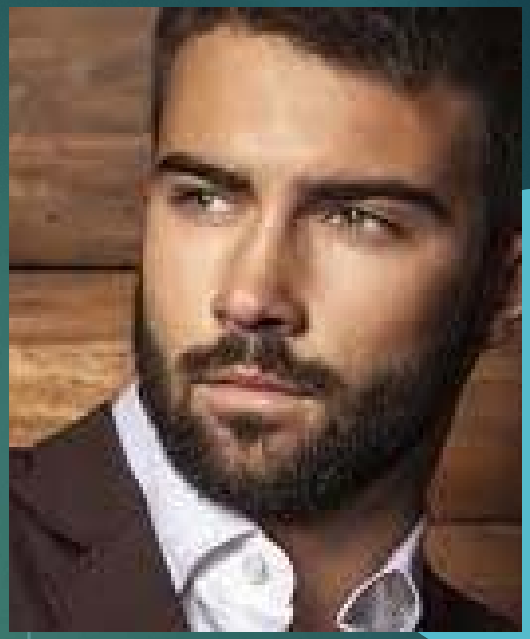
Attachments

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Photos - Facial Hair Approved and Not Approved Examples.pdf

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APPROVED EXAMPLES







APPROVED EXAMPLES

NOT APPROVED EXAMPLES



Too long and doesn't follow natural arch of mouth



Doesn't follow the natural arch of the mouth and is not a full goatee



Not considered a full beard, doesn't follow natural arch of mouth

NOT APPROVED EXAMPLES



Too long and doesn't follow natural arch of the mouth

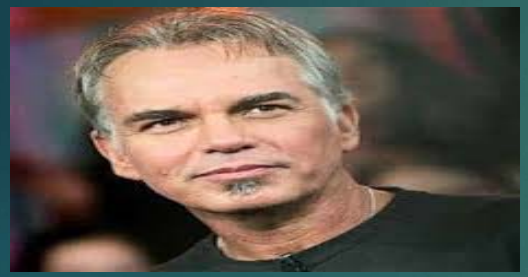


Patchy, spotty and neck beards are not allowed



Designs are not allowed

NOT APPROVED EXAMPLES



Soul patches are not approved



Non-natural dyes are not allowed



Beards extending onto the neck are not allowed

PIP - Example of Notice of Deficiency.pdf

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WEST VALLEY CITY POLICE DEPARTMENT

INTRADEPARTMENTAL CORRESPONDENCE

TO: OFFICER EXAMPLE
FROM: SGT. SAMPLE
SUBJECT: NOTICE OF PERFORMANCE DEFICIENCY
DATE: DATE OF MEETING
CC: LEFTA - METR

Dear Officer Example,

Summary

During the last several months, it has been determined that your work performance is below the standard of "Meets Expectation" for a West Valley City Police Officer in the area of your quality of work. Over the past six months, you have been on the Records "Kickback" list more often than is acceptable.

The West Valley City Police Department values you as an employee and desires to see you reach the level of "Meets Expectation" in this performance standard area. Therefore, you are being given this Notice of Performance Deficiency with a time period of thirty (30) days to bring your level of performance in the area of quality of work to the level of "Meets Expectation."

Specific Area of Concern / Deficiency

Over the past six months, I have noticed a deficiency in the quality of your work. This resulted from a review of how often your reports have been on the Records "Kickback" list. Here is a list by month of the number of times your reports were on the "Kickback" list of over the past six months:

June - 9 kickbacks
July - 12 kickbacks
August - 18 kickbacks
September - 4 kickbacks
October - 14 kickbacks
November - 17 kickbacks

This is an average of 3 kickbacks per week.

Performance Standard

In order for you to achieve the standard of "Meets Expectation" in the area of quality of work, you must bring the average number of kickbacks per week down to one or fewer per week.

