



## CITY COUNCIL STAFF REPORT

DATE: January 18, 2017 Consent

SUBJECT: APPROVE EXTENSION TO THE RECRUITMENT BONUS PROGRAM  
FOR HIRING LATERAL POLICE OFFICERS

FROM: David H. Ready, City Manager

BY: Department of Human Resources

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### SUMMARY:

Palm Springs, like many other municipalities, is experiencing a diminished pool of well-qualified "lateral candidates" for Police Officer positions. An extension of the current Recruitment Bonus Program for hiring Lateral Police Officers to include an additional ten (10) Officers, would allow the City to continue to effectively compete for these limited candidates and in turn fill vacancies more quickly and efficiently.

### RECOMMENDATION:

1. Adopt Resolution No. \_\_\_\_\_, an extension to the Recruitment Bonus Program for Hiring Lateral Police Officers.
2. Authorize The City Manager to execute all necessary documents.

### STAFF ANALYSIS:

Palm Springs, like many other municipalities, is experiencing a diminished pool of well-qualified "lateral candidates" for Police Officer positions.

The Recruitment Bonus Program approved by Council in November 2015 has allowed the City to offer a sign-on bonus of \$10,000 per candidate for up to ten (10) Lateral Police Officer positions that complete a minimum of three (3) years of service. Under the Recruitment Bonus Program, the City also offered a referral bonus of \$1500 to an active employee who referred one of the Lateral candidates. To date the City has successfully hired eight (8) Lateral Police Officers under the program.


Staff recommends an extension of only the sign-on bonus portion of the Recruitment Bonus Program to include an additional ten (10) Lateral Police Officers, which will

ITEM NO. 1.C.

continue to provide the important incentive to attract more well-qualified lateral candidates to our City in this highly competitive market.

FISCAL IMPACT

This action will result in a maximum total fiscal impact of \$100,000. Current FY budget will not be affected as the cost per hired Officer is currently in the Department budget and subsequent FY budgets will be planned accordingly to cover cost.

  
\_\_\_\_\_  
Perry Madison  
Director of Human Resources

  
\_\_\_\_\_  
David H. Ready, City Manager

Attachment:

1. Proposed Resolution
2. Resolution No. 23934 adopted on Nov 4, 2015
3. November 4, 2015 Staff Report

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
PALM SPRINGS, CALIFORNIA, APPROVING AN  
EXTENSION TO THE RECRUITMENT BONUS PROGRAM  
FOR HIRING LATERAL POLICE OFFICERS.

WHEREAS, the City adopted the Recruitment Sign on Bonus Program for Hiring later Police Officers on November 4, 2015, Resolution No. 23934, to hire up to ten (10) Lateral Police Officers; and

WHEREAS, the City would like to maintain this incentive to continue to attract more well-qualified lateral officers in this highly competitive market; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF PALM SPRINGS DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The extension to the Recruitment Sign on Bonus portion of the Program for Hiring Lateral Police Officers approved on November 4, 2015 to include an additional ten (10) positions, is hereby approved.

Section 2. The City Manager is hereby authorized to execute documents necessary to effectuate the actions, including employee agreements and any amendments thereto, as approved by the City Attorney.

Section 3. This Resolution is effective upon adoption and will terminate after twenty (20) positions are filled or until the City Manager terminates the program.

ADOPTED THIS 18th day of January, 2017.

\_\_\_\_\_  
David H. Ready, City Manager

ATTEST:

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Kathleen D. Hart, Interim City Clerk

CERTIFICATION

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss.  
CITY OF PALM SPRINGS )

I, KATHLEEN D. HART, Interim City Clerk of the City of Palm Springs, hereby certify that Resolution No. \_\_\_\_\_ is a full, true and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Springs on \_\_\_\_\_, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Kathleen D. Hart, Interim City Clerk

RESOLUTION NO. 23934

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, APPROVING A RECRUITMENT BONUS PROGRAM FOR HIRING LATERAL POLICE OFFICERS.

