

Westfield Police Department

Monthly Performance Measures Report



Board of Public Works & Safety

March 2011

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WESTFIELD POLICE DEPARTMENT

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Events by Nature: Calls For Service (Non-Self-Initiated)

Abduction/ Kidnapping	0
Abuse/ Abandonment/Neglect	1
Admin- K-9 Detail	1
Admin- Log Information	0
Admin-Paperwork Transport	0
Admin- Special Detail	1
Admin- Test Calls	0
Admin- Tow Release	9
Admin- Warning Correction	0
Alarm- Bank	4
Alarm- Business	44
Alarm- Residence	41
Animal- Complaints	29
Assault- Battery	5
Assault- Sexual	2
Assist- Fire Incident	6
Assist- Medical Incident	13
Assist- Other Agencies	13
Bomb Found/ Suspicious Pkg	0
Burglary/ Home Invasion	7
Damage/ Vandalism/ Mischief	11
Deceased- All Others	0
Disturbance- Fireworks Cmplt	0
Disturbance- Loud Party	0
Disturbance- Noise Complaint	11
Disturbance- Nuisance	0
Disturbance- Physical (fight)	2
Disturbance- Verbal	5
Domestic Disturbance	8
Drugs- Complaint	4
Fraud- Criminal Deception	2
Fraud- Forgery	9
Fraud- Prescription	0
Harassment/ Stalking/ Threat	17
Intoxicated- Possible DUI	2
Mental/ Emotional- Behavioral	6
Miscellaneous	1

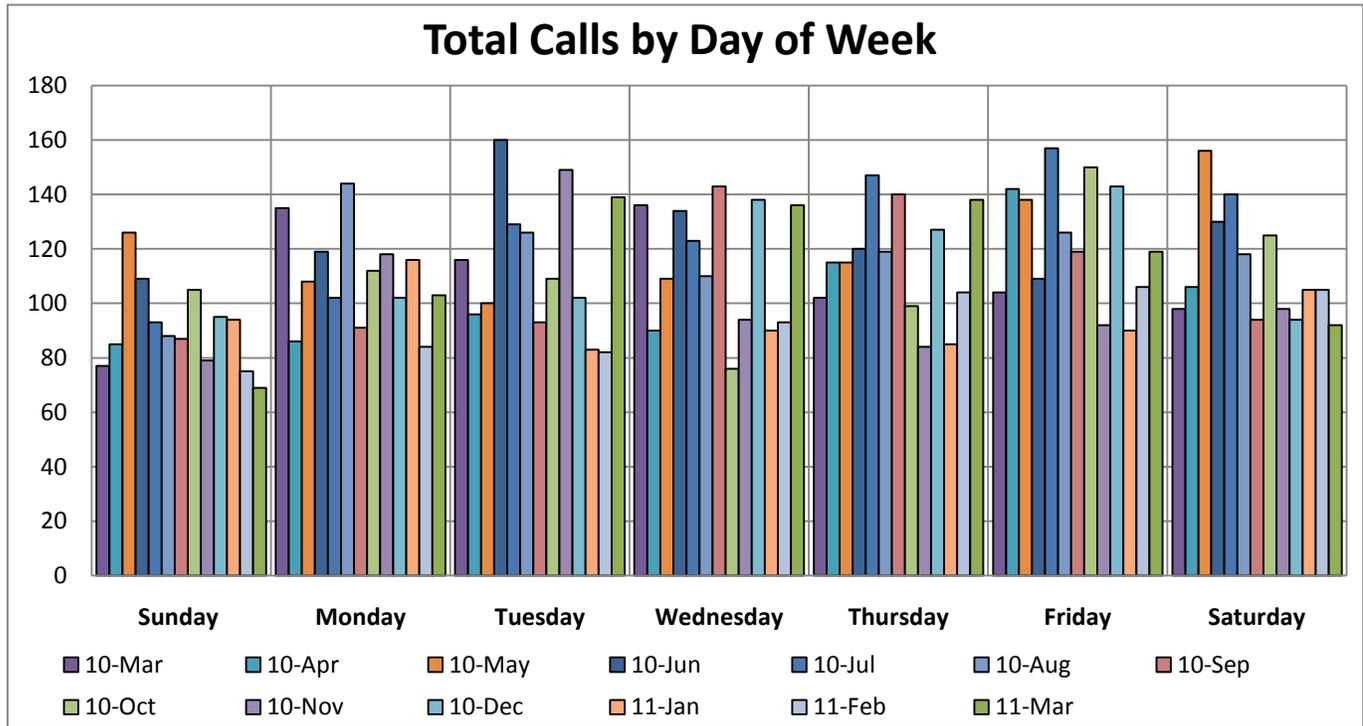
Person-Missing	1
Persons- Runaway	1
Robbery-Carjacking	0
Service Call- 9-1-1 Hang Up	26
Service Call- Damage to Property	1
Service Call- Found Property	4
Service Call- Keep the Peace	26
Service Call- Lost Property	11
Service Call- Notification	0
Service Call- Security Check	5
Service Call- Vehicle Lockout	59
Service Call- Vin Check	31
Service Call- Welfare Check	13
Suicidal- Attempted	0
Suicidal- Persons Threatening	2
Supplemental- Case Follow Up	10
Suspicious- Noises	2
Suspicious- Open Door/ Window	6
Suspicious- Person/Prowler	12
Suspicious- Solicitor	4
Suspicious- Vehicle	27
Theft- From a Vehicle	6
Theft- Of a Vehicle	0
Theft- Others	13
Theft- Shoplifting	4
Trespassing/ Unwanted Person	7
Trfc Complaint- Driving Issues	36
Trfc Complaint- Parking Issues	11
Trfc Hazard- Debris in Road	2
Trfc Hazard- Disabled Vehicle	8
Trfc Hazard- Trfc Signal Out	1
Trfc Violation- Traffic Stop	1
Trnsprtn Acndnt- MV Hit & Run	11
Trnsprtn Acndnt- MV Prop Damg	42
Trnsprtn Acndnt- MV Prsnl Inj	5
Wanted- Warrant Service	2
Weapons- Shot Fired	3

WESTFIELD POLICE DEPARTMENT

March 2011

Total # of Calls by Day of Week

DAY	10-Mar	10-Apr	10-May	10-Jun	10-Jul	10-Aug	10-Sep	10-Oct	10-Nov	10-Dec	11-Jan	11-Feb	11-Mar
Sunday	77	85	126	109	93	88	87	105	79	95	94	75	69
Monday	135	86	108	119	102	144	91	112	118	102	116	84	103
Tuesday	116	96	100	160	129	126	93	109	149	102	83	82	139
Wednesday	136	90	109	134	123	110	143	76	94	138	90	93	136
Thursday	102	115	115	120	147	119	140	99	84	127	85	104	138
Friday	104	142	138	109	157	126	119	150	92	143	90	106	119
Saturday	98	106	156	130	140	118	94	125	98	94	105	105	92
TOTAL	768	720	852	881	891	831	767	776	714	801	663	649	796