Impact of the Employee's Performance and / or Behavior

Not meeting the expectation in the area of quality of work results in negative results for other stakeholders in the reporting process. For example, the Records Section must process a high volume of reports each

day. Having reports in que for processing causes a backlog of their process. Additionally, detectives must receive cases in a timely manner in order to conduct a proper investigation and meet screening deadlines with the Prosecutor's office. Victims of crimes expect prompt police action and follow-up that can only come from officers producing reports that meet the expectation for quality work.

Previous History of Meetings / Discussions/Documentation

On July 16, 2018 we sat down for our monthly inspection and meeting. I related that you had been on the "Kickback" list 9 times in June and had already been on the list 10 times in July. I told you that it was unacceptable to be on the "Kickback" list that often and indicated that the expectation was to have an average of one or fewer kickbacks per week. You said you understood and would work to not be on the list next month. This was documented on the monthly meeting form in Performance Impact.

On August 24, 2018, I noticed that you had 18 kickbacks. I called you into the office and informed you that this was well above the expectation that I had set forth in July during our monthly meeting. I reiterated the expectation of one or fewer kickbacks per week and you said you understood. This conversation was documented in Performance Impact on that date.

On October 20, 2018, I noticed that you had 14 kickbacks. I called you into the office and issued you a letter of Non-Disciplinary Instruction informing you that your quality of work in the area of report kickbacks was below expectation. We reviewed several of the specific report kickbacks and found that 3 were for not submitting the reports on time, 6 were for missing attachments, and 5 were for incomplete DI9 reports. We reviewed the necessary attachments for each type of case, the process for uploading reports into the report system, and we spent time discussing how to properly complete a DI9 report. I reiterated that the performance expectation was to have an average of one or fewer kickbacks per week. This information was documented in the letter of Non-Disciplinary Instruction which was entered into Performance Impact.

Notice

After several documented discussions and a letter of Non-Disciplinary Instruction, you still had 17 Records "Kickbacks" in November 2018. This is well above the stated expectation of one or fewer "Kickbacks" per week.

As of today, December 23, 2018, you have thirty (30) days to bring your performance in the area of quality of work to the level of "Meets Expectation" as described above. Failure to bring your performance to that level will result on you being placed on a formal Performance Improvement Plan.

Please contact me if there is any specific training or guidance that can help you achieve this expectation.

Acknowledgement

By signing below, I acknowledge that this Notice of Performance Deficiency has been received and understood.

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

PIP - Example of Feedback Meeting.pdf

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WEST VALLEY CITY POLICE DEPARTMENT

INTRADEPARTMENTAL CORRESPONDENCE

TO: OFFICER EXAMPLE
FROM: SGT. SAMPLE
SUBJECT: PIP WEEKLY FEEDBACK MEETING
DATE: DATE OF MEETING
CC: LEFTA - METR

Dear Officer Example,

On February 11, 2018 at 1500 hours, we met to discuss your progress in the Performance Improvement Plan.

On February 3, 2018, we met and reviewed West Valley City Police Department policy 316.10 and how it relates to report preparation and documentation. You indicated that you understood the policy.

On February 4, 2018, you were assigned to the Traffic Division with a Traffic FTO to receive field training on completing DI9 reports. After speaking with the Traffic FTO, he indicated that you took three DI9 reports and had only minor errors to correct. At the end of that shift, you only had one issue that would have resulted in a Records "Kickback." The FTO said he provided training regarding that area, which was how to properly format the address on the DI9 form.

On February 6, 2018, you spent 6 hours assigned to the Records Department. Records Clerk Jones indicated that she showed you their process for entering and managing reports from patrol officers. She also provided training on what attachments are necessary for domestic violence cases, traffic crashes, stolen vehicle reports, vehicle tows, and theft-related reports.

On February 7, 2018, you were assigned to FTO Johnson for a period of one week. During that week, FTO Johnson provided basic field instruction in the area of report writing and documentation. FTO Johnson said during the week you took seven long form reports that included two domestic incidents, a DI9, a burglary report, and 3 vehicle theft reports. FTO Johnson reported that you completed all necessary reports and paperwork with no issues.

Each day for the past week, we have met at the end of the shift to review your packet and reports. While reviewing your packet, I found one vehicle theft report that was missing the Affidavit of Theft. We reviewed the procedure for vehicle theft reports and how to properly complete the form.

