recruiting incentive is applicable, and if so, the officer eligible for the recruitment incentive.

V. REPAYMENT & SERVICE REQUIREMENTS

As a condition precedent to receiving the lump sum monetary recruitment incentive payment detailed 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.

VI. 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.

EMPLOYEE ACKNOWLEDGEMENT

The Employee acknowledges that they were notified of the specific incentive amount designated for the current Recruitment Cycle and agrees to the terms and conditions set forth above.

Employee Signature

Date

City of Jonesboro Representative Signature

Date

JONEBORO POLICE DEPARTMENT RECRUITMENT INCENTIVE ACKNOWLEDGMENT

I attest that I am eligible for the recruitment incentive for the above signed applicant in accordance with the Jonesboro Police Department recruiting incentive guidelines.

Eligible Recruiting Officer

Date

New Jonesboro Police Department Employee

Date

ADMINISTRATIVE APPROVAL

Jonesboro Chief of Police or Designee

Date