WESTFIELD POLICE DEPARTMENT

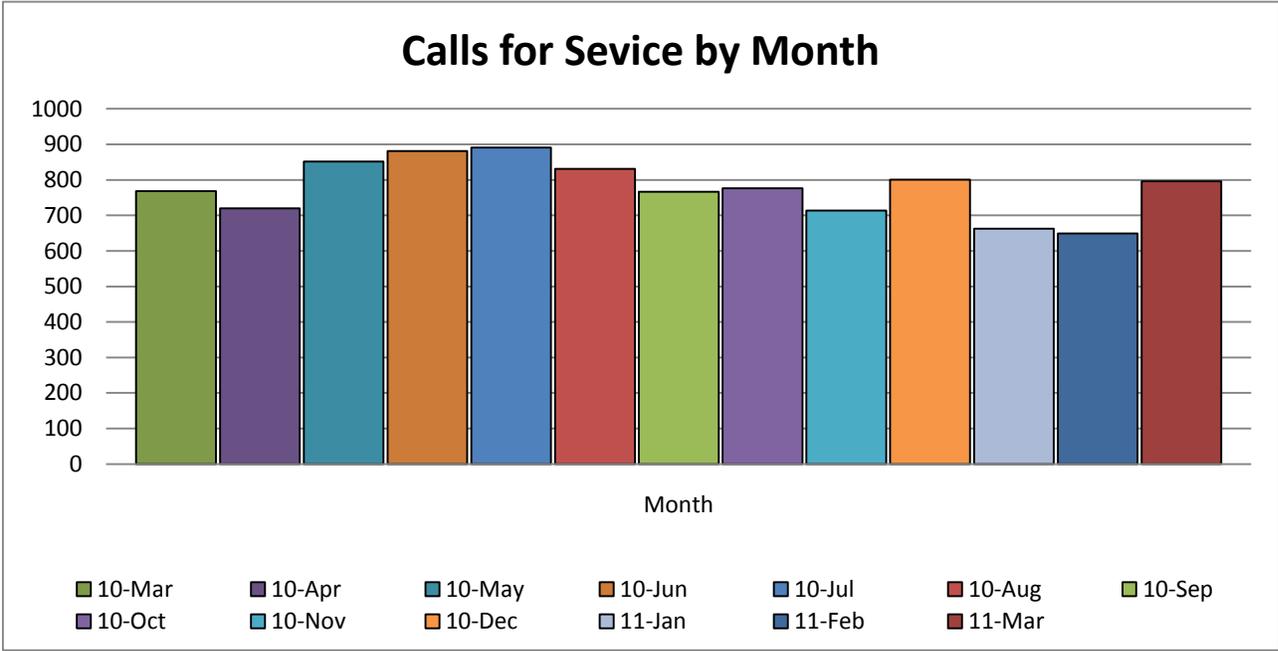
March 2011

Total # of Calls by Hour of Day

HOUR	10-Mar	10-Apr	10-May	10-Jun	10-Jul	10-Aug	10-Sep	10-Oct	10-Nov	10-Dec	11-Jan	11-Feb	11-Mar
0	18	28	21	18	26	14	14	19	19	13	19	17	19
1	16	9	21	24	14	12	10	14	7	14	9	13	22
2	13	11	15	18	19	12	13	10	7	6	9	9	16
3	10	10	17	20	11	10	6	7	9	9	8	11	9
4	6	3	8	12	12	10	6	10	6	7	5	4	12
5	7	7	15	8	9	12	3	10	11	6	15	9	10
6	7	6	16	23	16	13	10	18	13	14	8	14	14
7	22	22	24	32	28	26	23	29	26	29	28	20	26
8	35	27	33	30	39	35	23	41	30	41	29	22	24
9	39	26	34	39	47	44	37	36	39	44	30	36	43
10	39	34	41	43	41	37	49	40	42	43	44	33	48
11	52	52	43	36	52	54	40	40	43	49	43	42	36
12	42	39	39	55	44	38	55	52	33	50	39	41	46
13	58	43	55	54	53	48	53	43	48	55	34	37	45
14	52	46	40	52	57	57	48	40	45	47	39	35	43
15	44	50	55	44	47	63	43	49	55	48	44	49	54
16	54	55	72	46	53	41	45	51	43	59	49	39	52
17	49	43	53	59	44	60	59	51	45	52	41	34	59
18	41	45	48	46	48	53	62	43	48	51	46	37	53
19	37	41	40	58	44	47	48	41	28	51	34	39	41
20	47	36	39	39	52	49	39	43	33	35	27	33	27
21	35	32	43	43	44	34	34	30	31	29	24	32	35
22	23	25	38	44	57	33	29	28	29	32	25	24	34
23	22	30	42	38	34	29	18	31	24	17	14	19	28
TOTAL	768	720	852	881	891	831	767	776	714	801	663	649	796

WESTFIELD POLICE DEPARTMENT

March 2011

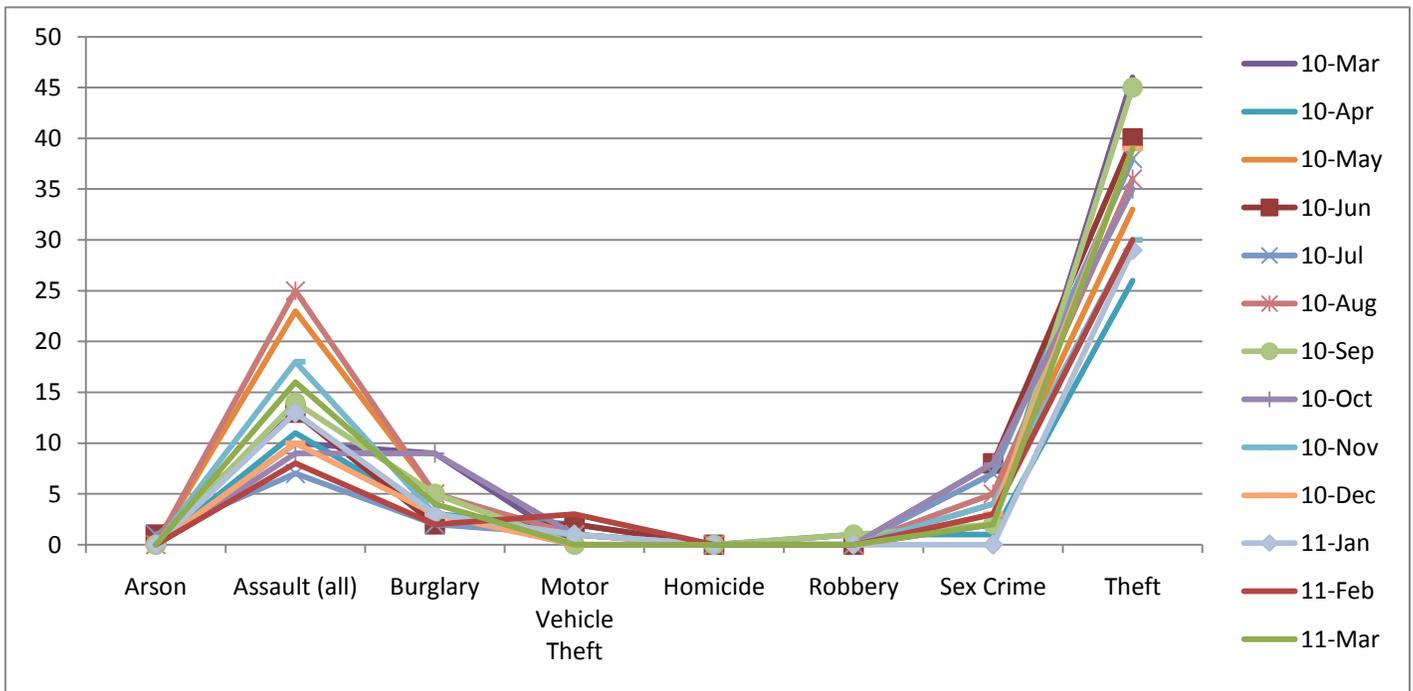


WESTFIELD POLICE DEPARTMENT

March 2011

UCR OFFENSES

OFFENSE	10-Mar	10-Apr	10-May	10-Jun	10-Jul	10-Aug	10-Sep	10-Oct	10-Nov	10-Dec	11-Jan	11-Feb	11-Mar
Arson	0	0	0	1	1	0	0	0	0	0	0	0	0
Assault (all)	10	11	23	13	7	25	14	9	18	10	13	8	16
Burglary	9	3	5	2	2	5	5	9	3	3	3	2	4
Motor Vehicle Theft	0	2	0	2	1	1	0	1	1	0	1	3	0
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	1	0	0	0	0	0	0
Sex Crime	2	1	4	8	7	5	2	8	4	3	0	3	2
Theft	46	26	33	40	38	36	45	35	30	39	29	30	39
TOTAL	67	44	65	66	56	72	67	62	56	55	46	46	61



WESTFIELD POLICE DEPARTMENT

March 2011

NON UCR OFFENSES

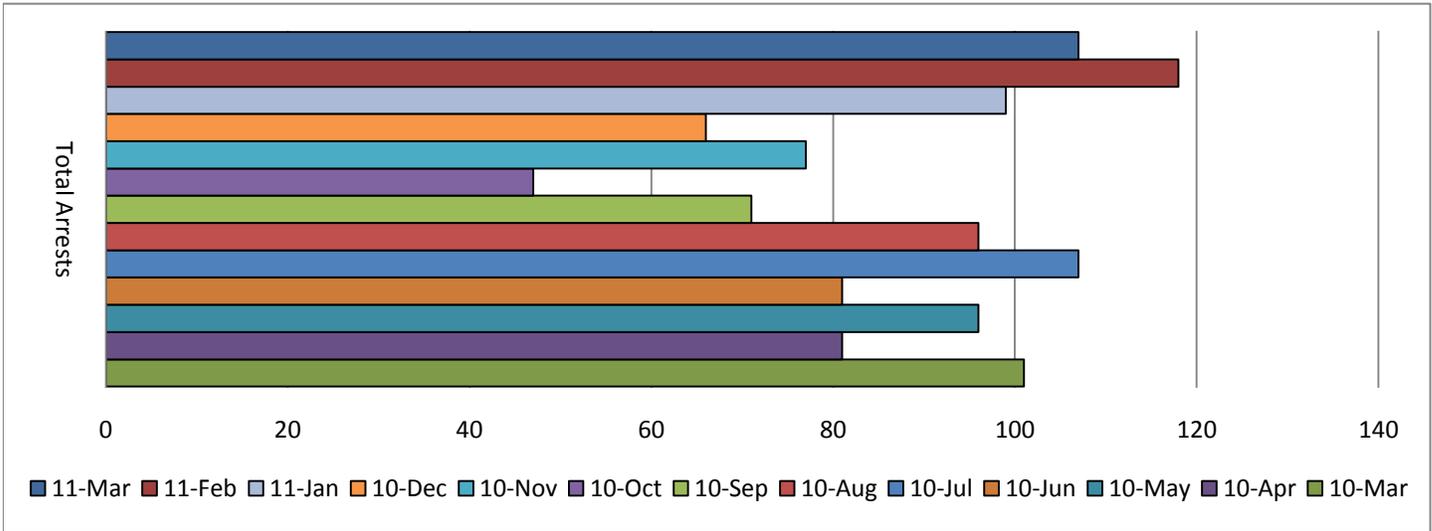
ALARMS	0
ANIMALS/ INCLUDING DOG BITES	3
ASSIST OTHER AGENCY	11
CHECK DECEPTION	0
CHILD ABUSE REPORTED	8
CHILD CUSTODY DISPUTE	3
CHILD NEGLECT REPORTED	6
CIVIL DISPUTE	6
CRIMINAL MISCHIEF	6
CRIMINAL MISCHIEF/VANDALISM	10
CRIMINAL CONFINEMENT	0
DAMAGED PROPERTY	6
DEATHS OTHER THAN HOMICIDE/SUICIDE	1
DISORDERLY CONDUCT	3
DISTURBANCE/ARGUMENTS/FIGHTS	3
DOMESTIC DISTURBANCE	9
DRIVING WHILE SUSPENDED	26
DRIVING WHILE SUSPENDED; PRIOR AM	0
DRUG ABUSE VIOLATIONS	21
FORGERY/COUNTERFEITING	6
FRAUD	8
FRAUD-CREDIT CARD	3
HARASSMENT	5
HARASSMENT/TELEPHONE	6
INCORRIGIBILITY	7
INTERFERENCE WITH REPORTING A CRIME	1
JUVENILE COMPLAINT	2