During today's meeting, you indicated that you have understood the training provided during the past week and feel like you are making progress. You had no concerns to address.

Next week, we will continue to meet at the end of each shift to review your reports and packet. We will also continue to review and complete each of the remaining Strategies for Successful Outcome objectives listed in the Performance Improvement Plan.

Disciplinary Matrix 3-17-2026.pdf

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DISCIPLINARY MATRIX – 3/17/2026

BEHAVIOR	A	B	C	D	E
INSUBORDINATION		✓			
RUDE, DISCOURTEOUS, OR INAPPROPRIATE COMMENT(S), BEHAVIOR OR GESTURES TO INCLUDE PROFANE OR OBSCENE LANGUAGE	✓				
CONDUCT UNBECOMING		✓			
SEXUAL MISCONDUCT					✓
MISREPRESENTING FACTS	**A**	**B**	**C**	**D**	**E**
ALL MISREPRESENTATION OR GIVING FALSE OR MISLEADING STATEMENTS					✓
FAILURE TO RESPOND TRUTHFULLY AFTER GARRITY WARNING					✓
OFF DUTY VIOLATIONS	**A**	**B**	**C**	**D**	**E**
FAILURE TO TAKE REASONABLY REQUIRED ACTION		✓			
KNOWINGLY ASSOCIATING WITH PERSONS OF QUESTIONABLE CHARACTER; PATRONIZING PLACES SUSPECTED OF VIOLATING THE LAW		✓			
INVOLVEMENTS WITH FRIENDS, ASSOCIATES OR RELATIVES WHEN PROHIBITED		✓			
FAILURE TO REPORT OFF DUTY INVOLVEMENT IN AN INCIDENT REQUIRING DEPARTMENTAL NOTIFICATION	✓				
SECONDARY EMPLOYMENT VIOLATIONS	**A**	**B**	**C**	**D**	**E**
WORKING WITHOUT AUTHORIZATION; VIOLATION OF THE APPLICATION PROCESS	✓				
VIOLATING RESTRICTIONS OR PROHIBITIONS (LOCATION, HOURS, TYPE OF EMPLOYMENT)		✓			
WORKING SECONDARY EMPLOYMENT WHILE ABSENT FROM PRIMARY ASSIGNMENT DUE TO ILLNESS, ACCIDENT OR LIMITED DUTY		✓			
UNAUTHORIZED USE OF DEPARTMENTAL EQUIPMENT OR SERVICES		✓			
INAPPROPRIATE DISPLAY OF DEPARTMENTAL BADGE, LOGO, OR OTHER POLICE INSIGNIA AND/OR ISSUED EQUIPMENT		✓			
WORKING SECONDARY EMPLOYMENT DURING ON-DUTY HOURS					✓
PRISONER-RELATED VIOLATIONS	**A**	**B**	**C**	**D**	**E**
IMPROPER/UNAUTHORIZED SEARCHES		✓			
TRANSPORTATION OF PRISONER(S)		✓			
HANDLING/SECURITY OF PRISONER/ARRESTEE/DETAINEE		✓			
PRISONER PROPERTY HANDLING/PROCESSING		✓			
RESTRAINT VIOLATIONS		✓			
FAILURE TO PROVIDE REASONABLE AND DUE CARE		✓			
IMPROPER RELEASE OF PRISONER/ARRESTEE/DETAINEE		✓			
EVIDENCE & PROPERTY VIOLATIONS	**A**	**B**	**C**	**D**	**E**
RECOVERY OF EVIDENCE		✓			
PRESERVATION OF CRIME/INCIDENT SCENE		✓			
RELATED TO THE HANDLING/RECEIPT OF EVIDENCE & PROPERTY (I.E. CHAIN OF CUSTODY		✓			
PROCESSING/TESTING OF EVIDENCE		✓			
RECOVERY OF FOUND AND/OR ABANDONED PROPERTY		✓			
STORAGE AND RELEASE OF FOUND PROPERTY		✓			

