

**AN EXECUTIVE ORDER OF THE CITY MANAGER OF THE  
CITY OF DES MOINES  
EXECUTIVE ORDER NO. 24-001**

Relating to a Police Officer Recruitment Hiring Incentive Program and a Police Officer Recruitment Locator Incentive Program. Previous City Manager's Executive Orders relating to a Police Officer Recruitment Hiring Incentive Program and a Police Officer Recruitment Locator Incentive Program are hereby superseded by this Order.

**RECITALS**

**WHEREAS**, the City of Des Moines Police Department currently is facing unprecedented staffing shortages due to staff attrition and a tight labor market for law enforcement professionals, 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

**WHEREAS**, the City Manager previously implemented a Hiring Incentive Program, however, in order to compete with Police Departments in the area due to a tighter labor market, the incentives now must be increased, and

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

- (1) A **Police Officer Recruitment Hiring Incentive Program** is established effective February 16, 2024 and shall apply to Police Officer applicants who begin their employment with the City of Des Moines after February 16, 2024. The following program policies will apply:
  - (a) An applicant coming in as a **Lateral Police Officer** (as defined by the City of Des Moines Civil Service Rules and Regulations) shall be paid a hiring incentive of \$40,000.00. The first \$10,000.00 of the incentive shall be paid to the Police Officer on their first regular paycheck. The second \$15,000.00 of the incentive shall be paid to the Police Officer after (6) months of satisfactory performance. Following the successful completion of the Police Officer's probationary period, the remaining \$15,000.00 of the hiring incentive shall be paid to the Police Officer on their 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 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** (as defined by the City of Des Moines Civil Service Rules and Regulations) shall be paid a hiring incentive of \$5,000.00. The first \$2,500.00 of the incentive shall be paid to the Police Officer on their first regular paycheck. The second \$1250.00 of the incentive shall be paid to the Police Officer after six (6) months of satisfactory performance. Following the successful completion of the Police Officer's probationary period, the remaining \$1250.00 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 Academy Graduate Police Officer shall receive (40) hours of vacation upon hire.

- (c) An applicant coming in as an **Entry Level Police Officer** (as defined by the City of Des Moines Civil Service Rules and Regulations) shall be paid a hiring incentive of \$3,000.00. The first \$1,000.00 of the incentive shall be paid to the Police Officer on their first regular paycheck. The second \$1,000.00 of the incentive shall be paid to the Police Officer on their next regular paycheck after passing the Day (1) exam as the Washington State Basic Law Enforcement Academy. Following successful completion of the Police Officer's probationary period, the remaining \$1,000.00 of the hiring incentive shall be paid to the Police Officer on their 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 Entry Level Police Officer shall receive (40) hours of vacation upon successful completion of the Washington State Basic Law Enforcement Academy.

- (2) 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 (3) 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 (3)-year time span will not be calculated to include any time out of service due to the approved Leave of Absence.
- (3) The Agreement shall also provide that, if the Police Officer voluntarily terminates their 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 and third incentive payment.
- (a) For a Lateral Police Officer, the second and third incentive payment is considered to be the \$30,000.00 payment made over two (2) installments.
  - (b) For an Academy Graduate Police Officer, the second and third incentive payment is considered to be \$2,500.00 payment made over two installments.
  - (c) For an Entry Level Police Officer, the second and third incentive payment is considered to be the \$2,000.00 payment made over two (2) installments.
- (4) The requirement for a refund of the hiring incentive shall not be applicable upon separation

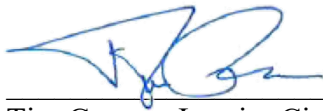
from service due to disability or injury that does not allow the officer to perform the essential functions of his/her position or cause.

(5) **A Police Officer Recruitment Locator Incentive Program** was established effective June 28, 2018 and remains in effect. The following incentive amounts shall be paid to any active City of Des Moines employee, except the City Manager, Chief of Police, or any member of the Des Moines Police Department assigned as a “Recruiter” who successfully recruits a Lateral Police Officer applicant who is hired and begins their employment with the City of Des Moines after February 16, 2024:

- (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 as determined by the City Manager.

**DATED** this 23 day of February 2024.



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Tim George, Interim City Manager

**ATTEST:**



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Jania Keane  
City Clerk

**APPROVED AS TO FORM:**

/s/ Matthew Hutchins  
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Acting City Attorney