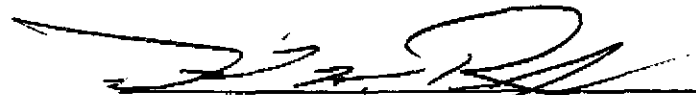
NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF PALM SPRINGS DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Recruitment Bonus Program for Hiring Lateral Police Officers attached to Resolution as Exhibit A, is hereby approved. The Recruitment Bonus Program for Hiring Lateral Police Officers will apply to those qualified applications received after the effective date of the resolution.

SECTION 2. The City Manager is hereby authorized to execute documents necessary to effectuate the actions, including employee agreements and any amendments thereto, as approved by the City Attorney.

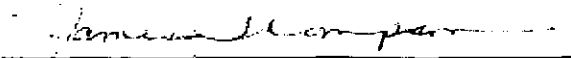
SECTION 3. This Resolution is effective upon adoption and the Recruitment Bonus Program for Hiring Lateral Police Officers is in effect until ten (10) positions are filled or until the City Manager terminates the program.

ADOPTED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2015.



David H. Ready, City Manager

ATTEST:



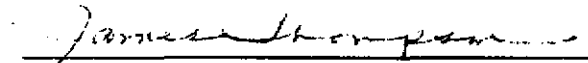
James Thompson, City Clerk

CERTIFICATION

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss.  
CITY OF PALM SPRINGS )

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, hereby certify that Resolution No. 23934 is a full, true and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Springs on the 4<sup>th</sup> day of November, 2015, by the following vote:

AYES: Councilmember Foat, Councilmember Hutcheson, Councilman Mills,  
Mayor Pro Tem Lewin, and Mayor Pougnet.  
NOES: None.  
ABSENT: None.  
ABSTAIN: None.

  
\_\_\_\_\_  
James Thompson, City Clerk  
City of Palm Springs, California 11/17/2015



**City of Palm Springs**  
**Recruitment Bonus Program for Hiring Lateral Police Officers**

- A. The Recruitment Bonus Program for hiring Lateral Police Officers would be in effect until ten (10) positions are filled or until the program is terminated by the City Manager. The program will consist of a sign-on bonus program and a referral program.
- B. Sign-on Bonus Program
- a. A full-time new employee hired as a Lateral Police Officer who has not worked for the City of Palm Springs within the last three (3) years will be eligible to receive a one-time sign-on bonus in the amount of ten thousand dollars (\$10,000).
  - b. The one-time sign-on bonus will be paid as follows:
    - 30% paid upon successful completion of thirty (30) days of employment; and
    - 30% paid upon successful completion of twelve (12) months of employment; and
    - 40% paid upon successful completion of the probationary period
  - c. The sign-on bonus is not considered "salary" and shall not be included for purposes of retirement benefit calculations or salary increases. The sign-on bonus amount will be subject to federal and state tax withholdings as bonus earnings.
  - d. Payment of the sign-on bonus is contingent upon:
    - Employee must be actively employed at the time of any payment; and
    - Employee must be in good standing and not on any form of unsatisfactory performance rating or discipline; and
    - Employee must have fully executed a written service agreement agreeing to repay the bonus under specified terms (see sample Agreement Appendix A).
- C. Referral Program
- a. An employee who refers a new applicant (not previously employed with the City within the last three (3) years) to the position of Lateral Police Officer shall be eligible to receive a referral bonus of \$1,500. The referral bonus shall be paid as follows:
    - \$750 after successful completion of thirty (30) days of employment of the applicant; and
    - \$750 upon successful completion of the probationary period of the applicant.
  - b. To qualify, the lateral officer applicant must include on the initial application of employment the name of the referring employee. Employees engaged in recruitment activities or hiring of lateral police officers at any stage of the recruitment process are not eligible for the referral bonus including, but not limited to, Human Resources staff, Police Personnel and Training staff, City Department Heads, Selection Panel Members, and Hiring Managers.
  - c. The referral bonus is not considered "salary" and shall not be included for purposes of retirement benefit calculations or salary increases. The referral bonus amount will be subject to federal and state tax withholdings as bonus earnings.