DISCIPLINARY MATRIX – 3/17/2026

HARRASSMENT & DISCRIMINATION	A	B	C	D	E
SEXUAL/RACIAL/ETHNIC/RELIGIOUS/SEXUAL ORIENTATION					✓
HARRASSMENT/DISCRIMINATION					✓
ALL OTHER HARRASSMENT/DISCRIMINATION					✓
FIREARM/WEAPON VIOLATIONS (INCLUDES LESS-LETHAL WEAPONRY)	**A**	**B**	**C**	**D**	**E**
DELIBERATE FIREARM/WEAPON DISCHARGE VIOLATION (ENDANGERING LIFE)					✓
DELIBERATE FIREARM/WEAPON DISCHARGE VIOLATION (NO LIFE ENDANGERMENT)				✓	
RECKLESS DISCHARGE AND/OR USE OF A FIREARM			✓		
NEGLIGENT OR ACCIDENTAL DISCHARGE OF A FIREARM/WEAPON		✓			
FAILURE TO REPORT A FIREARM DISPLAY		✓			
CARRYING UNAUTHORIZED FIREARM/WEAPON		✓			
FAILURE TO SECURE FIREARM/WEAPON (ON- OR OFF-DUTY)		✓			
CARRYING UNAUTHORIZED AMMUNITION (INCLUDES TYPE OR AMOUNT)		✓			
FAILURE TO PROPERLY MAINTAIN ISSUED/AUTHORIZED FIREARM/WEAPON	✓				
FAILURE TO REPORT DISCHARGE OF FIREARM/WEAPON				✓	
RECKLESS USE OF A LESS-LETHAL WEAPON			✓		
NEGLIGENT USE OF A LESS-LETHAL WEAPON		✓			
DEPARTMENT VEHICLE ACCIDENTS (AT FAULT)	**A**	**B**	**C**	**D**	**E**
FIRST OR SECOND "CATEGORY A" ACCIDENT, AS DETERMINED BY THE ACCIDENT REVIEW COMMITTEE, WITHIN 3 YEARS	✓				
FIRST OR SECOND "CATEGORY B" ACCIDENT, AS DETERMINED BY THE ACCIDENT REVIEW COMMITTEE, WITHIN 3 YEARS: TWO WEEK DRIVING ASSESSMENT		✓			
"CATEGORY C" ACCIDENT, AS DETERMINED BY THE ACCIDENT REVIEW COMMITTEE: THREE WEEK DRIVING ASSESSMENT AND ADMINISTRATIVE INVESTIGATION			✓		
GROSS DISREGARD OF SAFETY RESULTING IN AN ACCIDENT			✓		
FAILURE TO REPORT AN ACCIDENT					✓
USE OF FORCE	**A**	**B**	**C**	**D**	**E**
FAILURE TO FOLLOW DE-ESCALATION POLICY	✓				
DUTY TO INTERVENE VIOLATION		✓			
ANY ACTION THAT IS CONTRARY TO OR OUTSIDE OF THE TRAINING PROVIDED BY THIS DEPARTMENT, WITHOUT REASONABLE JUSTIFICATION		✓			
UNREASONABLE USE OF FORCE - DEFINED AS FORCE THAT IS OUTSIDE WHAT AN ORDINARY AND PRUDENT LAW ENFORCEMENT OFFICER WOULD USE AND IS CONSIDERED EXCESSIVE				✓	
FAILURE TO REPORT A USE OF FORCE			✓		
NEGLECT	**A**	**B**	**C**	**D**	**E**
FAILURE TO ASSIST/BACK-UP ANOTHER OFFICER WHILE ON-DUTY				✓	
FAILURE TO TAKE NECESSARY POLICE ACTION WHILE ON-DUTY		✓			
NEGLECT OF DUTY		✓			