LEAVING THE SCENE/HIT AND RUN	6
LOSS OF PROPERTY	3
MENTAL PERSON/DEMENTED	0
MISSING PERSON/LOST	1
OPERATING WHILE INTOXICATED	24
OPERATOR NEVER LICENSED	19
OPERATING W/O FINANCIAL RESP.	0
POSS MARIJUANA	4
PROPERTY FOUND	4
PROPERTY LOST	1
PUBLIC INTOXICATION	6
RECKLESS DRIVING	3
RESIDENTIAL ENTRY	2
RESISTING LAW ENFORCEMENT	2
RUNAWAY	1
STALKING	0
SUICIDE/ATTEMPTS/THREATS OF	3
SUSPICIOUS INCIDENT/PERSON	17
THREATS/INTIMIDATION	9
TRAFFIC ACCIDENTS - UNDER \$1000	2
TRAFFIC VIOLATIONS	35
TRESPASSING	5
UNLAWFUL ENTRY OF A VEHICLE	0
VIOLATION OF RESTRAINING ORDER	1
VOYEURISM	0
WEAPON VIOLATION	0
WELFARE CHECK	4

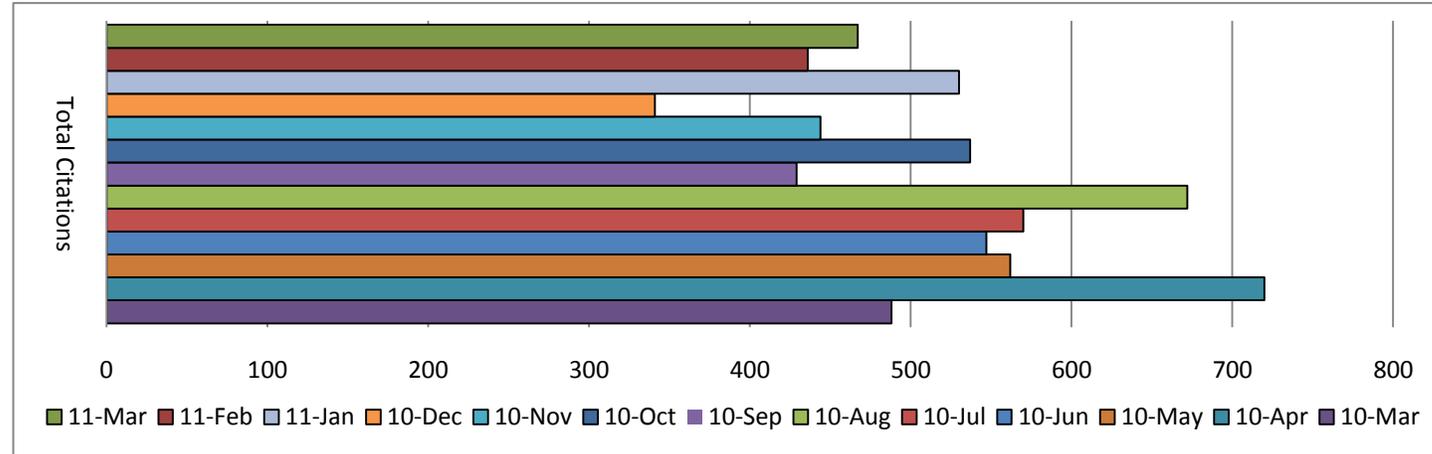
WESTFIELD POLICE DEPARTMENT

March 2011

Arrest Reports Taken	10-Mar	10-Apr	10-May	10-Jun	10-Jul	10-Aug	10-Sep	10-Oct	10-Nov	10-Dec	11-Jan	11-Feb	11-Mar
Alcohol/ Drug Related	44	26	44	30	51	38	33	12	34	28	31	40	43
Felony Charges	24	28	27	24	38	33	28	17	22	17	20	22	26
Misdemeanor Charges	104	91	118	87	121	121	80	45	100	76	124	141	132
Traffic Arrest Charges	63	60	77	39	54	73	38	33	49	42	82	101	94
Total Arrests	101	81	96	81	107	96	71	47	77	66	99	118	107



Traffic	10-Mar	10-Apr	10-May	10-Jun	10-Jul	10-Aug	10-Sep	10-Oct	10-Nov	10-Dec	11-Jan	11-Feb	11-Mar
Total Citations	488	720	562	547	570	672	429	537	444	341	530	436	467
<i>Bike Patrol</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Written Warnings	506	695	474	446	505	687	446	537	419	325	914	846	872
<i>Bike Patrol</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Traffic Accidents	37	36	50	40	50	50	33	38	56	80	57	34	43
<i>Hit and Run</i>	2	3	4	3	6	6	3	2	18	7	3	2	4
<i>Personal Injury</i>	6	7	14	6	13	10	4	6	8	19	9	5	6
<i>*Fatality</i>	0	0	0	0	1	0	0	0	0	1	0	0	0
<i>Property Damage</i>	29	26	32	31	31	34	26	30	30	53	45	29	33

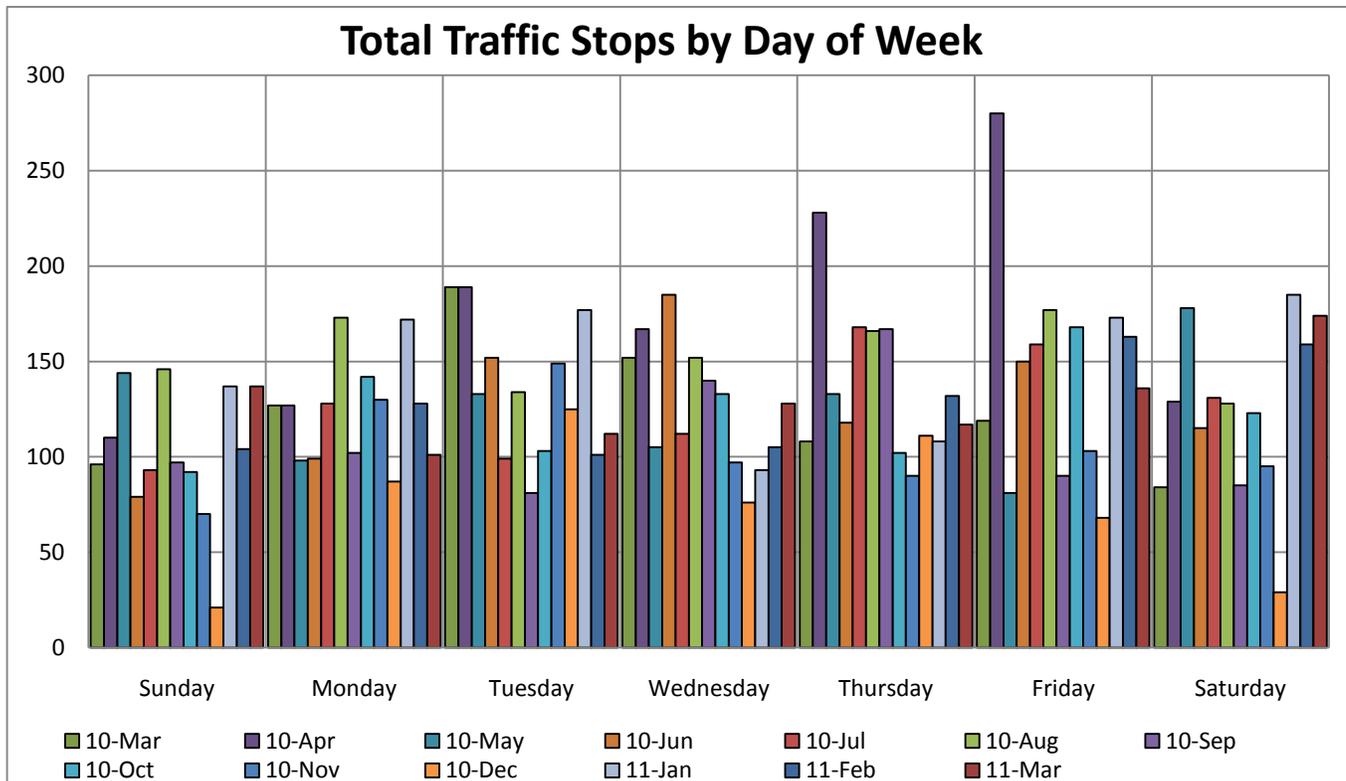


WESTFIELD POLICE DEPARTMENT

March 2011

Traffic Stops: SELF INITIATED by Day of Week

Day:	10-Mar	10-Apr	10-May	10-Jun	10-Jul	10-Aug	10-Sep	10-Oct	10-Nov	10-Dec	11-Jan	11-Feb	11-Mar
Sunday	96	110	144	79	93	146	97	92	70	21	137	104	137
Monday	127	127	98	99	128	173	102	142	130	87	172	128	101
Tuesday	189	189	133	152	99	134	81	103	149	125	177	101	112
Wednesday	152	167	105	185	112	152	140	133	97	76	93	105	128
Thursday	108	228	133	118	168	166	167	102	90	111	108	132	117
Friday	119	280	81	150	159	177	90	168	103	68	173	163	136
Saturday	84	129	178	115	131	128	85	123	95	29	185	159	174
TOTAL	875	1230	872	898	890	1076	762	863	734	517	1045	892	905



