



KANSAS CITY, MO POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

06-29-2016

EFFECTIVE DATE

06-29-2016

NO.

407-4

SUBJECT

Policy Series 400: Compensation
407 – College Incentive Program

AMENDS

REFERENCE

RSMo 84.510

RESCINDS

PPBM: 407-3

***I. INTRODUCTION**

RSMo 84.510 (7) grants the Board of Police Commissioners the authority to effect programs to provide additional compensation for successful completion of academic work at an accredited college or university. No credit will be given nor deductions made from these payments for the purpose of retirement benefits.

***II. POLICY**

The department has established a college incentive program for all members who have successfully completed their probationary period. The following amounts will be awarded for successful completion of academic work at an accredited college or university:

- A. Associate Degree or a minimum of sixty hours - \$50 per month.
- B. Bachelor's Degree - \$75 per month.
- C. Master's Degree, Ph.D., or Doctorate - \$100 per month.
- *D. A new request Form 404 P.D. and transcripts must be submitted each time a member's academic standing changes, such as acquiring a higher degree
- E. College incentive pay will be subject to normal tax deductions.

III. PROCEDURE

- A. To request college incentive pay, the member will:
 - 1. Complete the top half of the College Incentive Program Participation Request, Form 404 P.D.
 - 2. Submit an official transcript and Form 404 P.D. to the College Coordinator in the Human Resources Division (HRD).
 - 3. Members may request that the college/university forward an official transcript directly to the College Coordinator.

B. The College Coordinator will:

1. Verify the information on the request with transcript(s), correct any inaccuracies, and include any omitted information before approving.
- *2. Forward all documentation through the chain of command to the HRD Director, who will make the final determination of the member's eligibility.
3. Maintain accurate records of a member's academic standing based on information received from the members.
4. Audit the College Incentive Program for accuracy and completeness on a quarterly basis.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 2016.

Michael Rader
Board President

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