


**ADMINISTRATIVE REGULATION**  
**Police Hiring Incentive Program**  
**(Sign-on Bonus)**

Number: AR 2014-041  
Eff. Date: 7/1/12  
Supersedes: AR2007-22  
Date: 11/18/14  
City Manager's Approval: 

**SECTION 1. PURPOSE AND POLICY**

The purpose of the Hiring Incentive Program is to provide the City with additional recruitment tools to attract qualified candidates for specific classifications that are deemed "difficult to recruit." The primary class where recruitment has become difficult is that of public safety or the police department. "Difficult to recruit" class is further defined as a position(s) that are highly competitive in the labor market due to certifications, and/or those classes in which there is a high turnover which significantly complicates the City's efforts to recruit.

**SECTION 2. PROCEDURES**

The City of Aztec agrees to pay a Sign on Bonus as follows:

- **Entry level:** \$1,000.00 upon successful completion of training and becoming a New Mexico Certified Officer plus \$2,000.00 in 2 years after Certification is completed. Total Sign On Bonus = \$3,000.00
- **Out of State Certified Officers:** \$2,000.00 upon completion of "Cert by Waiver" Course and become a New Mexico Certified Officer plus \$2,000.00 in 2 years when contract is completed. Total Sign On Bonus = \$4,000.00
- **In-State Certified no experience:** \$2,000.00 when hired plus \$2,000.00 in 2 years when contract is completed. Total Sign On Bonus = \$4,000.00
- **New Mexico Certified with experience:** \$3,000.00 when hired plus \$2,000.00 in 2 years when contract is completed. Total Sign On Bonus = \$5,000.00

**SECTION 3. DEFINITIONS**

- **Experience:** Completion of FTO Program and officer on their own for at least 6 months. The officer should have successfully completed the probation period with the agency.

**SECTION 3. ACTION NECESSARY**

This document shall be signed by the officer upon receiving an offer of employment with the Aztec Police Department as to provide full disclosure of the Sign-on-Bonus.

**ADMINISTRATIVE REGULATION  
Police Hiring Incentive Program  
Sign on Bonus**

\_\_\_\_\_  
(Date of Receipt)

I \_\_\_\_\_ am in receipt of the Administrative Regulation entitled Police Hiring Incentive Program, Sign on Bonus.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Date Received: \_\_\_\_\_

HR Representative: \_\_\_\_\_