WESTFIELD POLICE DEPARTMENT

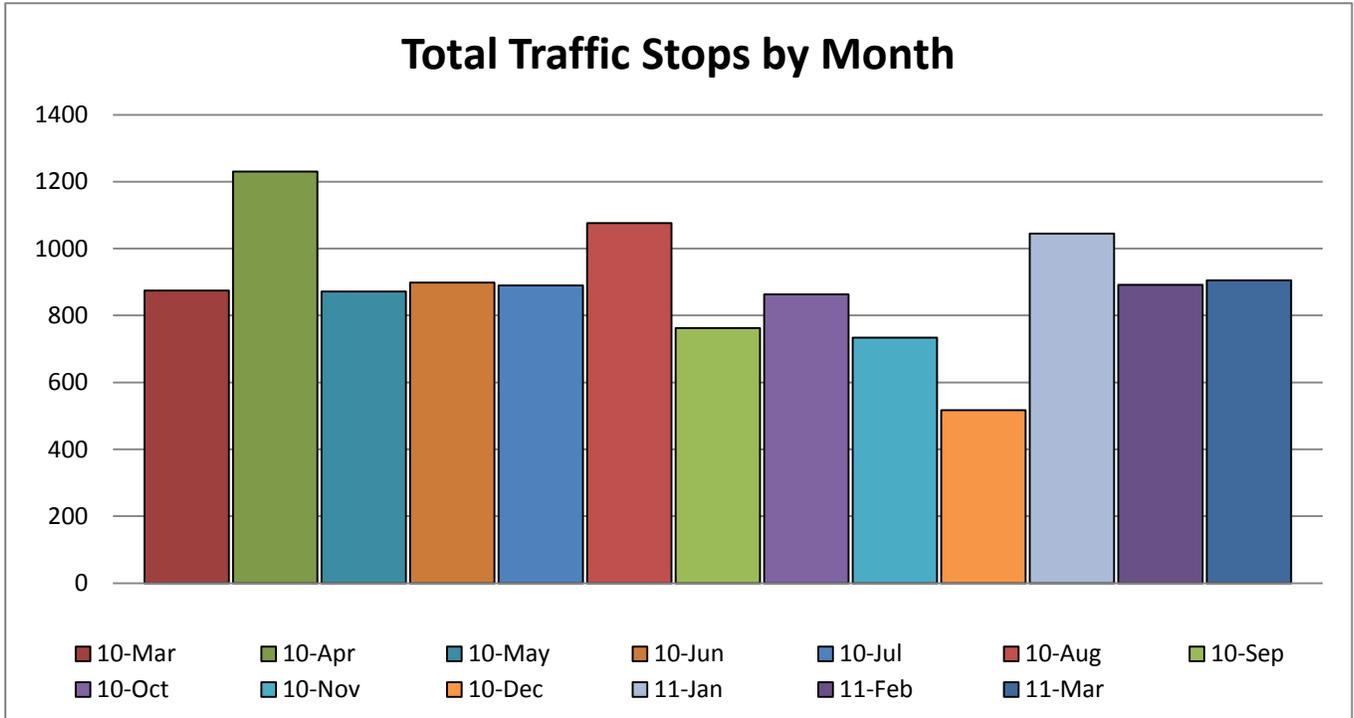
March 2011

Traffic Stops: SELF INITIATED by Hour of Day

Hour:	10-Mar	10-Apr	10-May	10-Jun	10-Jul	10-Aug	10-Sep	10-Oct	10-Nov	10-Dec	11-Jan	11-Feb	11-Mar
0	35	42	45	36	41	38	30	28	22	22	45	43	48
1	26	24	20	19	21	32	20	17	18	6	52	34	39
2	9	28	5	11	12	34	12	9	19	3	32	18	29
3	11	12	10	6	12	11	8	12	16	4	15	20	14
4	14	16	6	8	11	6	8	7	3	2	16	10	7
5	12	16	7	10	12	7	5	10	4	10	18	12	5
6	24	33	40	29	28	29	22	19	17	11	28	34	20
7	57	74	44	58	39	73	51	52	58	22	63	48	32
8	74	75	50	56	48	77	39	62	65	36	59	54	62
9	82	94	51	64	51	65	47	57	62	39	52	41	53
10	56	106	60	48	74	71	48	63	81	38	74	33	53
11	30	41	27	34	52	52	30	42	36	35	28	19	17
12	30	57	45	53	56	52	36	25	38	31	23	20	25
13	39	72	64	48	72	89	39	55	38	31	32	41	74
14	51	69	58	61	74	66	61	77	24	41	59	65	56
15	40	87	50	62	68	56	57	67	45	33	66	52	43
16	50	44	25	65	30	41	31	64	26	26	41	33	32
17	22	22	16	32	28	35	19	38	27	26	22	33	31
18	15	41	50	30	31	24	27	22	20	23	48	51	29
19	41	36	37	20	18	25	28	22	15	23	56	28	44
20	26	56	33	22	35	30	29	24	23	13	63	42	33
21	35	63	35	34	21	36	28	26	32	17	54	51	51
22	46	64	48	54	28	71	40	27	25	16	49	58	59
23	50	58	46	38	28	56	47	38	20	9	50	52	49
TOTAL	875	1230	872	898	890	1076	762	863	734	517	1045	892	905

WESTFIELD POLICE DEPARTMENT

March 2011



WESTFIELD POLICE DEPARTMENT

March 2011

of Calls: Reception

# of Calls	10-Mar	1-Apr	10-May	10-Jun	10-Jul	10-Aug	10-Sep	10-Oct	10-Nov	10-Dec	11-Jan	11-Feb	11-Mar
Administration	345	258	298	330	305	299	276	283	244	252	201	221	287
Dispatch	68	71	56	71	56	51	58	57	53	52	65	66	72
Fire Department	10	11	7	9	11	6	4	2	4	1	10	2	3
IT Department	9	8	11	10	6	3	2	0	0	0	9	0	0
Law Enforcement	107	75	91	78	65	71	65	62	61	77	76	74	81
Logistics	28	21	20	27	22	10	18	17	21	18	25	30	15
TOTAL	567	444	483	525	465	440	423	421	383	400	386	393	458

of Walk-Ins

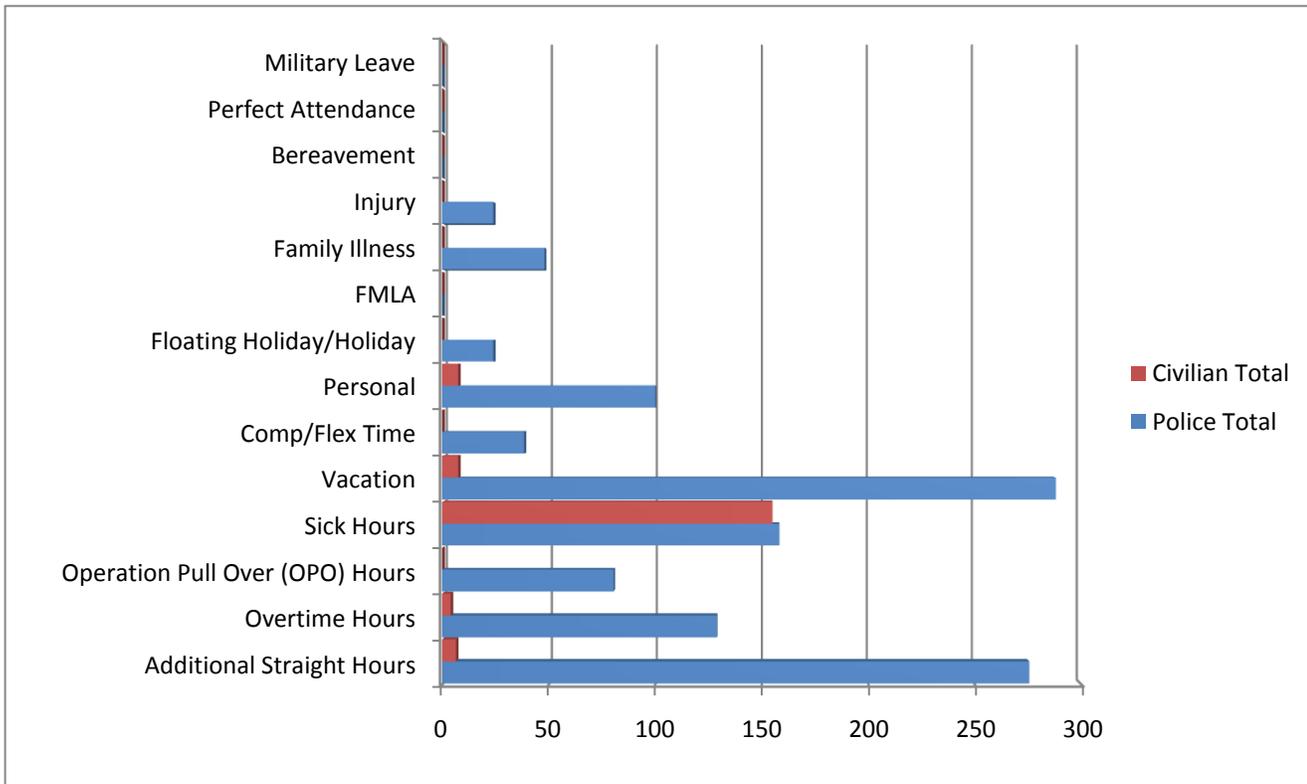
# of Walk-Ins	10-Mar	1-Apr	10-May	10-Jun	10-Jul	10-Aug	10-Sep	10-Oct	10-Nov	10-Dec	11-Jan	11-Feb	11-Mar
Background Checks	9	4	11	22	17	7	3	2	5	4	7	3	9
Car Seat Installation	5	7	9	5	4	12	6	3	1	0	4	3	5
Deliveries	51	27	30	28	24	11	7	5	7	2	8	3	9
Directions	19	14	13	9	13	6	2	4	10	5	3	1	3
Fingerprints	25	25	14	10	2	9	11	5	4	4	8	6	12
Fire Dept Walk-Ins	14	16	12	10	11	7	6	4	2	0	3	1	7
Gun Permit Pickup	39	30	28	20	28	13	12	7	16	24	15	17	22
Gun Permits	42	29	22	15	22	11	17	15	13	24	30	15	33
Insurance Viewing	1	0	1	1	0	0	0	0	0	0	0	0	0
Property Pickup	5	1	8	0	4	5	3	4	2	5	0	6	11
Public Rec. Requests	71	56	69	61	69	57	60	60	65	69	98	63	81
Tow Slips	17	29	31	19	11	13	10	14	16	9	29	22	33
Walk-In to Dispatch	56	40	43	52	44	40	50	47	33	42	46	33	51
TOTAL	354	278	291	252	249	191	187	170	174	188	251	173	276

