

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only  
(X) Action

FROM (DEPT/ DIVISION): UCSO Administration

PROGRAM:

SUBJECT: Request for adjustments to Signing Bonus Program, Sheriff's Office

<p><b>Background:</b></p> <p>In order to enhance our recruiting efforts for certified police officers, corrections officers, and dispatchers, we are requesting to increase the signing bonus amounts in our Signing Bonus Program.</p> <p>The adjusted amounts, and the requirements and provisions of the program are listed in the attached document.</p>	<p><b><u>ACTION REQUESTED:</u></b></p> <p>Approve adjustments to recruitment incentives effective May 4, 2022.</p>
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ATTACHMENTS: Proposed Agreement

Date: (02/02/2022)

Submitted By: (Undersheriff Jim Littlefield)

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Exec. Asst.
- ( ) Dept. Head (copy)
- ( ) Human Resources (copy)
- ( ) Budget (copy)
- ( ) Fiscal
- ( ) Legal (copy)
- ( ) (Other - List:)

To be notified of Meeting:  
-Sheriff Terry Rowan, Undersheriff Jim Littlefield

Needed at Meeting:  
-Sheriff Terry Rowan, Undersheriff Jim Littlefield

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Scheduled for meeting on: May 4, 2022

Action taken:

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Follow-up:

**SIGNING BONUS:** A maximum, one-time hiring bonus of up to \$10,000 will be offered to certified, experienced Police Officers, Corrections Officers, and EMD/Telecommunicators hired for the positions with the Umatilla County Sheriff's Office upon successful completion of all hiring contingencies, including background check and drug screen for these safety sensitive positions. Qualified applicants must; be either currently DPSST certified, or possess the equivalent level of police certification from another state; must be in good standing with DPSST, or their state's certification board, and their current employer. The incentive is offered for a limited time only. Former Umatilla County employees, who have previously received a signing bonus, are not eligible for this bonus.

The incentives are offered in the following manner:

**\$6,000** for DPSST Basic Certificate,

**\$8,000** for DPSST Intermediate Certificate,

**\$10,000** for DPSST Advanced Certificate,

and are payable as follows: one half (1/2) of the applicable bonus paid in the employee's first regular pay check, one half (1/2) paid at successful completion of the Umatilla County Sheriff's Office's Field Training Program and the applicable probationary period. Bonus is conditioned on remaining employed with the Umatilla County Sheriff's Office in this position for a period of not less than twenty-four (24) months, and repayment will be required if the employee leaves the position voluntarily within that time period.

**Signing Bonus Agreement:**

I, \_\_\_\_\_, hereby acknowledge that as a condition of my receiving the signing bonus of \$\_\_\_\_\_, as outlined above, I agree and covenant that I meet all of the certification requirements, and I will remain employed with the Umatilla County Sheriff's Office in this position for a period of not less than twenty-four (24) months. I further agree that if I leave this position voluntarily, I shall pay Umatilla County in full for the bonus I received within 30 days. Should I not voluntarily tender such repayment promptly upon leaving Umatilla County's employment, I understand that the County may take legal action to collect this debt. I agree that I shall be responsible for any court costs, filing fees, attorney fees, etc. incurred to collect this debt from me. I also realize that this Agreement does not obligate the County in any manner to train me, or thereafter, to continue my employment. Umatilla County HR may be willing to entertain acceptable payment arraignments which will be subject to a \$5.00 per day late fee. Late fees continue to accumulate for partial payments.

Employee (Printed Name) \_\_\_\_\_

Employee (Signature) \_\_\_\_\_

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