

PASADENA POLICE DEPARTMENT

Inter-Office Correspondence



To: All City of Pasadena Employees

Date: November 2, 2022

From: J.A. Bruegger, Chief of Police

Subject: Police Service Officer (PSO) Referral Bonus for Eligible City Employees

How would you like to earn \$1,000 to help the Pasadena Police Department? Do you know someone that would like to earn a \$5,000 sign-on bonus? We need your help in recruiting qualified Police Service Officers!

Nationwide, law enforcement agencies are having difficulty recruiting qualified Police Service Officers (PSO), which serve as civilian dispatchers/telecommunicators and jailers. PSOs are often citizens' first point of contact with the police department through 9-1-1 and non-emergency calls and play a critical role in the safety of officers while dispatching and obtaining critical information during emergencies. Jailers are important for the safety and security of inmates housed in the jail.

On November 1, 2022, Pasadena City Council Pasadena passed a "Police Service Officer Referral Bonus Payment" ordinance. This ordinance provides a \$1,000 discretionary referral bonus payment to current, eligible City of Pasadena Employees when they refer a PSO applicant, who is subsequently hired as a PSO.

Referring employees will be paid \$500, less all required taxes, withholding, etc. in the next regular, full-two-week payroll cycle following the referred PSO's first day of employment and the second \$500 payment, less required deductions and withholdings, will be paid on the payroll cycle following the referred PSO completing the City's one-year probationary period or awarding of a TCOLE Basic Telecommunicator's License, whichever is later.

Recruitment by eligible employees is limited to after-hours solicitation of friends, relatives, neighbors, and acquaintances.

To be considered and eligible for payment under this ordinance, the Police Service Officer (PSO) applicant shall identify the referring employee in the designated spot, upon initial application. No change can be made to the referring employee designated box once the application is submitted by the PSO applicant. Attached are screen shots of the designated location, and correct selections on the application to identify the referring employee.

Additionally, PSO applicants, who are hired as PSOs after November 1, 2022, could be eligible for a \$5,000 discretionary sign-on bonus!

For further information, on either of these programs, contact PSO Supervisor Raul Adame at 713-475-4824.

Attached are:

- Police Service Officer (PSO) Referral Bonus Payment Policy, which identifies eligible employees and all of the guidelines
- PSO recruiting flyer
- Screen shots of the application where the referring employee shall be identified
- Police Service Officer (PSO) \$5,000 Sign-On Bonus Agreement



J.A. Bruegger
Chief of Police

“EXHIBIT A”

CITY OF PASADENA POLICE DEPARTMENT POLICE SERVICE OFFICER (PSO) REFERRAL BONUS PAYMENT POLICY

Purpose

The City desires to increase the number and quality of Pasadena Police Department Police Service Officers (PSO) to ultimately serve as Pasadena Police Department telecommunicators and jailers.

Eligibility and Qualifications

1. Participation is strictly voluntary
2. Only currently employed City of Pasadena employees are eligible to be paid a referral bonus payment
3. Employees who primarily engage in employment recruiting activities for the City of Pasadena are **not** eligible to receive referral bonus payments, which includes, but is not limited to:
 - Employees assigned to the Pasadena Police Department’s Personnel and Training Division or those employees that are assigned to recruit on their behalf
 - Employees assigned to the Police Service Officer (PSO) Command who engage in City of Pasadena sanctioned recruiting efforts by attending job fairs, presenting at secondary and post-secondary education programs, etc.
 - City of Pasadena Human Resources Department Employees
 - City of Pasadena Department Heads
 - City of Pasadena Elected Officials
 - City of Pasadena employees who spend significant time engaged in recruiting efforts
4. Recruitment by eligible employees is limited to after-hours solicitation of friends, relatives, neighbors, and acquaintances
5. The Police Service Officer (PSO) applicant shall identify the referring employee in the designated spot, upon **initial** application, for the employee to be eligible for the referral bonus payment. No change can be made to the referring employee designated box once the application is submitted by the PSO candidate.
6. The referring employee shall complete the “Police Service Officer (PSO) Referral Bonus Payment” form, attesting that he/she is the referring employee and complied with this

policy. The completed form shall be submitted to Human Resources for approval, and will be routed to the appropriate City department for payment under the terms of this policy.

7. Only one eligible employee can receive a referral bonus payment. There can be no “splitting” of this payment by Payroll.
8. A Police Service Officer (PSO) is not eligible for this Police Service Officer (PSO) Referral Bonus Payment if he/she was employed by the City of Pasadena as a Police Service Officer (PSO), jailer, telecommunicator, dispatcher, or other similar job as of September 26, 2022.
9. Under no circumstance shall an employee be paid both a Police Service Officer (PSO) Referral Bonus and Hiring Incentive.
10. 10. Under no circumstance will a PSO Referral Bonus be paid for a Police Service Officer (PSO) who applied after November 2, 2022, and later reapplies without the initial application being first rejected.

Payment and Consideration

The referring Employee will be paid a gross total sum of one thousand dollars (\$1,000.00), less all required taxes, withholding, etc., as a discretionary referral bonus. The first gross payment in the amount of five hundred dollars (\$500.00), less all required taxes, withholding, etc., will be processed in the referring Employee’s next regular, full two-week payroll cycle following the referred Police Service Officer’s (PSO) first day of employment with the City of Pasadena as a PSO.