WESTFIELD POLICE DEPARTMENT

March 2011

Monthly Personnel Performance Measures

<u>Personnel Performance Measures</u>	<u>Police Total</u>	<u>Civilian Total</u>
Additional Straight Hours	275.5	6.5
Overtime Hours	129	4
Operation Pull Over (OPO) Hours	80.5	0
Sick Hours	158.25	155
Vacation	288	7.5
Comp/Flex Time	38.5	0
Personal	100	7.5
Floating Holiday/Holiday	24	0
FMLA	0	0
Family Illness	48	0
Injury	24	0
Bereavement	0	0
Perfect Attendance	0	0
Military Leave	0	0



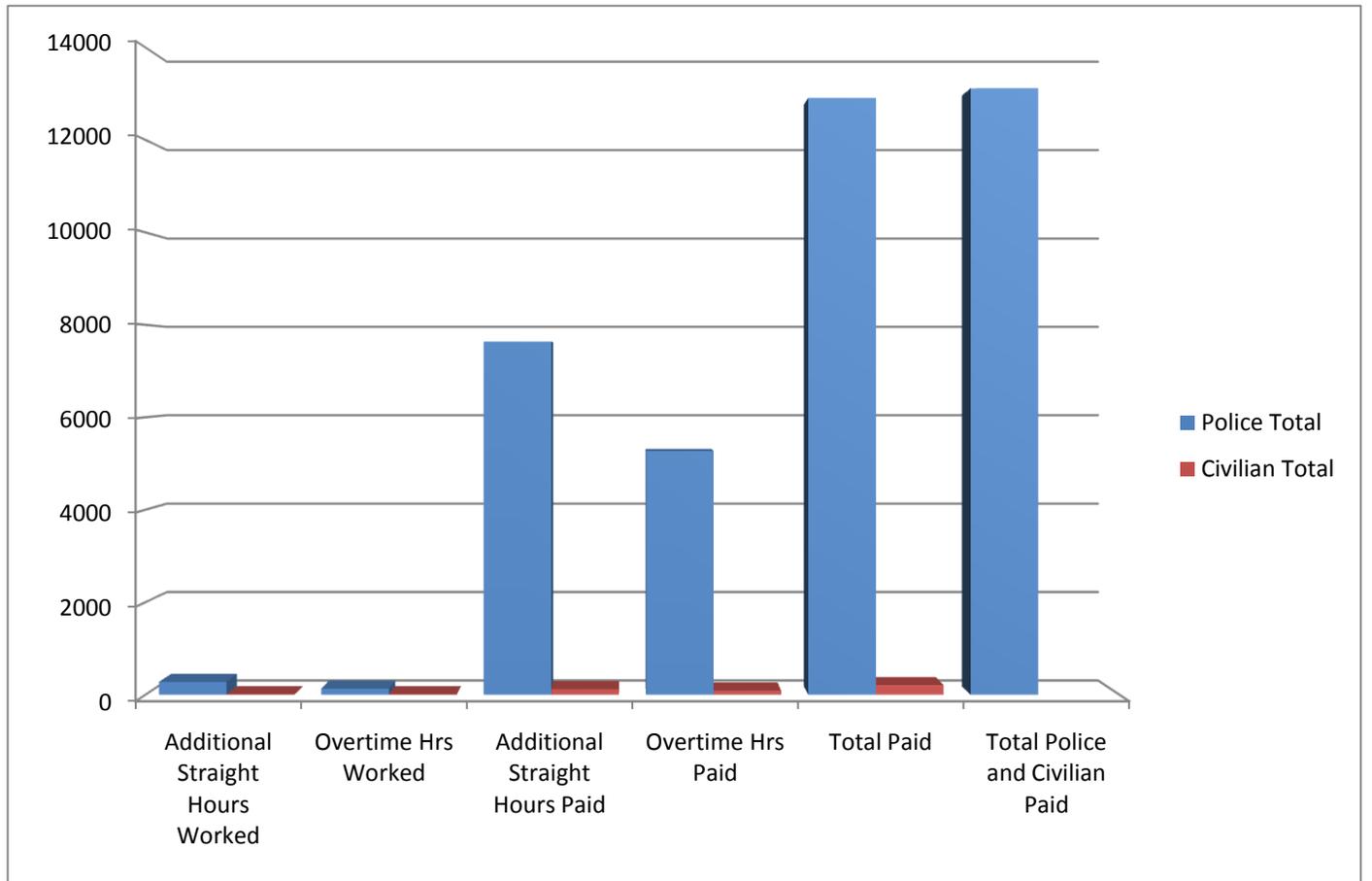
Pay Periods 6-7
Time Frame
3/6/11-4/2/11

WESTFIELD POLICE DEPARTMENT

March 2011

Monthly Personnel Performance Measures

Monthly Additional Compensation	Police Total	Civilian Total
Additional Straight Hours Worked	275.5	6.5
Overtime Hrs Worked	129	4
Additional Straight Hours Paid	\$7,638.14	\$119.54
Overtime Hrs Paid	\$5,271.11	\$88.42
Total Paid	\$12,909.25	\$207.96
Total Police and Civilian Paid	\$13,117.21	



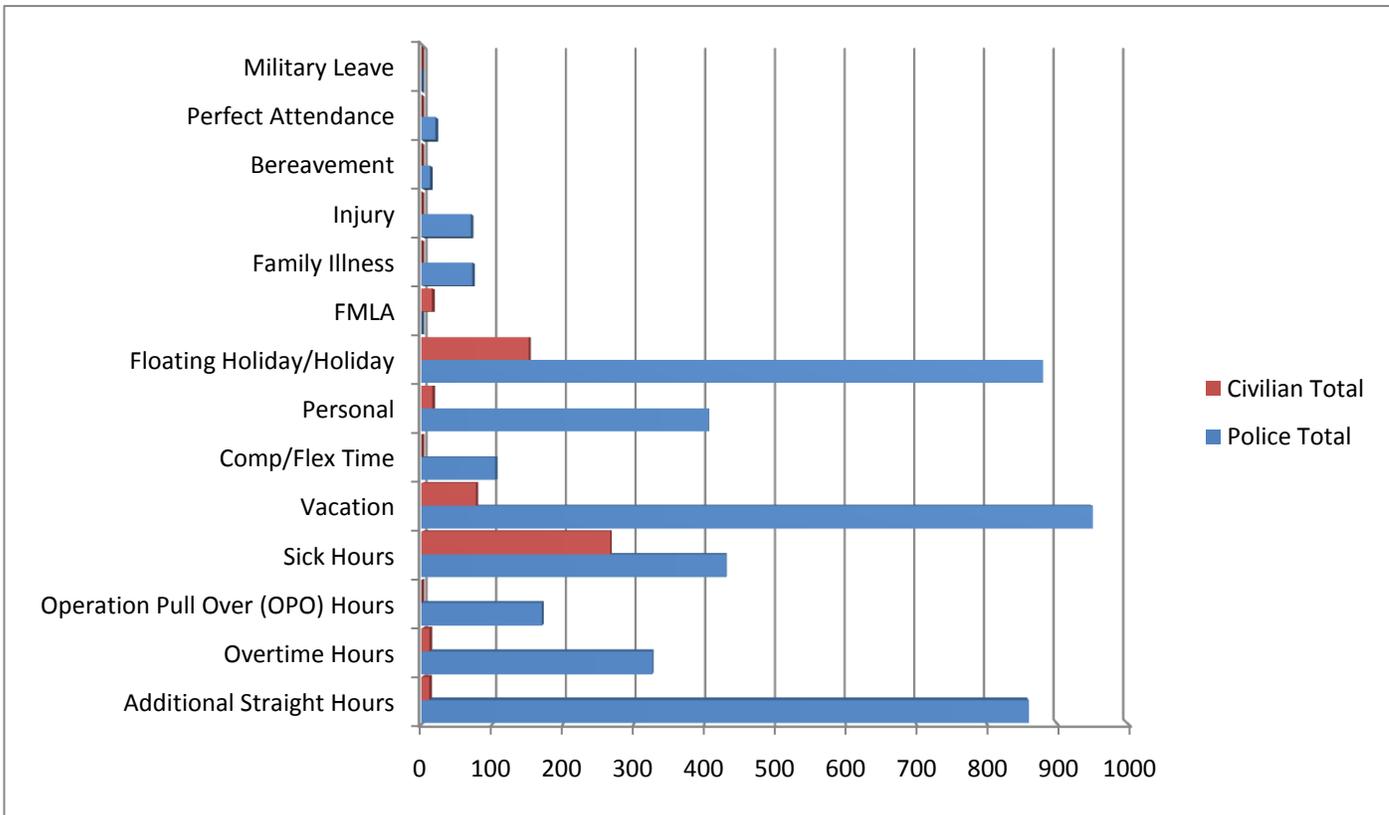
Pay Periods 6-7
Time Frame
3/6/11-4/2/11

