MEMORANDUM

TO: Administrators of the Police Career Incentive Pay Program

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

DATE: July 7, 2015

SUBJECT: 2015 PROGRAM PROCEDURES AND MATERIALS

We are pleased to provide instructions for the 2015-2016 Certification process for the Police Career Incentive Pay Program (PCIPP). Please note that while the PCIPP is not currently funded in the FY 2016 budget, we will continue to include the optional reimbursement process for Fiscal Year 2015 (July 1, 2014 – June 30, 2015) 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 1, 2015.

All municipalities are required to access documents for the PCIPP through our NEW web site at: 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. If you need password or username assistance, please call Kate Flanagan at 617-391-6076.

Changes to the PCIPP Eligibility - FY 2010 Legislation

The FY 2010 General Appropriations Act (Chapter 27 of the Acts of 2009) included language that changes officer eligibility for benefits, beginning July 1, 2009. Please note the following changes to the program:

- Any regular full-time officer of a police department hired on or after July 1, 2009 shall not be eligible to participate in the police career incentive pay program.

- A regular full-time officer who has been accepted into and begun taking courses in an approved program as of October 1, 2009 will be allowed to participate in the police career incentive pay program, pursuant to G.L. c. 41, s. 108L.
A regular full-time officer who is currently participating in the police career incentive pay program will be allowed to continue to participate in the program, pursuant to G.L. c. 41, s. 108L.

Certification Instructions

Attachment A – FY 2016 PCIPP Application
All officers requesting initial approval or an upgrade must complete Attachment A (copy enclosed) and submit official transcripts from each institution in which credit was earned towards the degree. You may also print additional copies of the Attachment A from the web site.

Departments must add the name of each officer submitting an initial application to the database by selecting the Manage Officer Records tab and clicking the “Add” link at the top of the page. The status for officers seeking an upgrade can also be changed by selecting the Manager Officer Records tab and editing the individual’s entry. Please do not send in applications for officers who have not been added to the database by this method.

Initial (New) Certification:
All new candidates for certification must complete Attachment A and submit an official transcript from the degree granting institution, as well as a copy of the diploma or an official letter from the institution’s Registrar certifying the degree.

- Official transcripts from all institutions where credit was granted toward the degree must be included with the application. This includes any credit transferred from another institution.

- Only approved degrees in Law Enforcement, Criminal Justice or Law are eligible for certification. The major must be so indicated on the official transcript.

- Officers applying for benefits at the 25% level with a Master’s or Juris Doctorate degree do not need to submit transcripts from his or her undergraduate degree.

- Only completed degrees are accepted for consideration with one exception: Officers enrolled in and pursuing an approved Law Enforcement or Criminal Justice baccalaureate degree program who have attained matriculated status (in that program) equal to the Associate’s degree level (60 credits) are eligible for certification at the 10% level. Applicants applying for certification at this level must provide a letter from the institution’s Registrar certifying their eligibility, and meet the required equivalent standards as outlined in the PCIPP Guidelines.

- Summer school courses that are to be considered for this year’s certification must be completed prior to September 1, 2015.

- 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. This is a new eligibility requirement mandated by the FY10 Appropriation Language.
Upgrades - Previously Certified Officers:

- Previously certified officers are required to submit Attachment A and supporting documents (transcript or official letter of degree completion) to upgrade the level of certification. In such instances, officers should complete the process outlined above in the initial certification process. 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. Rather, department administrators should email Kate Flanagan at kflanagan@osfa.mass.edu with the start date and previous department for each new hire.

All materials must be submitted by the authorized administrator from the department for compliance and to minimize errors. Materials submitted directly by individual officers may not be accepted for consideration. Transcripts may be removed from the educational institution’s sealed envelope and attached to the officer’s documentation, but not stapled.

Reimbursement Instructions

Reimbursement - Approved for the period July 1, 2014 – June 30, 2015 (note: since the program is not funded for FY16, this part of the process is optional)

Departments must select the Manage Officer Records tab from the Menu screen 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, 2014 - June 30, 2015. Base pay is defined as an employee’s regular rate of compensation prior to the inclusion of pay for overtime or detail work.

You may submit for reimbursement for any officer approved during last year’s certification process for the full 12 months of the fiscal year. The exception to this are officers who were employed for less than 12 months, and those certified last year who completed degrees/60+ credits in either July or August of 2014. Officers completing credentials in July 2014 are eligible for 11 months of benefit reimbursement from the Commonwealth; while officers completing credentials in August 2014 may be reimbursed for 10 months of benefits. Please contact Kate Flanagan at 617.391.6076 if you are unsure if this applies to any of the officers on your roster.

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. 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. Departments must select the Reimbursement Report tab and select the Recalculate button at the top of the screen to calculate the appropriate PCIPP benefit and reimbursement amount submit their application. Only officers approved for reimbursement will appear on this screen.
Estimated Reimbursement for FY 2016 and Municipality Information

- Departments may provide the estimated reimbursement request for Fiscal Year 2015 and update contact information by selecting the PCIPP Profile tab on the Menu Screen.

Submitting the PCIPP Application

- Departments must submit their application by clicking on the Submit button on the Main Menu. After information is submitted, you will not be able to change anything else unless you contact our office.

Certification Rosters – Officers Approved for July 1, 2015 – June 30, 2016

- An email will be sent to notify you when the Updated Certification Roster is available. Departments may retrieve, save as a file or print, an updated roster by selecting the Certification Report Tab on the Menu Screen.

Departments should complete the reimbursement process and submit all required credentials for officers seeking new or upgraded approval status no later than September 1, 2015.

We anticipate that many of you may have questions regarding prior changes in the legislative language or require assistance to navigate the web site and invite you to call upon us as needed. Please feel free to contact Kate Flanagan, Associate Director, at 617.391.6076 or via e-mail: kflanagan@osfa.mass.edu.

Thank you for your cooperation.