

Key Performance Indicators

The performance indicators are broken down into 4 categories. Only the proactive category would utilize a point system that the officers performance would be measured by. The point system/numbers of incidents or occurrences is derived from the department average, from the 2011 year statistics (Average cites 212, Average arrests 41, average DUI's 4, all per officer). The Officers would be held accountable for all other areas on a daily basis and reflected in the Performance evaluations in the HRN program.

**** Proactive/Self Motivated/Enforcement Efforts**

The proactive category would require the officer to achieve 133 points per month, which would indicate satisfactory performance. The minimum recommended in each of the following categories is included in the 133 points.

- Self initiated department programs/processes/procedures that are adopted by the department: **25 Points**

This is to promote innovative programs that will benefit the citizens and department.

- DUI Arrests: **10 Points**

Officers would be encouraged to increase our DUI enforcement, the goal would be to get one DUI arrest per quarter.

- Arrests: **6 POINTS**

This would include all arrests, proactive and dispatched. This is a physical custody arrest where the individual is booked into jail. Each arrest is worth 6 points. This would include those cases sent to the County/City attorney to be screened, that charges have been filed on. (Not to include those that are simply submitted). The goal would be an average of 4 arrests a month. (24 points per month)

- Self initiated public presentations: **5 POINTS**

These would include any presentation that is created by the officer, not assigned. The goal would be to complete 2 presentation per quarter.

- Citations: **3 POINTS**

This would include all traffic and misdemeanor citations. The goal would be to issue 15 citations per month. (45 points per month)

- Proactive cases: **2 POINTS**

This would include all self initiated case reports. The goal would be to complete 2 self initiated cases per shift. (64 points per month)

ST. GEORGE NEWS EDITOR'S NOTE: This pdf file includes three pages, which appear to be out of sequence (page 1, page 3, page 2) as scanned and provided to St. George News | STGnews.com. On Jan. 5, 2013, Washington City Police Department Public Information Officer Ed Kantor authenticated this to be a true and correct copy of a document created by the Washington City Police Department currently in use with its officers.

- Education and personal growth - Career path, development, mental and physical fitness
- Problem solving - Going beyond the initial call and trying to solve the problem

Accountability for Key Performance Indicators

The Officers points will be evaluated monthly by the Sergeants. Each Officer will have a monthly meeting that will take place by the 5th of each month for feedback on the prior month's performance. This will allow for regular face to face discussion on the Key Performance Indicators which will allow for each Officer's success. If they fall below the required points total or are lacking in a specific category they would receive assistance to help them be successful, which may include the following process:

1st occurrence: Counseling from their Sergeant

2nd occurrence: Written documented warning to increase performance

3rd occurrence: Corrective action plan to deal with the specific recurring issue

** Nothing in this document is intended to be a quota or be based upon fine revenues. This document is a minimum performance standard set for this department in basic, key law enforcement tasks and duties.

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- **Assigned/Dispatched cases: 1 Point**

This will include all cases assigned or dispatched to.

- **Level one field interview reports: 2 POINTS**

The goal would be to conduct 10 documented contacts per month. This would require a field interview report to be written. (20 points per month)

- **Written warning citations:**

½ a point would be awarded for a written warning. Would not be counted if included on a regular written citation. There is a maximum of 5 points that can be awarded in this category per month.

(Note: No double credit - Example; If a level one stop is made and the officer ends in an arrest, only the highest point category would be counted, he/she would not get double credit for both the stop and the arrest).

The Officers will be held accountable for the following categories and documented in HRN to be used in the evaluation process.

Policy

- Following policy
- Decision making and judgment
- Inspections - uniform, equipment and vehicle
- Safety and tactics

Customer Service

- Professionalism/Quality of work
- Case follow through
- Accuracy and thoroughness in reports
- Interview and investigative skills
- Customer Feedback and follow through

Leadership

- Punctuality and attendance
- Positive attitude
- Peer evaluations
- Flexibility - Shift coverage, call outs, special assignments and events