WESTFIELD POLICE DEPARTMENT

2011 Year-to-Date

Monthly Personnel Performance Measures

Personnel Performance Measures	Police Total	Civilian Total
Additional Straight Hours	859.25	11
Overtime Hours	327	11.5
Operation Pull Over (OPO) Hours	170.5	0
Sick Hours	431.25	267.25
Vacation	949.5	77
Comp/Flex Time	104.5	0
Personal	406	15.5
Floating Holiday/Holiday	879	152
FMLA	0	15
Family Illness	72	0
Injury	70	0
Bereavement	12	0
Perfect Attendance	20	0
Military Leave	0	0

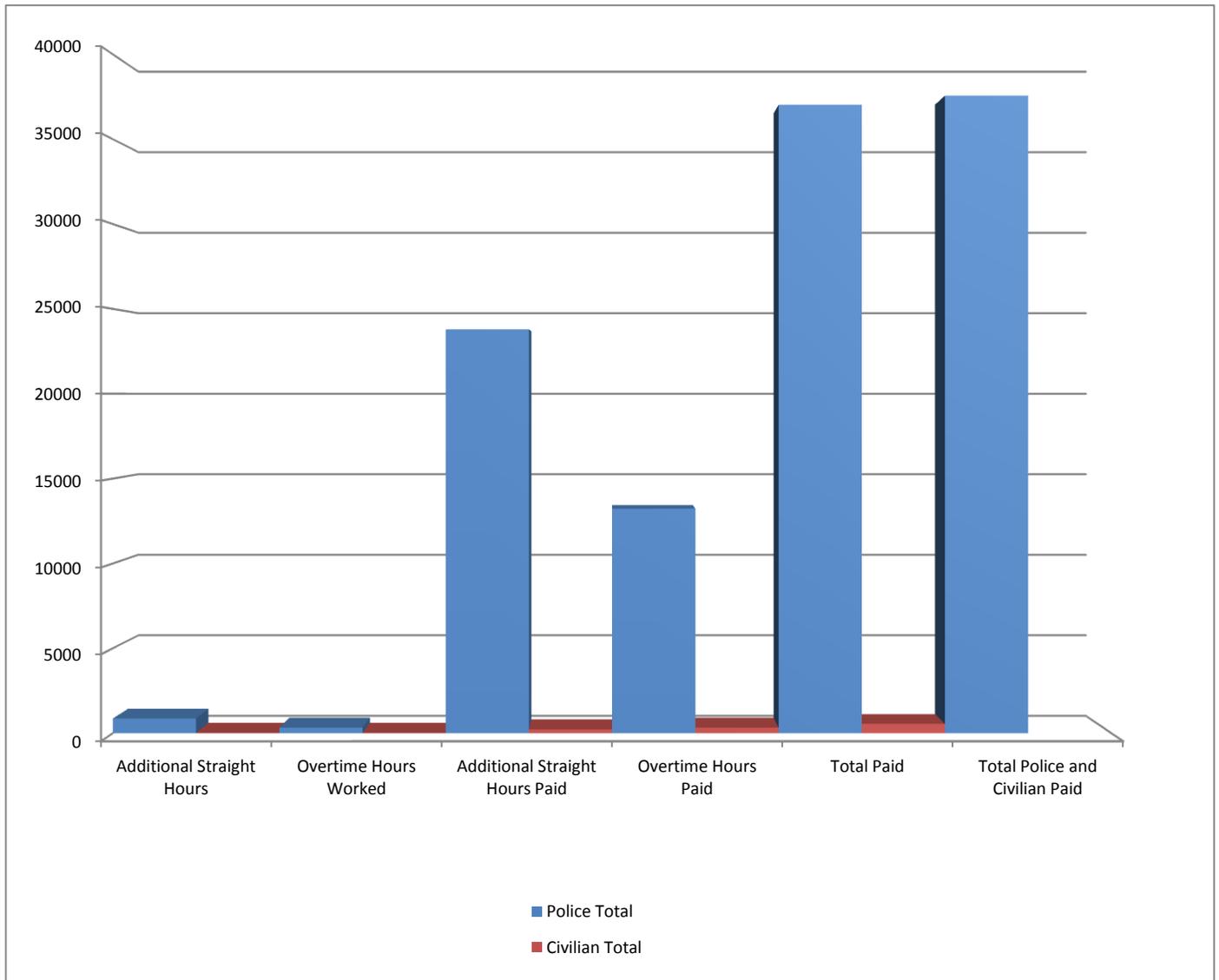


WESTFIELD POLICE DEPARTMENT

2011 Year-to-Date

Monthly Personnel Performance Measures

YTD Additional Compensation	Police Total	Civilian Total
Additional Straight Hours	859.25	11
Overtime Hours Worked	327	11.5
Additional Straight Hours Paid	\$23,793.07	\$218.67
Overtime Hours Paid	\$13,231.48	\$321.27
Total Paid	\$37,024.54	\$539.94
Total Police and Civilian Paid	\$37,564.48	