DISCIPLINARY MATRIX – 3/17/2026

INVESTIGATION VIOLATIONS	A	B	C	D	E
VIOLATIONS OF PROCEDURES FOR PRELIMINARY AND FOLLOW-UP INVESTIGATIONS		✓			
FAILURE TO SUBMIT OR FILE REQUIRED REPORTS	✓				
VIOLATION OF THE REPORT PREPARATION POLICY	✓				
IMPROPER ARREST OR DETENTION		✓			
FAILURE TO MAKE REQUIRED ARREST			✓		
ACCURACY OF CHARGING DOCUMENT/WARRANT/AFFIDAVIT/TESTIMONY (NOT INCLUDING PERJURY OR INTENTIONAL MISREPRESENTATIONS)			✓		
IMPROPER PROCEDURES FOR AN INTERVIEW OR INTERROGATION		✓			
IMPROPER SEARCHES, SEIZURES, OR ENTRIES (NEGLIGENT)	✓				
IMPROPER SEARCHES, SEIZURES, OR ENTRIES (RECKLESS)		✓			
KNOWING OR MALICIOUS VIOLATION OF CONSTITUTIONAL RIGHTS					✓
SUPERVISORY VIOLATIONS	**A**	**B**	**C**	**D**	**E**
FAILURE TO TAKE APPROPRIATE ACTION/NEGLECT OF DUTY		✓			
FAILURE TO PERFORM ASSIGNED ADMINISTRATIVE DUTIES		✓			
FAILURE TO RESPOND TO SCENE WHEN REQUIRED OR PROVIDE APPROPRIATE INCIDENT SCENE SUPERVISION		✓			
FAILURE TO MAKE REQUIRED NOTIFICATION(S)	✓				
FAILURE TO CONDUCT A PROPER BOOKING APPROVAL		✓			
FAILURE TO MONITOR AND MAINTAIN PROPER PRISONER SAFEGUARDS AND HANDLING			✓		
FAILURE TO REVIEW AND PROPERLY ADMINISTER SEARCH OR ARREST WARRANTS, CHARGING STATEMENTS, AND/OR COURT DOCUMENTS AND ORDERS		✓			
IMPROPER OR EXCESSIVE DELEGATION OF ASSIGNED DUTIES		✓			
INFORMATION SECURITY VIOLATIONS	**A**	**B**	**C**	**D**	**E**
IMPROPER OR UNAUTHORIZED DISSEMINATION OF INVESTIGATIVE INFORMATION				✓	
IMPROPER OR UNAUTHORIZED DISSEMINATION OF DEPARTMENTAL INFORMATION				✓	

DISCIPLINARY MATRIX – 3/17/2026

MISCELLANEOUS VIOLATIONS	A	B	C	D	E
VIOLATION OF THE BODY WORN CAMERA POLICY	✓				
LEAVING ASSIGNMENT WITHOUT AUTHORIZATION		✓			
CHEATING ON TESTS, HOMEWORK, OR OTHER ASSIGNMENTS					✓
OBSTRUCTING OR HINDERING A CRIMINAL INVESTIGATION					✓
OBSTRUCTING OR HINDERING AN INTERNAL AFFAIRS OR ADMINISTRATIVE INVESTIGATION					✓
ABSENT WITHOUT AUTHORIZATION		✓			
TIMECARD VIOLATION		✓			
COURT APPEARANCE VIOLATIONS (i.e. LATENESS, FAILURE TO PROVIDE REQUIRED PAPERWORK)	✓				
FAILURE TO ATTEND MANDATORY DEPARTMENT TRAINING ON ANY AVAILABLE DATE/TIME OFFERED FOR THE TRAINING COURSE	✓				
FAILURE BY SUPERVISOR TO ENSURE ASSIGNED PERSONNEL ARE SCHEDULED TO ATTEND MANDATORY DEPARTMENT TRAINING ON ANY AVAILABLE DATE/TIME OFFERED FOR THE TRAINING COURSE	✓				
FAILURE TO APPEAR WHEN PROPERLY SUMMONSED	✓				
UNIFORM/IMPROPER DRESS VIOLATIONS	✓				
UNAUTHORIZED RIDE-ALONG		✓			
UNAUTHORIZED SLEEPING ON DUTY		✓			
FAILURE TO FOLLOW CHAIN OF COMMAND/OBTAIN SUPERVISORY APPROVAL	✓				
INTOXICATION/UNAUTHORIZED CONSUMPTION OF INTOXICATING SUBSTANCE ON DUTY					✓
FAILURE TO NOTIFY OF ADDRESS/CONTACT INFORMATION CHANGE	✓				
FAILURE TO ANSWER RADIO		✓			
ALL OTHER MISCELLANEOUS VIOLATIONS	✓				
CRIMINAL VIOLATIONS	**A**	**B**	**C**	**D**	**E**
ENGAGING IN CONDUCT CONSTITUTING A STATE OR FEDERAL CRIMINAL OFFENSE, BUT NOT INCLUDING A TRAFFIC OFFENSE THAT IS A CLASS C MISDEMEANOR OR INFRACTION					✓
ALL OTHER NON-ARRESTABLE VIOLATIONS	✓				
VEHICLE OPERATIONS	**A**	**B**	**C**	**D**	**E**
SPEEDING	✓				
VIOLATION OF PURSUIT POLICY		✓			
RECKLESS DRIVING		✓			
VIOLATION OF VEHICLE TAKE HOME POLICY	✓				
FAILURE TO PROPERLY MAINTAIN VEHICLE	✓				
SEATBELT VIOLATION	✓				
CARE OF EQUIPMENT	**A**	**B**	**C**	**D**	**E**
LOSS OR DAMAGE TO DEPARTMENT EQUIPMENT		✓			
ALLOWING UNAUTHORIZED USE OF DEPARTMENT EQUIPMENT		✓			

