

**CITY MANAGER'S EXECUTIVE ORDER NO. 18-001  
CITY OF DES MOINES**

**AN EXECUTIVE ORDER OF THE CITY MANAGER OF THE CITY OF DES MOINES** relating to a Police Officer Recruitment Hiring Incentive Program and a Police Officer Recruitment Locater Incentive Program. City Manager's Executive Order No. 17-001 is hereby superseded by City Manager's Executive Order No. 18-001.

**RECITALS**

**WHEREAS**, the City of Des Moines Police Department currently has four vacant Police Officer positions, and

**WHEREAS**, a backlog at the Washington State Law Enforcement Academy makes recruitment of Academy Certified Officers essential to filling the Department's needs, and

**WHEREAS**, the City of Des Moines has found it increasingly difficult to recruit qualified Police Officer candidates, and

**WHEREAS**, Police Departments in King County, the state of Washington and even nationally have experienced similar difficulty in recruiting qualified Police Officer candidates, and

**WHEREAS**, the City Manager is authorized by Des Moines Municipal Code 2.12.100 to promulgate personnel policies and regulations, and

**NOW, THEREFORE**, it is hereby **ORDERED** as follows:

(1) A **Police Officer Recruitment Hiring Incentive Program** is established effective June 28, 2018 and shall apply to Police Officer applicants who begin their employment with the City of Des Moines after June 28, 2018. The following program policies will apply:

(a) An applicant coming in as a Lateral Police Officer shall be paid a hiring incentive of \$10,000.00. The first \$5,000.00 of the incentive shall be paid to the Police Officer on his/her first regular paycheck. Following successful completion of the Police Officer's probationary period, the remaining \$5,000.00 of the hiring incentive shall be applied as compensation on his/her next regular paycheck. Compensation is subject to all applicable taxes, withholdings, and deductions as provided with current laws and benefit program policies. In addition, a newly-hired Lateral Police Officer shall receive 40 hours of vacation and 40 hours of sick leave upon hire. A Washington State Academy Certified applicant in who has not yet completed twelve (12) months of full-time employment as a commissioned law enforcement officer may be deemed a Lateral Police Officer for the purposes of this Executive Order when the City Manager determines that such action is necessary for effective law enforcement.

(b) An applicant coming in as an Academy Graduate Police Officer shall be paid a hiring incentive of \$2,000.00. The first \$1,000.00 of the incentive shall be paid to the Police Officer on his/her first regular paycheck. Following successful completion of the Police

Officer's probationary period, the remaining \$1,000.00 of the hiring incentive shall be applied as compensation on his/her next regular paycheck. Compensation is subject to all applicable taxes, withholdings, and deductions as provided with current laws and benefit program policies.

(c) An applicant coming in as an Entry Level Police Officer shall receive 40 hours of vacation upon hire as an incentive.

(d) The hiring incentive payment shall be contingent upon the written agreement by the Police Officer to remain employed with the City of Des Moines for a period of three years from date of hire. The written agreement shall provide that in the event the Police Officer is granted a Leave of Absence, the three-year time span will not be calculated to include any time out of service due to the approved Leave of Absence and shall provide further that, if the Police Officer voluntarily terminates his/her employment with the City during the three (3) year period, the Police Officer shall refund to the City a pro-rata amount of the second incentive payment received after successful completion of the officer's probationary period. The requirement for a refund of the hiring incentive shall not be applicable upon separation from service due to disability or injury that does not allow the officer to perform the essential functions of his/her position or cause.

(2) A Police Officer Recruitment Locator Incentive Program is established effective June 28, 2018. The following incentive amounts shall be paid to any active City of Des Moines employee, except the City Manager and the Chief of Police, who successfully recruits a Lateral Police Officer applicant who is hired and begins his/her employment with the City of Des Moines after June 28, 2018:

(a) \$2,000.00 shall be paid to an active City of Des Moines employee for recruitment of a Lateral Police Officer.

(b) The Police Officer Recruitment Locator Incentive reward shall be applied as compensation to the employee's next regular paycheck following completion of the recruited Police Officer's hiring process. Compensation is subject to all applicable taxes, withholdings, and deductions as provided with current laws and benefit program policies.

This Executive Order will be in effect until such time as Police Officer positions are no longer considered difficult to fill absent an Incentive Program.

**DATED** this 28th day of June, 2018.



Michael Matthias, City Manager  
City of Des Moines

APPROVED AS TO FORM:



Acting City Attorney

ATTEST:



City Clerk