## City Council Staff Report

DATE: November 4, 2015 New Business

SUBJECT: RECRUITMENT BONUS PROGRAM FOR LATERAL POLICE OFFICERS

FROM: David H. Ready, City Manager

BY: Human Resources

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### SUMMARY

The City of Palm Springs prides itself on the high standards it has for its employees and its Police force. As such, our goal for hiring Police Officers is and has always been to hire not merely enough people but the right people. Palm Springs, like many other municipalities, is experiencing a diminished pool of well-qualified candidates, often referred to as "lateral candidates," for Police Officer positions and staff recommends the implementation of a Recruitment Bonus Program for hiring Lateral Police Officers.

### RECOMMENDATION:

1. Adopt Resolution No. \_\_\_\_\_, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, APPROVING A RECRUITMENT BONUS PROGRAM FOR HIRING LATERAL POLICE OFFICERS."
2. Authorize the City Manager to execute documents necessary to effectuate the actions, including employee agreements and any amendments thereto, as approved by the City Attorney.
3. Approve upon adoption of the Resolution the Recruitment Bonus Program for Hiring Lateral Police Officers is in effect until ten (10) positions are filled or until the City Manager terminates the program.

### STAFF ANALYSIS:

The City of Palm Springs prides itself on the high standards it has for its employees and its Police force. As such, our goal for hiring Police Officers is and has always been to hire not merely enough people but the right people. Palm Springs, like many other



municipalities, is experiencing a diminished pool of well-qualified candidates, often referred to as "lateral candidates," for Police Officer positions.

The City of Palm Springs is not the only municipality in the region that is finding it difficult to find well-qualified candidates to fill vacant Police Officer positions. In fact, a majority of California municipalities and government agencies are actively recruiting for police officers and are in competition with each other to hire the top candidates. Additionally, changes to pension and other benefits, in recent years, have impacted police agencies' ability to attract Lateral Police Officers.

Historically, the City has not had a difficult time filling Police Officer positions. The City has an established reputation for providing first-rate community focused law enforcement services and excellent working conditions. As conditions have become more competitive, factors such as geographic accessibility, cost of living, and work life balance influence attracting top candidates. While Palm Springs continues to be a marquee City in Southern California with high respect and integrity in partnership with the community, our ability to attract top quality candidates in this highly competitive market has become more challenging.

The City has had a strong history of supporting and training new Police Officers through the traditional police academy process. This program has been supplemented by hiring well-qualified Lateral Police Officers, as it takes approximately eighteen (18) months before a new police trainee is ready for independent policing. As our service retirement numbers have increased and we plan for a number of upcoming vacancies, the City realizes the need to address the concern of recruiting well-qualified Police Officers before it becomes critical.

As the City's goal of placing well-qualified Police Officers on the street and help close the recruitment gap, staff proposes a Recruitment Bonus Program for hiring up to ten (10) Lateral Police Officer positions for Council consideration:

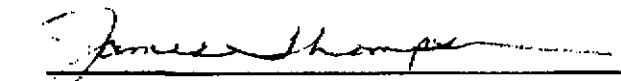
- **Sign-on Bonus Program** - The City would offer new Lateral Police Officers a \$10,000 sign-on bonus to be paid over the term of the probationary period for a commitment of a minimum of three (3) years of service. This bonus would serve to improve the City's effectiveness and help to attract more well-qualified lateral candidates.
- **Referral Program** - One of our best resources for attracting new employees is our current employees. The City would offer a referral bonus of \$1500 to an active employee who refers a Lateral Police Officer candidate who is selected for employment. This program would assist with recruitment efforts by word of mouth advertising to help fill Lateral Police Officer positions.

The intent of the Recruitment Bonus Program would be to assist in filling as many of the City's Police Officer vacancies as efficiently as possible. This initiative will enhance efforts to deploy officers more rapidly which will continue to ensure public safety and quality of life in line with the Police Department's mission in providing professional, ethical, and courteous service to all.

FISCAL IMPACT

This action will result in a maximum total fiscal impact of \$150,000.

  
Perry Madison  
Director of Human Resources

  
James Thompson  
Chief of Staff/City Clerk

  
David H. Ready, City Manager

Attachment: Resolution