Granite School Dist SRO Interlocal Agr 2025.pdf

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SCHOOL RESOURCE OFFICER INTERLOCAL COOPERATION AGREEMENT

THIS SCHOOL RESOURCE OFFICER INTERLOCAL COOPERATION AGREEMENT (the Agreement) is made and entered into on the 4th day of August 2025 by and between West Valley City (City), a political subdivision of the State of Utah, and the Board of Education of Granite School District (District), a political subdivision of the State of Utah, 2500 South State Street, Salt Lake City, Utah, 84115.

WITNESSETH

WHEREAS, pursuant to the provisions of the Utah Interlocal Cooperation Act, Utah Code Annotated §11-13-101, et seq., as amended, public agencies, including political subdivisions of the State of Utah as defined therein, are authorized to enter into mutually advantageous agreements for joint or cooperative action; and

WHEREAS, pursuant to the provisions of the Utah Code Annotated, §53G-8-703, which provides that District may contract with a law enforcement agency to provide school resource officer services at School pursuant to District Board of Education review and approval of this Agreement; and

WHEREAS, District and City, through their respective governing bodies, have voluntarily determined that the interests and welfare of the public within their respective jurisdictions will best be served by this Agreement to provide for joint and cooperative action in regard to having a School Resource Officer (SRO) to maintain safe schools, improve school climate, support educational opportunities for students while serving at Granger Senior High School (School); and

WHEREAS, the governing bodies of District and City have agreed to adopt this Agreement to provide for the joint and cooperative action contained herein; and

WHEREAS, Agreement shall replace and supersede any agreements or memoranda of understanding approved and executed previously, if any, by District and City regarding SROs.

NOW, THEREFORE, be it mutually covenanted and agreed as follows, each of the parties accepting as consideration for this Agreement the mutual promises and agreements of the other:

EFFECTIVE DATE AND DURATION

This Agreement shall be deemed effective as of October 6th, 2025, and shall continue for a period of one school year, terminating on June 1, 2026, unless sooner terminated as provided herein.

ADMINISTRATIVE ENTITY

City and District do not contemplate nor intend to establish a separate legal entity under their terms of this Agreement.

PURPOSE

This Agreement is established for the purpose of jointly providing for two (2) SROs to serve at School.