The remaining gross five hundred dollars (\$500.00), less all required taxes, withholding, etc., will be paid in the referring Employee’s two-week payroll cycle following the referred Police Service Officer (PSO) successfully completing the City’s one-year probationary as a PSO or the awarding of the Employee’s Texas Commission on Law Enforcement (TCOLE) Basic Telecommunicator’s License as a PSO, whichever is later.

These payments are being made as a discretionary referral bonus to encourage the recruiting of quality Police Service Officer (PSO) applicants by current, eligible, City of Pasadena employees. The City of Pasadena retains the sole discretion as to the fact of the payment, the amount of payment, and as to the timing of the payment.

These payments are subject to all applicable taxes, withholdings, and deductions as provided by law and in accordance with City policies and practices.

Miscellaneous

The Director of Human Resources shall make the final decision as to whether a current City of Pasadena employee is eligible to receive the referral bonus payment, and that decision shall be final and non-appealable to any City department, inclusive of the Mayor's Office, City Council, and/or any court of law.

09-26-2022

“EXHIBIT A”

CITY OF PASADENA POLICE DEPARTMENT POLICE SERVICE OFFICER (PSO) HIRING INCENTIVE AGREEMENT

Parties

1. The parties to this Police Service Officer (PSO) Hiring Incentive Agreement (the “Agreement”) are the City of Pasadena (“the City”) and _____ (“Employee”).

Purpose

2. The City desires to increase the number and quality of Pasadena Police Department Police Service Officers (PSO) to ultimately serve as Pasadena Police Department telecommunicators and jailers.

Qualifications

3. The City is agreeing to pay a gross hiring incentive in the amount of five thousand dollars (\$5,000.00) to newly hired police service officers (PSO), as described above, who agree to the other terms and conditions of this Agreement.

A Police Service Officer (PSO) is not eligible for this Police Service Officer (PSO) Hiring Incentive Policy pay if he/she was employed by the City of Pasadena as a Police Service Officer (PSO), jailer, telecommunicator, dispatcher, or other similar job as of September 26, 2022.

Under no circumstances shall an Employee, unless assigned to the Pasadena Police Department as a Police Service Officer (PSO) under this agreement receive any Police Service Officer (PSO) Hiring Incentive Program pay.

Payment and Consideration

4. Employee will be paid a gross total sum of five thousand dollars (\$5,000.00), less all required taxes, withholding, etc., as a hiring bonus incentive. The first gross payment in the amount of two thousand five hundred dollars (\$2,500.00), less all required taxes, withholding, etc., will be processed in the Employee’s first regular, full two-week payroll cycle following the submission of this completed agreement.

The remaining gross two thousand five hundred dollars (\$2,500.00), less all required taxes, withholding, etc., will be paid in the Employee’s two-week payroll cycle following the employee successfully completing the City’s one-year probationary or the awarding of the Employee’s Texas Commission on Law Enforcement (TCOLE) Basic Telecommunicator’s License, whichever is later. These payments are being made as an inducement to Employee accepting appointment to the position of Police Service Officer (PSO) with the City of Pasadena Police Department and fulfilling the requirements and obligations of this Agreement.

These payments are subject to all applicable taxes, withholdings, and deductions as provided by law and in accordance with City policies and practices.

Miscellaneous

5. This agreement is a hiring incentive (signing bonus) and not an employment contract. Employment with the City of Pasadena is At-Will.

6. This document contains the entire agreement between the parties relating to its subject. No officer or employee of the City is authorized to modify this agreement or waive any performance hereunder.

Executed in duplicate originals this ____ day of _____, 202__.

By: _____
Police Chief

Employee

Applying for Police Service Officer I - Telecommunicator/Detention Officer - Close Date: 20-Nov-2022

✓ Instructions

✓ Resume

Voluntary Disclosure

Source

Submit Application

Source

How did you hear about this position?*

If Employee or Other, please describe:

-- Select a Source Type--

-- Select a Source Type--

Company Website

Job Board (e.g., Indeed & Glassdoor)

Referral

School (e.g., College Board)

Search Engine (e.g., Google & Bing)

Social Media (e.g., Twitter & Facebook)

Other

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Proceed to Next Step >

- ✓ Instructions
- Job Questions
- ✓ Resume
- Voluntary Disclosure

Source

Submit Application

Source

How did you hear about this position?*

Referral ✓

Employee Referral ✓

If Employee or Other, please describe:



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Proceed to Next Step →

JOIN OUR TEAM!

NOW HIRING TELECOMMUNICATOR/DETENTION OFFICERS

Starting Salary - \$42,494

- 10 Days Vacation Per Year, Starting
- 15 Days Sick Leave Per Year
- 12 Paid Holidays
- 15 Days Paid Military Leave Per Year
- Health, Dental and Life Insurance
- TMRS Retirement 2:1 Matching
- Tuition Reimbursement

APPLY NOW



Requirements/Qualifications

- You must be a U.S. Citizen
- You must have a valid driver's license
- You must be at least 18 years of age
- At the time of application, you must either have a High School Diploma or a G.E.D.
- You must demonstrate keyboard proficiency and type at least 25 W.P.M.
- You must be able to communicate in English (Verbally and in writing)
- Applicants must pass the entry-level telecommunication exam (Criticall)
- You must be able to complete the physical requirements of the position
- You must pass a background check
- You must be available to work shiftwork, weekends, and holidays



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