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Carlos E. Santiago
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Chris Gabrieli
Board Chairman

TO: Administrators of the Police Career Incentive Pay Program

FROM: Clantha McCurdy, Senior Deputy Commissioner
Access and Student Financial Assistance

DATE: July 30, 2018

SUBJECT: **2018 PROGRAM PROCEDURES AND MATERIALS**

We are pleased to provide instructions for the 2018-2019. Certification process for the Police Career Incentive Pay Program (PCIPP). Please note that while the PCIPP is not currently funded in the FY 2019 budget, we will continue to include the optional reimbursement process for Fiscal Year 2018 (July 1, 2017 – June 30, 2018) in the event that funding information is requested by the Executive Office of Public Safety and Security.

The deadline for completing this process is September 4, 2018.

You can access our new PCIPP website and database here:
<http://www.mass.edu/osfa/initiatives/pcippresources.asp>

Access to the PCIPP database for reporting certification and reimbursement information requires the department's User ID and Password. We have added a new feature to request a forgotten password via the website. If you require password or username assistance, please call Kate Flanagan at 617-391-6076.

Certification Instructions

Attachment A – FY 2018 PCIPP Application

All officers requesting initial approval or an upgrade must complete Attachment A (copy enclosed; you may print additional copies from our website) and submit official transcripts from each institution in which credit was earned towards the degree, as well as a copy of the diploma or a letter from the institution's Registrar certifying the degree. Please only submit official, original transcripts. We cannot accept copies or unofficial transcripts. Please note:

- Candidates applying for benefits at the 25% level with an earned Juris Doctorate degree must also submit documentation that they have passed the Massachusetts bar exam.
- New candidates must have been employed as a **regular full-time police officer prior to July 1, 2009, and must have started their degree program prior to October 1, 2009.** This is an eligibility requirement mandated by the FY10 Appropriation Language.

- Previously certified officers are required to submit Attachment A and their most recent degree and transcript. It is not necessary to submit transcripts that are already on file.
- Officers certified through another department who may have recently transferred do not need to reapply for benefits. Administrators should email Kate Flanagan Copans at kcopans@osfa.mass.edu with the start date and previous department for each new hire and we will facilitate the transfer.
- Only degrees in Criminal Justice or Law Enforcement are eligible. The list of eligible degree programs is available on our website: www.mass.edu/osfa/initiatives/pcippeligibleprograms.asp
- An email will be sent to notify you when any submitted applications are approved. You can also contact Kate via email to inquire about the status of an application.

Reimbursement Instructions

Reimbursement - Approved for the period July 1, 2017 – June 30, 2018 (*note: since the program is not funded for FY19, this part of the process is optional and no longer required*)

After logging in to the website, please select PCIPP officer manager on the top bar to update annual base salary information and length of employment. Please report each individual officer's annual base salary and number of months employed during the period of July 1, 2017 - June 30, 2018. **Base pay is defined as an employee's regular rate of compensation prior to the inclusion of pay for overtime or detail work.** You can edit your roster using "Grid Edit" feature to update several records at once, or you can use the inline edit feature to update records one at a time.

If an officer separated service mid-year, please indicate this by reporting the number of service months worked, and report the base salary at the annual rate. The system will automatically calculate the appropriate PCIPP benefit and reimbursement amount for each officer based on the annual base salary and the number of months employed. Additionally, please add comments in the "Notes" section for those officers who have retired or who are no longer employed with the department that include the date the officer separated from the department.

Estimated Reimbursement for FY 2018 and Municipality Contact Information

Departments may provide the estimated reimbursement request for next year and update department contact information by selecting the **PCIPP Profile Manager** on the top tool bar.

If you have questions regarding prior changes in the legislative language or require assistance to navigate the web site, please feel free to contact Kate Flanagan Copans, Associate Director, at 617.391.6076 or via e-mail: kcopans@osfa.mass.edu .

Thank you for your cooperation.