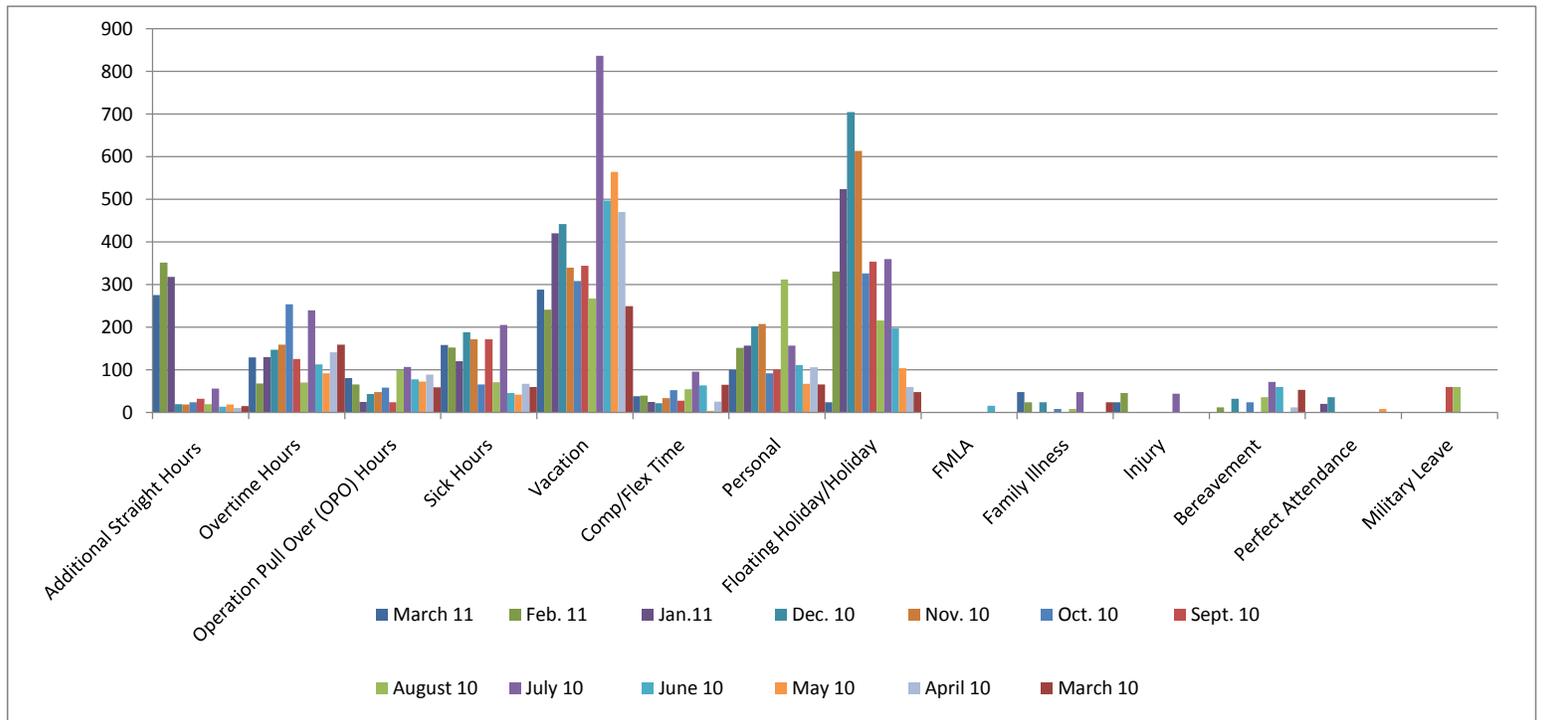


WESTFIELD POLICE DEPARTMENT

Police Monthly Comparison

Monthly Personnel Performance Measures

Personnel Performance Measures	March 11	Feb. 11	Jan.11	Dec. 10	Nov. 10	Oct. 10	Sept. 10	August 10	July 10	June 10	May 10	April 10	March 10
Additional Straight Hours	275.5	351.25	318	19.5	19	24	32.5	19.5	55.75	13.25	19	10.5	15.25
Overtime Hours	129	67.75	130.25	147	158.75	253.75	125.75	70	239.75	112.75	92	141.25	158.75
Operation Pull Over (OPO) Hours	80.5	65.5	24.5	43.5	48	58	24	99.25	106.5	77.5	72.5	89	59
Sick Hours	158.25	152.5	120.5	188	171.5	66	172	71	205.5	46	42	67	60
Vacation	288	241	420.5	442	340	308	344	267	837	497	564	470	249.5
Comp/Flex Time	38.5	40	25	22	34	52	27.5	54.5	95.5	63.5	3.5	25.5	65
Personal	100	151.5	157	202.5	207.5	92	100.5	312	157	111.5	67.5	106	65.5
Floating Holiday/Holiday	24	331	524	704.5	613.5	326	354	216	360	198	104	60	48
FMLA	0	0	0	0	0	0	0	0	0	16	0	0	0
Family Illness	48	24	0	24	0	8	0	8	48	0	0	0	24
Injury	24	46	0	0	0	0	0	0	44	0	0	0	0
Bereavement	0	12	0	32	0	24	0	36	72	60	0	12	53
Perfect Attendance	0	0	20	36	0	0	0	0	0	0	8	0	0
Military Leave	0	0	0	0	0	0	60	60	0	0	0	0	0

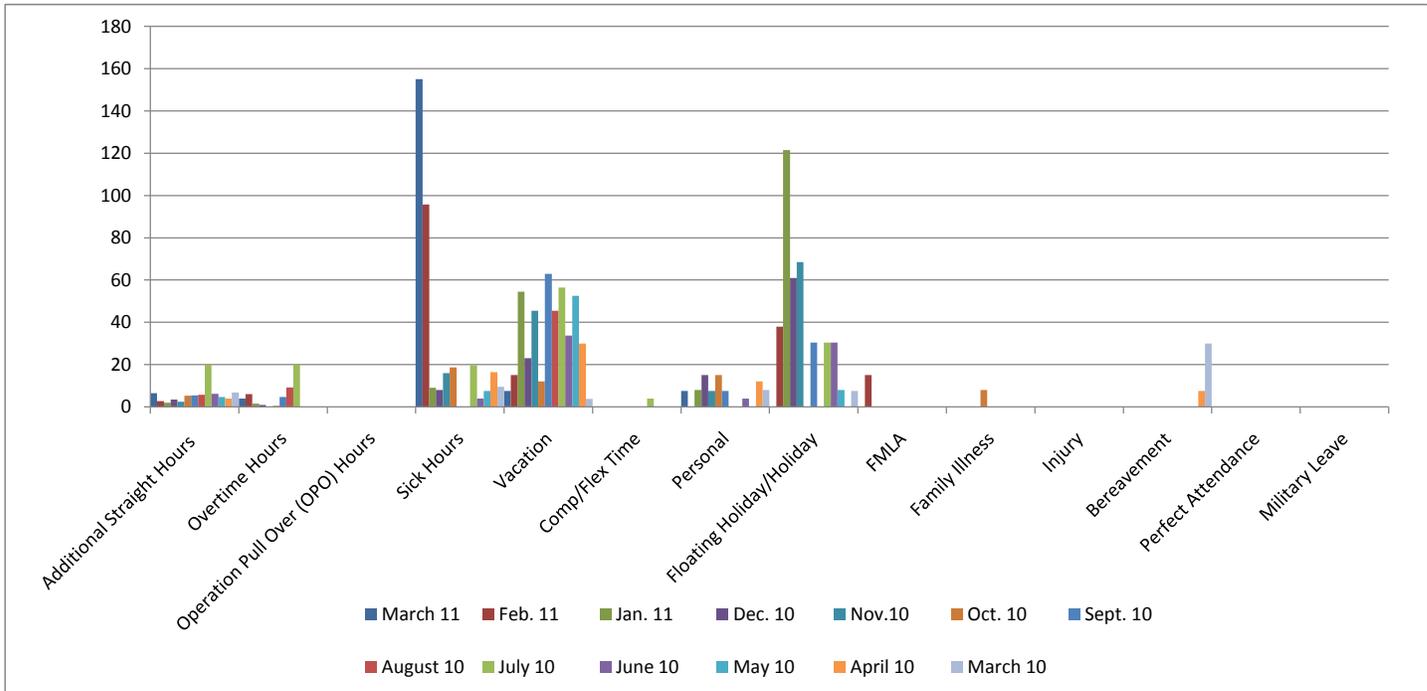


WESTFIELD POLICE DEPARTMENT

Civilian Monthly Comparison

Monthly Personnel Performance Measures

Personnel Performance Measures	March 11	Feb. 11	Jan. 11	Dec. 10	Nov.10	Oct. 10	Sept. 10	August 10	July 10	June 10	May 10	April 10	March 10
Additional Straight Hours	6.5	2.75	2	3.5	2.5	5.25	5.5	5.75	20	6.25	4.75	4	6.75
Overtime Hours	4	6	1.5	1	0	0.5	4.75	9.25	20	0	0	0	0.25
Operation Pull Over (OPO) Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Sick Hours	155	95.75	9	8	16	18.75	0	0	19.75	4	7.5	16.5	9.5
Vacation	7.5	15	54.5	23	45.5	12	63	45.5	56.5	33.75	52.5	30	3.75
Comp/Flex Time	0	0	0	0	0	0	0	0	4	0	0	0	0
Personal	7.5	0	8	15	7.5	15	7.5	0	0	4	0	12	8
Floating Holiday/Holiday	0	38	121.5	61	68.5	0	30.5	0	30.5	30.5	8	0	7.5
FMLA	0	15	0	0	0	0	0	0	0	0	0	0	0
Family Illness	0	0	0	0	0	8	0	0	0	0	0	0	0
Injury	0	0	0	0	0	0	0	0	0	0	0	0	0
Bereavement	0	0	0	0	0	0	0	0	0	0	0	7.5	30
Perfect Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0
Military Leave	0	0	0	0	0	0	0	0	0	0	0	0	0



**Westfield Police Department
Community Events
March 2011**

Police Department Tour – Spencer Lancaster was given a tour of the Police Department

Run With a Cop

Police Department Tour – Cub Scouts toured the Police Department, talked to an officer, and looked at a police car

Westfield Washington Schools Health and Safety Fair – Police Department had a booth at the fair with safety information and a child safety seat technician available to answer questions and make appointments

Honor Local Heroes – Westfield High School Softball team honored the Police Department and Assistant Chief Jordan threw out the first pitch

