



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 129	RECRUITMENT INCENTIVE	
	Effective: 9/19/2022	Commissioner Approval: 
	Authorities:	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions:	

129.100 INTRODUCTION

It is the responsibility of every department employee to assist in the recruitment of the most qualified individuals. This chapter sets forth guidance regarding the recruitment incentive program for individuals recruited and hired into the following job classes: State Trooper Recruit/State Trooper, Deputy Fire Marshal and Court Services Officer. Every employee is expected to consider it a part of his or her job to recruit and mentor qualified prospective candidates.

129.300 RECRUITMENT EFFORTS

Every State Trooper, Wildlife Trooper, Deputy Fire Marshal, Court Services Officer and/or VPSO is encouraged to formally recruit and mentor potential applicants and will utilize the following process to document such recruitment efforts.

- A. Recruit Candidate.** Upon contacting a citizen that is viewed as a potentially good recruit candidate, the recruiting employee will provide the citizen with a recruitment brochure or other documentation and will document the contact in the officer’s notebook. The information recorded in the notebook will include the person’s name, mailing address, and a contact telephone number. Recruitment brochures can be obtained by contacting the recruitment unit.
- B. Recruitment Documentation.** For each recruitment contact, an incident number will be drawn in ARMS using the following criteria:

Main Incident window:
Type: Non-reportable
Call code: Miscellaneous
Incident type: Miscellaneous
Status: Closed non-criminal
Summary: Summarize contact

Offenses/Activities tab:
 Add one entry using the activity “Recruitment” and indicate Location type.

Incident tabs:
Involve - Link the subject of the recruitment.
Current Officers - Link yourself as the Responsible officer and your unit as the Responsible Unit.
Tasks - If not already present, create, start, and complete an Appr NR task for the incident. Add a notification task and assign it to the Recruitment Notifications unit with Supervisory Approval Required and Initiator Approval Required boxes unchecked.

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Recruitment Unit personnel will monitor the Recruitment Notification unit daily and will follow up based on the information included with the incident.

C. *Mentoring documentation.* The employee must also make a significant effort to mentor and assist the candidate throughout the recruitment process and probationary period.

129.310 RECRUITMENT INCENTIVES

A. *Leave award.* The department recognizes that individual recruitment efforts by department employees are most effective. Employees covered under the Public Safety Employees Association (PSEA) collective bargaining agreement and members of the trooper command series (including the ranks of Lieutenant, Captain, and Major) are eligible to receive a leave incentive for proactively participating in recruiting efforts. Such employees who recruit a candidate that successfully completes all required academies shall have 30 hours of personal leave credited to their leave account. If the same candidate successfully completes their probationary period, the referring employee shall have an additional 30 hours of personal leave credited to their leave account.

B. *Mentoring Requirements.* Employees eligible for the leave award incentive cannot simply refer a candidate to the recruitment unit. The employee must make a significant effort to mentor and assist the candidate throughout the recruitment process and probationary period. In order to be eligible for the recruitment incentive leave, the employee must adhere to the following procedures.

129.600 PROCEDURES

The following procedures will determine eligibility for a leave incentive.

A. *Employee responsibilities.*

1. Employee must identify a viable candidate and complete the process described in 129.300 B above.
2. The recruitment supervisor will ensure a file is opened for the employee to document their recruitment effort, mentoring and/or assistance.
3. The employee must document each contact with the candidate and forward an e-mail to the recruitment unit. Efforts can include answering questions, explaining importance of being thorough with the application paperwork, describing the expectations at the academy, provide details about the department, mentoring efforts after graduation from the academy, and so on.
4. The recruitment unit supervisor will notify the recruiting officer if the candidate they recruited graduates from the academy and completes their probationary period.
5. The recruitment unit supervisor will obtain documentation from the candidate supporting the fact that the recruiting officer contributed to their successful graduation from the academy and completion of their probationary period.

B. *Recruitment Unit Supervisor responsibilities.* The Recruitment Supervisor will review the file containing all efforts made by the employee and determine if an award is warranted.

The Recruitment Supervisor will take into consideration the document supplied by the candidate as well as documentation contained in the file that demonstrates:

1. Commitment by the employee towards the success of the candidate.
2. Consistency of the employee in aiding or mentoring the candidate.
3. The quality of contacts of the employee with the candidate.
4. The quantity of contacts of the employee with the candidate.