

LETTER OF AGREEMENT
Between
City of Tacoma
And
Tacoma Police Union Local No. 6

Subject: Tacoma Police Department Lateral Police Officer Incentive Program

This Letter of Agreement (“LOA”) is by and between the City of Tacoma (“City”) and the Tacoma Police Local Union No. 6 (together, “the Parties”).

The LOA describes the Parties’ agreement regarding the parameters of a Lateral Police Officer Incentive Program for law enforcement officers (LEO) currently employed in Washington State as an LEO and commissioned by the Washington State Criminal Justice Training Commission (CJTC).

Background

Hiring additional staff at the Tacoma Police Department (TPD) is critical to reducing crime and creating a safe and secure environment in which to live, work, and visit.

Currently, there are more than 25 police officer vacancies at the TPD. New police officers must undergo a combined training program, which includes 6 months at the CJTC and 6 months of on-the-job training with the TPD, before they can work as fully commissioned police officers. Hiring an experienced LEO already commissioned by the CJTC reduces the necessary training time to 120 days or less.

Purpose

To address the ongoing staffing challenges at the TPD, the City is instituting a Lateral Police Officer Incentive Program. The purpose of the Lateral Police Officer Incentive program is to recruit and retain experienced police officers currently working in Washington State. It is designed to minimize the time and expense required to fully train a Tacoma Police Officer, thereby expediting progress toward meeting TPD’s staffing goals.

Terms

1. Eligibility for the Lateral Police Officer Incentive Program:
 - a) An Eligible Employee is a police officer who:
 - i. Is fully commissioned by the CJTC,
 - ii. Currently works as an LEO in Washington State, and
 - iii. Begins employment with TPD after Council approval of the program.
 - b) An Eligible Employee must remain continuously employed for two full years and work a minimum of 1250 actual hours worked (excluding overtime) per year.

- c) An Eligible Employee who accepts the Lateral Incentive and then voluntarily separates their employment with the City (including retirement), is terminated by the City (including but not limited to layoff, disciplinary action culminating in termination as per the Tacoma Municipal Code and applicable provisions of their Collective Bargaining Agreements) or takes a voluntary Leave of Absence before completion of two (2) full years of employment and 1250 hours worked per year, shall be required to reimburse the City the entire amount of the Lateral Incentive payment received by the employee. This shall not include time off for federally or state-protected leave, such as FMLA or Military Leave, or an on-the-job injury.
- d) The City will require Eligible Employees to sign a Lateral Police Officer Incentive Program Acknowledgement Agreement, which includes the terms of this agreement.
- e) The City will recover any monies required under the terms of this Agreement by deducting the funds from final paychecks and/or accrued leave cash-outs. Any remaining balance will be due by the employee to the City at the time of separation.

2. Lateral Incentive Payments:

- a) Upon date of hire, Eligible Employees will receive a one-time payment of twenty-five thousand dollars (\$25,000.00) with their first full pay period, subject to standard payroll deductions.
- b) Upon the completion of the twelve-month probationary period, Eligible Employees will receive a one-time payment of twelve thousand five hundred dollars (\$12,500.00). This payment will be made in the first pay period after completing probation and will be subject to standard payroll deductions.
- c) One year after the completion of the probationary period, Eligible Employees will receive a one-time payment of twelve thousand five hundred dollars (\$12,500.00). This payment will be made in the first pay period after completing their second full year of employment and will be subject to standard payroll deductions.

3. Lateral Incentive Leave Deposits:

- a) Eligible Employees Hired in 2025
 - i. Eligible Employees may receive up to 120 Floating Holiday hours. The hours will be provided as follows:
 - A one-time deposit of 40 Floating Holiday hours upon the date of hire.
 - A deposit of 80 Floating Holiday hours on January 1, 2026.
- b) Eligible Employees Hired in 2026
 - Eligible Employees will receive a one-time deposit of 80 Floating Holiday hours upon the date of hire.
- c) These Floating Holidays will be subject to customary usage and cash-out restrictions, consistent with the Tacoma Municipal Code, Section 1.12.200, and must be scheduled consistent with Department procedures.

The City reserves the sole discretion to end the Lateral Police Officer Incentive Program at any time, however, any Eligible Employees already hired under the terms of the program shall continue to receive the incentives described herein.

This Agreement shall become effective upon the signature of all parties. Except as expressly described herein, this Agreement shall not establish precedent for the parties, nor for any other department or union at the City.

FOR THE CITY:

Hyun Kim Date
Interim City Manager

Patricia Jackson Date
Interim Chief, Tacoma Police Department

Kari Louie Date
Interim Human Resources Director

FOR THE UNION:

Henry Betts Date
President, Local No. 6

Approved as to form:

Mike Smith Date
Deputy City Attorney