

	POLICY & PROCEDURE	SERIES # 630	PAGE 1 OF 3
	SUBJECT EDUCATIONAL INCENTIVE PROGRAM		EFFECTIVE DATE 11/29/11
			OVERSIGHT Prof. Standards
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 630 dated 05/31/11.	

I. PURPOSE:

To outline the Division's Educational Incentive Pay Program for sworn officers, based on the number of academic years completed at an accredited college or university.

II. POLICY:

It shall be the policy of the Hampton Police Division to encourage all officers to pursue higher education and to obtain a Bachelor's Degree. It is also the policy of the Hampton Police Division that an Educational Incentive Pay Program is in effect and that the program offers pay incentives for sworn officers upon completion of Associate, Bachelor and Master Degrees in specified fields.

III. PROCEDURE:

A. EDUCATIONAL INCENTIVE PAY PROGRAM

The program will be administered by the Division's Personnel Unit. Each officer shall be responsible for updating his educational record in order to receive the appropriate incentive. It is incumbent on the employee to notify the Personnel Unit in writing 30 days in advance of an upcoming anniversary date which will result in an Educational Incentive increase. Sworn police officers will receive educational incentive pay according to the following schedule for levels of educational attained prior to employment and during employment:

1. Minimum of Associate's Degree or 60 semester hours in an approved job related field - \$600 per year increased to \$800 per year after three (3) years with the Division.
2. Minimum of a Bachelor's Degree of the type which has been approved by the Chief of Police as appropriate and related to the mission of the Division - \$800 per year, increased to: \$1200 after three (3) years, \$1600 after five (5) years, and \$2000 after seven (7) years.

APPROVED:
CHIEF OF POLICE



3. Minimum of Master's Degree of the type which has been approved by the Chief of Police as appropriate and related to the mission of the Division and ten (10) years of consecutive Hampton Police Division sworn law enforcement service - \$2200 per year.

B. APPLICABLE ASSOCIATE'S DEGREE IN LAW ENFORCEMENT FIELD

1. Police Science
2. Law Enforcement
3. Criminal Justice

C. APPLICABLE BACHELOR'S/MASTER'S DEGREE

1. Law Enforcement
2. Political Science
3. Criminal Justice
4. Management
5. Public Administration
6. Business Administration
7. Government Administration
8. Other degrees of the type which has been approved by the Chief of Police as appropriate and related to the mission of the Division.

- D. Tuition and book fee reimbursements will be provided, **if funds are available**, for course work required through attainment of the Associate's Degree at a rate equal to the tuition level of Thomas Nelson Community College.

1. The officer is responsible for tuition costs above the TNCC level.
2. A grade of "C" or better must be obtained in the course being submitted for reimbursement.
3. Sworn personnel requesting reimbursement for tuition and book fees are directed to submit a Special Report to the Office of the Chief of Police between April 15 and May 31 of the fiscal year prior to registering for classes. These reports shall contain the following information:
 - a. Name of College or University
 - b. Number of classes and credit hours anticipated
 - c. Cost per class and/or credit hour

Any requests received after the May 31 deadline will not qualify for reimbursement for the upcoming fiscal year. Special reports will hereafter be required to be re-submitted each year according to the above referenced guidelines in order to be considered for reimbursement.

- E. Beyond an Associate's Degree, **if funds are available**, employees may apply for Hampton Employee Education Assistance through Human Resources.