MANNER OF FINANCING

This Agreement and the matters contemplated herein shall not receive separate financing, nor shall a separate budget be required. Each party shall be responsible for its own obligations under this Agreement. City shall budget for and be responsible for all payments related to the employment of the SROs. City shall send an invoice to District quarterly for payment of the services as agreed in writing between District and City, which total cost to District is $90,000 per year for the initial one-year term of this Agreement. Thereafter, the parties may mutually agree on an annual cost for subsequent years of this Agreement; failing such mutual agreement, this Agreement shall be deemed terminated. The invoices shall be paid within sixty (60) days of receipt by District. If this Agreement is terminated during the budget year, City and District agree to divide the costs associated with the payment of the services of the SROs as on a pro rata basis depending on the length of the year remaining.

ADMINISTRATOR

Pursuant to Utah Code Annotated, §11-13-101, et seq., the parties agree that City shall act as administrator responsible for this Agreement. This Agreement does not anticipate nor provide for any organizational changes in City or District.

FILING OF AGREEMENT

A copy of this Agreement shall be placed on file in the Recorder's Office of City and with the Chief of Granite Police Department (GPD) and shall remain on file for public inspection during the term of this Agreement.

DESCRIPTION OF ARRANGEMENT

1. City Obligations and Responsibilities:

    a. The SROs shall be employees of City and shall be subject to the administration, supervision, and control of City.

b. City will ensure that the SROs are trained and certified law enforcement officers. City and District shall work together to provide SRO-specific training required under Utah Code Annotated, §53G-8-702.

c. City will pay the costs for the police officers to support the SRO services in excess of the amounts due from District. City will furnish uniforms and any equipment that state law requires for provision of the SRO services or that the parties jointly agree is necessary for the provision of the SRO services.

d. City shall be responsible for providing a substitute SRO for all unforeseen absence. There shall be a minimum of one (1) SRO during school hours.

e. The SROs shall be subject to all personnel policies and practices of City except as such policies or practices may be modified by the terms and conditions of this Agreement.

f. City, in its sole discretion, shall have the power and authority to hire, discharge, and discipline the SROs; however, District and City will jointly discuss SRO assignments.

g. As employees of City, the SROs will be subject to the chain of command of City.

h. If the principal of School is dissatisfied with an SRO who has been assigned to that principal's school, that principal may request that City Chief of Police assign a different officer as the SRO for that school. Such a request to City Chief of Police will occur after the principal has met with the SRO's supervisor to discuss concerns and allow for a reasonable amount of time for the SRO's supervisor to remediate the issues unless the concerns are of such a nature, in the opinion of the principal, to warrant an immediate replacement. City Chief of Police shall make every reasonable effort to expeditiously assign a new SRO to that school. City reserves the right to remove/re-assign any SRO after reasonable notification has been given to District.

i. The SROs and the School principal, or designee, will jointly complete the SRO training described in Utah Code Annotated §53G-8-702. Whenever possible, SRO training will occur during non-school hours or on days when School is not in session. The SRO may also be invited to attend additional training with SROs from GPD.

j. City Chief of Police and District's Superintendent (Superintendent), or their designees, shall determine the working hours of the SROs, considering District’s calendar. The hours of SRO availability will be during normal school hours while School is in session. Adjustments outside of these regular hours shall be made by mutual agreement in writing between that school's principal and City's designee.

k. Although the SROs remain City employees, the SROs are required to be on campus unless they are performing duties directly related to the SRO services off

campus. In such cases, the SRO shall attempt to inform the principal prior to the event, but if prior notice is not possible, the SRO shall report and explain the absence as soon as possible to the principal.

i. City shall ensure that the SROs' supervisor maintains communication with School administrators throughout the school year to evaluate the performance of services provided by the SROs.

ii. City will provide District with a point of contact to facilitate communications regarding SRO services. City's point of contact for Schools shall be the SROs' supervisor.

iii. The SROs shall provide immediate assistance to address the criminal conduct of individuals other than students.

l. City will at least annually seek out and accept feedback from the school about SRO performance.

m. City will be responsible for providing SROs for school events that are outside of school hours including athletic events, school dances, etc. District will hire at an hourly rate of $60 / per hour.

n. Allegations of a criminal nature against school staff members wherein the alleged criminal behavior occurred on school property will be referred to GPD.

o. To facilitate compliance with Utah Code Annotated §53-22-106 et seq., City will investigate substantial threats against a school and agrees to inform the Chief of GPD of any relevant investigations outlined in the statute for District's situational awareness.

