



KANSAS CITY, MO POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

07-20-11

EFFECTIVE DATE

07-25-11

NO.

407-3

SUBJECT

Policy Series 400: Compensation
407 – College Incentive Program

AMENDS

REFERENCE

RSMo 84.510

RESCINDS

PPBM: 407-2

I. INTRODUCTION

RSMo 84.510 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. However, this compensation shall not:

- A. Exceed 5 percent of the employee's annual base compensation.
- B. Be credited or deductions made for the purpose of retirement benefits.

***II. POLICY**

The department has established a college incentive program for sworn members, who have obtained the rank of permanent police officer, and non-sworn members, who have successfully completed their probationary period, to be awarded the following amounts 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. Baccalaureate Degree - \$75 per month.
- C. Master's Degree, Specialist's Degree, or Doctorate - \$100 per month.

College incentive pay will be subject to normal tax deductions.

III. PROCEDURE

- A. To request college incentive pay, a member will:
 - 1. Complete the top half of the College Incentive Program Participation Request, Form 404 P.D., and submit it to the College Coordinator, Employee Benefits Section.
 - * 2. Submit an official original transcript with Form 404 P.D. or request the college/university forward an official original transcript to the College Coordinator.
- B. A request must be submitted each time a member's academic standing changes, such as acquiring a higher degree.

C. 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 Administration Bureau Commander, who will make the final determination of the member's eligibility.
3. Maintain accurate records of members' academic standing based on information received from the members.
- * 4. Audit the College Incentive Program for accuracy and completeness on a quarterly basis.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 2011.

Patrick A. McInerney
Board President

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