



PRESS RELEASE

RE. PERSONNEL COMMITTEE MEETING

March 10, 2026

5:00 pm

City Hall 1st floor conference room

AGENDA

Employee Referral Program for the Police Department

Russellville Police Department

Rules and Regulations

Subject:	Effective Date	Number
Officer Referral Program		
<p><i>This policy is for internal use only and does not enlarge an employees' civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>		
References:		
Rescinds/ Replaces	Review Date	Issuing Authority
N/A		Chief David Ewing

- I. **Purpose:** The purpose of this program is to incentivize employees to recruit high-quality candidates for sworn positions.

- II. **Policy:** It is the policy of the Russellville Police Department to provide guidelines for the Officer Referral Program. This policy applies to all full time/ part time employees of the Russellville Police Department, except as noted in the "Exclusions" section.

- III. **Definitions**

Recruitment Incentive: A cash incentive paid pursuant to this policy to current Russellville Police Department employees who refer an outside person for employment in an eligible position.

Police Officer Recruit: An applicant that has no prior law enforcement experience or does not possess a law enforcement certification recognized by the Arkansas Department of Law Enforcement Standards and Training.

Certified Police Officer: An applicant that has prior law enforcement experience and holds a law enforcement certification with/ or is recognized by the Arkansas Department of Law Enforcement Standards and Training (ADLEST). An applicant that has graduated from an approved ADLEST academy but has not received certification may be considered, on a case by case basis, a certified police officer for purposes of this policy.

IV. Officer Referral Guidelines

A. For a current member to be eligible for the recruitment incentive, the applicant must be hired for the position of police officer.

B. Amount of Incentive

1. The recruitment incentive is currently \$500 (gross) paid for every newly hired police recruit applicant.
2. The recruitment incentive is currently \$1,000 (gross) paid for every new hired certified police officer.

C. Eligibility & Exceptions

1. All employees of the Russellville Police Department are eligible for this program with the following exceptions:
 - a) Command Staff personnel
 - b) Public Information Officer
 - c) Anyone directly involved in the hiring process
 - d) Rehired/ reinstated police officers are not eligible to initiate a bonus to the referring employee.

V. Procedures

A. For eligible positions, the applicant must select "Yes" to the question "Were you referred by a Russellville Police Department employee" on their initial application and enter the employee's name in the appropriate box.

B. Commanders will monitor the applicant's progress and issue incentives as applicable.

C. If any employee, who may be part of the normal hiring process, refers a potential candidate:

1. Commanders will be made aware of the potential conflict of interest.
2. Commanders will ensure that the referring employee is not assigned to any part of the applicant's hiring process.
3. The referring employee will agree to not ask any questions of those involved in the Applicant's hiring process and make no attempts to influence decisions regarding the referred applicant.

4. If the referring employee does interject in the hiring process, the referring employee will forfeit the recruiting incentive.

VI. Recruitment Incentive Payment

- A. When a Police Officer Recruit successfully graduates from a ADLEST approved training academy and begins the Field Training Program, the referring employee is eligible for the incentive payment.
- B. When a Certified Police Officer successfully completes 90 days after his first patrol assignment, the referring employee is eligible for the incentive payment. For purpose of this policy, the first patrol assignment is the first day that the certified officer starts the formal field training program with daily observation reports.
- C. Once the above conditions are met, a request from the Chief of Police will be forwarded to the Finance Department for payment to the referring employee.
- D. Mandatory Employment: Both the referrer and the new hire must be active employees at the time of payout.

VII. Multiple Referrals

- A. If two or more current employees are listed on the application, the incentive payment will be shared evenly between them.