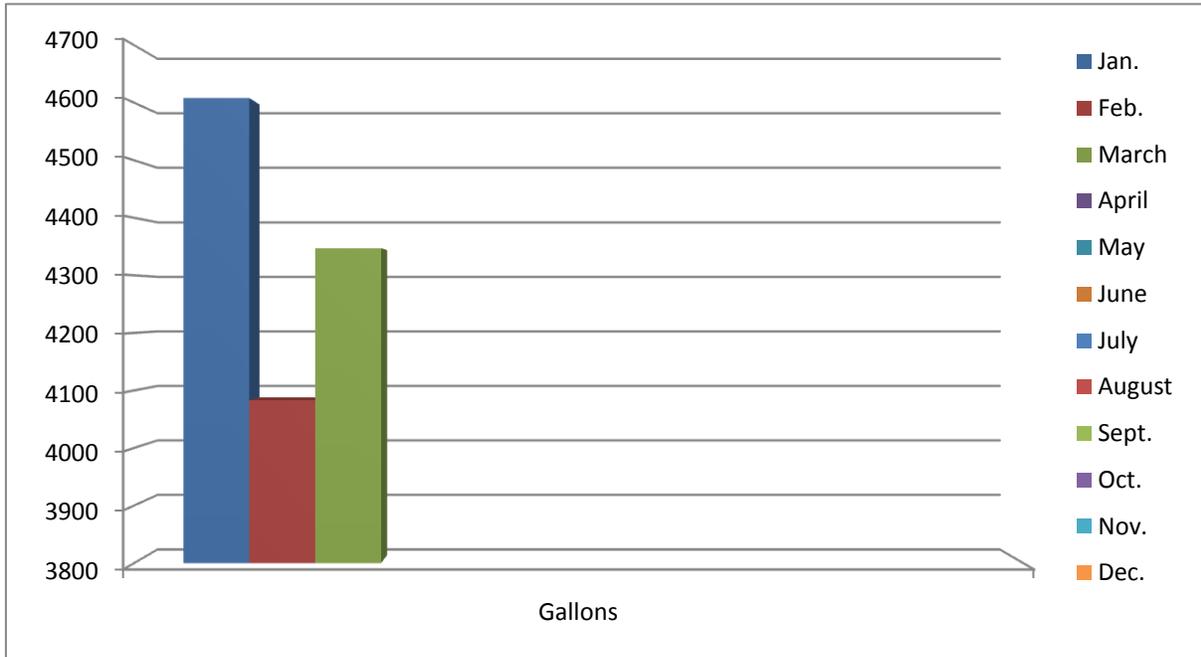
WESTFIELD POLICE DEPARTMENT

Monthly Fuel Purchases

Gallons 2010/2011

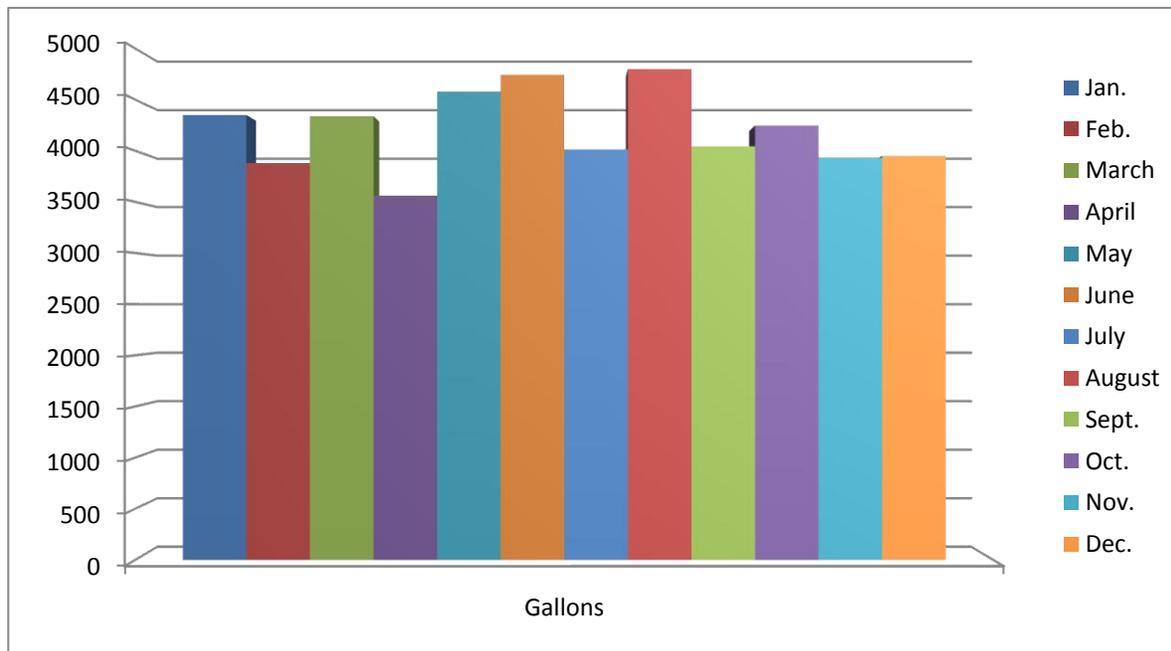
Fuel Purchases 2011

Month	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Gallons	4608	4083	4347									



Fuel Purchases 2010

Month	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Gallons	4349	3879	4338	3562	4579	4741	4012	4798	4042	4245	3930	3949



Monthly Training Summary

March 2011

- 7th-9th – ICS 300 – Lt. Hollowell
- 7th – 10th - **Defensive Tactics** – Departmental
- 10th – **Monthly Emergency Services Unit (ESU)**– Sgt. Siara and Officer Todd
- 14th-15th - **ICS 400** – Captain Lowes
- 14th – 17th – **Less Lethal Instructor** – Officer Todd
- 14th – 17th – **State Mandates** – Departmental
- 15th – 16th – **Street Survival** – Officer Taylor
- 21st – **ESU** – Sgt Siara and Officer Todd
- 22nd-25th – **Incident Response to Terrorist Bombings** – Officer Hopkins
- 22nd – 23 – **K9 Deployment and K9 General Order** – Departmental
- 29th-30th – **Firearms** - Departmental

PERFORMANCE COUNSELING STATEMENT

Supervisor A/C Scott Jordan

Employee Rory Gentry, Jackie Carter, Josh Harrell, Joseph Hopkins

Date April 7, 2011 Case: 11000735

Type of counseling being documented (mark one): Verbal Written

PERFORMANCE/ BEHAVIOR

On Wednesday, March 16, 2011, Michael [REDACTED] stopped in the police department to obtain a copy of a police report. The previous evening their home was burglarized and items had been taken. While in the lobby, I met with the [REDACTED] and they said that all of the officers who responded to their home were very professional and they appreciated all of their efforts.

Although the [REDACTED] family had been a victim of a crime, they were very positive about their interaction with officers of the Westfield Police Department and the manner in which they conducted themselves.

PERFORMANCE OBJECTIVES/ GOALS

Customer Focus- Works well with customers (internal/external) to translate needs into value added-services.

Public Relations- Shows a commitment to positive first impression and positive perception of the Police Department.

12.070 Commitment to Quality- Employees will strive to obtain all skills and knowledge necessary to perform their jobs in an outstanding manner and effectively represent the City of Westfield in all interactions.

SUSPENSE DATE

N/A – Keep it up!

EMPLOYEE COMMENT

(insert narrative)

Signing this form does not necessarily indicate agreement. Signature indicates that the employee was counseled on the performance noted above.

Supervisor _____ Employee _____

POSITIVE PERFORMANCE COUNSELING STATEMENT

Supervisor Scott Jordan A/C

Employee Denise Gilreath

Date March 4, 2011

Type of counseling being documented (mark one): Verbal Written

PERFORMANCE/ BEHAVIOR

- On Thursday, March 3, 2011, at approximately 9:00pm, I was approached by [REDACTED] at a social event. [REDACTED] advised me that a month ago (1/28/2011), he and his daughter came to the police department to have child car seats installed. While at the department, he said that Denise Gilreath helped them. He said that Denise was very nice, helpful, professional, and did a great job and felt that it was important that he share that information with the department.

COPY

PERFORMANCE OBJECTIVES/ GOALS

- General Order 26.1.1 Professional Conduct**
Employees are expected to be professional and courteous to the public.
- City Policy 12.020 Conduct in the Work Place**
All employees should conduct themselves on the job in a manner appropriate to the workplace. The normal standards of courtesy and consideration for others should be observed in all contacts with those who have business to transact with our City.
- Customer Focus-** Works well with customers (internal/external) to translate needs into value-added services.

SUSPENSE DATE

N/A – Keep up the great work!

EMPLOYEE COMMENT

(insert narrative)

Signing this form does not necessarily indicate agreement. Signature indicates that the employee was counseled on the performance noted above.

Supervisor



Employee



PERFORMANCE COUNSELING STATEMENT

Supervisor A/C Scott Jordan

Employee Song Kang / Jeff Swiatkowski

Date March 7, 2011

Type of counseling being documented (mark one): Verbal Written

PERFORMANCE/ BEHAVIOR

On Thursday, March 24, 2011, at approximately 11:30am, K9 Officer Song Kang and Officer Jeff Swiatkowski conducted a K9 demonstration at the Westfield City Services Building. This public relations event was presented to the Indiana Municipal Personnel Administrators for Cities and Towns (IMPACT) at the request of the City of Westfield's Human Resources [REDACTED] K9 Officer Kang and Officer Swiatkowski demonstrated Gorky's abilities and explained the benefits, training requirements, and overall responsibilities of the unit. K9 Officer Kang and Officer Swiatkowski consistently conduct demonstration for the public and represent the department and the City well.

PERFORMANCE OBJECTIVES/ GOALS

Customer Focus- Works well with customers (internal/external) to translate needs into value added-services.

Public Relations- Shows a commitment to positive first impression and positive perception of the Police Department.

12.070 Commitment to Quality- Employees will strive to obtain all skills and knowledge necessary to perform their jobs in an outstanding manner and effectively represent the City of Westfield in all interactions.

SUSPENSE DATE

N/A – Keep it up!

EMPLOYEE COMMENT

(insert narrative)

Signing this form does not necessarily indicate agreement. Signature indicates that the employee was counseled on the performance noted above.

Supervisor _____ Employee _____

PERFORMANCE COUNSELING STATEMENT

Supervisor A/C Scott Jordan

Employee Samuel Newlin-Haus

Date March 24, 2011

Type of counseling being documented (mark one): Verbal Written

PERFORMANCE/ BEHAVIOR

On March 24, 2011, at approximately 10:47am, I received an email from a local resident, named [REDACTED] has complained in the past that vehicles often disregard the school bus stop arm while his daughter boards the bus. As a result, we have asked officers to target this area and observe for violations. Over the past several months, Officer Newlin-Haus has focused his patrols in this area and has initiated traffic stops after observing violations. These stops have resulted in numerous individuals being charged with stop arm violations. Today, Officer Newlin-Haus observed another stop arm violation and stopped the violator for the offense. This was witnessed by [REDACTED] and his email was sent due to the fact that he appreciated the officer's efforts. In his email, [REDACTED] noted that it "...looked like the officer really cares and did everything correctly. Beautifully done job, Thank you so very much".

Officer Newlin-Haus routinely follows up on traffic complaints and problem areas and produces results.

***See attached email for more details.

PERFORMANCE OBJECTIVES/ GOALS

Customer Focus- Works well with customers (internal/external) to translate needs into value added-services.

Public Relations- Shows a commitment to positive first impression and positive perception of the Police Department.

Decision Making- Makes decisions, renders judgments, takes action or makes commitments after considering available

Quality/Quantity of Work- Results oriented; follows through on commitments; work is accurate and timely; searches for methods to improve; commitment to excellence.

12.070 Commitment to Quality- Employees will strive to obtain all skills and knowledge necessary to perform their jobs in an outstanding manner and effectively represent the City of Westfield in all interactions.

SUSPENSE DATE

N/A – Keep it up!

EMPLOYEE COMMENT

Signing this form does not necessarily indicate agreement. Signature indicates that the employee was counseled on the performance noted above.

Supervisor _____ Employee _____