



## Houston Police Department Police Mentor Program

### Guidelines

1. The Mentor Program will be used as a tool to recruit and bring in interested applicants. Mentors must seek out individuals on their own and refer them to the Houston Police Department. Officers will not be eligible to mentor their spouse.
2. The program is designed for the recruitment of applicants for the position of Class A Police Trainee and Senior Police Trainee [Lateral]. The Mentor Program does not apply to Class B or Class C Trainees. In addition, Class B officers and Class C officers are not eligible to be mentors.
3. Police mentors who participate in the program are eligible to receive \$2,000 per applicant and are eligible to mentor multiple applicants.
4. Only police officers, senior police officers, sergeants, lieutenants and captains of the Houston Police Department qualify to participate in the Mentor Program.
5. Employees in Phase Down Options A and B are eligible to participate in the Mentor Program. Employees in Phase Down Options C and D are not eligible. Retired police officers are not eligible to participate in the program.
6. The recruitment of interested individuals must be initiated prior to and independent of any application to the Houston Police Department by the applicant. **Interested mentors must register with Recruiting prior to their applicant submitting an application on-line.** Individuals will not be eligible to participate as a mentor if their applicant has previously submitted an application. Faxed registration forms will be accepted if faxed from within the Houston Police Department. The mentor must call the Recruiting office to confirm the fax was received. If the applicant applied before the mentor registers, by city ordinance, the applicant is not eligible to be mentored.
7. Only one mentor is allowed for each police trainee/probationary police officer.
8. Individuals recruited by a mentor shall identify themselves to Recruiting Unit personnel. They will also provide sufficient information as necessary to identify their mentor (name, assignment, work phone number, etc.)
9. Mentors who comply with all guidelines will be paid \$1,000 for the successful completion of the police academy by their designated applicant/trainee (Phase I) and an additional \$1,000 if their trainee successfully completes the probationary period (Phase II), for a total of \$2,000.

10. The mentor and police trainee will meet with a designated department representative. A department representative should be a classified police officer or a classified supervisor. The meetings must take place once a month and in the presence of that department representative. The department representative will then sign the mentor form indicating they witnessed the meeting. Meetings shall be held at a Houston Police Department facility. Furthermore, these meetings will be held at the Training Academy while the trainee is in the Academy. Upon graduation, the mentor will meet with the trainee and a department representative assigned to the station where the trainee is assigned.
11. A Mentoring Session Form shall be completed and signed by all parties including the mentor, trainee, and department representative.
12. A Plan of Action Form shall be completed at the start of each of the two phases, and updated during the meetings or more frequently if necessary. This form will identify concerns and issues that will be addressed by the mentor, who will suggest ways of dealing with the difficulties and keep track of progress.
13. Upon the successful completion of each phase, the Recruiting Unit will forward the payment information through approved channels. Paperwork for Phase One is **due sixty (60) days from the date of graduation and paperwork for Phase Two is due sixty (60) days from the end of the probationary period**. Any paperwork submitted after the deadline will not be processed and the mentor will forfeit the \$1,000 payment due to him/her.
14. If there are any issues or concerns that are not covered by the above guidelines, trainees and mentors should contact the Recruiting Unit at 713-308-1300.



**POLICE MENTOR PROGRAM  
REGISTRATION FORM**



**MENTOR INFORMATION**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Payroll # \_\_\_\_\_

Assignment/Shift: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

How did you recruit or influence this individual to apply? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mentor Signature: \_\_\_\_\_

Packet Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

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**TRAINEE INFORMATION**

Name: \_\_\_\_\_

D.O.B. : \_\_\_\_\_ S.S. # (Last 4 digits) \_\_\_\_\_ Relation to Mentor: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Position Applying For: Class A \_\_\_\_\_ Class B\* \_\_\_\_\_ Lateral \_\_\_\_\_

\* Class B applicants do not qualify for the mentor program, per city ordinance.

**OFFICE USE ONLY**

DATE APPLIED: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

CLASS #: \_\_\_\_\_ DATE TERMINATED: \_\_\_\_\_

GRADUATION DATE: \_\_\_\_\_ PAPERWORK TURNED IN: \_\_\_\_\_

PAPERWORK SUBMITTED TO ADMINISTRATION REGULATORY AFFAIRS: \_\_\_\_\_

DATE OFF PROBATION: \_\_\_\_\_ PAPERWORK TURNED IN: \_\_\_\_\_

PAPERWORK SUBMITTED TO ADMINISTRATION REGULATORY AFFAIRS: \_\_\_\_\_