2. District Obligations and Responsibilities:

a. District shall communicate with the SRO's supervisor regarding removal/reassignment of an SRO.

b. In the unlikely event that a situation arises wherein District believes that a particular SRO's presence at a school, facility, or event constitutes a direct and immediate threat to the safety and well-being of District community, District may direct the SRO to leave the premises and not return until School has resolved the issue with either City or the SRO.

c. District shall:

i. Provide City with a point of contact to facilitate SRO services communications. District's point of contact for School shall be Chief Randy Porter, GPD.

ii. Provide an office/storage or workspace for the SROs' materials and personal effects.

iii. Provide time for school principals or designees and the assigned SRO to attend SRO training.

iv. Coordinate response to and differentiate between disciplinary issues and criminal problems. School administrators will handle routine administrative and school discipline (code of conduct) issues within School without involving the SROs in an enforcement capacity unless the administrator determines that SRO involvement is necessary to address a threat to the safety of students, staff, and/or patrons. School administrators are solely responsible for handling routine administrative and school discipline and code of conduct issues that do not meet the elements of a crime.

v. When appropriate, administration shall discuss suspected criminal conduct with the SROs and whether the suspected criminal conduct requires administrative intervention.

vi. Arrange meetings with the SROs as needed by school administration.

vii. Invite the SROs to school-wide trainings regarding school code of conduct and discipline, de-escalation, Positive Behavioral Interventions and Support (PBIS), Multitiered Systems of Supports (MTSS), and restorative practices provided to faculty.

viii. Request SRO assistance immediately to address the criminal conduct of individuals other than students.

ix. Assist with any SRO-initiated investigation as needed.

x. Provide ongoing feedback to City designee for SRO evaluation purposes.

xi. Notify responding SRO when a student involved in an investigation or incident requiring the assistance of the SRO has a disability and/or an Individualized Education Program ("IEP") or Section 504 Plan, and who therefore may require special treatment or accommodations.

xii. School principals shall provide access to students when law enforcement officers or Department of Child and Family Services (DCFS) officers are investigating allegations of child abuse subject to District policies.

d. All employee investigations of (or involving criminal conduct) a criminal nature against school employees that occurred on school premises will be referred to GPD for investigation.

3. Mutual Obligations and Responsibilities:

a. City and District recognize the importance of ensuring that the SROs work collaboratively with school and district administrators. To be assigned an SRO, a police officer shall meet the following requirements:

i. The SRO shall be a fully certified law enforcement officer.

ii. The SRO shall possess an even temperament, be trained in de-escalation techniques and procedures, and be able to set a good example for students.

iii. The SRO shall possess effective communications skills that will enable the officer to function effectively within the student population and with school staff.

b. Notwithstanding the foregoing, City shall make the final decision as to the placement of the SRO.

c. City and District are jointly responsible for ensuring that the training required under Utah Code Annotated §53G-8-702 is provided and completed by the SRO and principal, or designee. The training may include:

i. Childhood and adolescent development and techniques for motivating and otherwise working with youth;

ii. Responding age-appropriately to students;

iii. Working with students with disabilities;

iv. Techniques to de-escalate and resolve conflict;

v. Cultural awareness;

vi. Restorative justice practices;

vii. Identification of students exposed to violence or trauma and making referrals to appropriate resources;

viii. Student privacy rights;

ix. Negative consequences and stigmatization associated with youth involvement in the juvenile and criminal justice systems;

x. Strategies to reduce juvenile justice involvement;

xi. The role and distinctions between an SRO and other school staff who help to keep a school secure;

xii. Developing and supporting successful relationships with students; and

xiii. Legal parameters of searching and questioning students on school property.

d. If additional training becomes required by law, ordinances, court orders, or other contractual agreements, City and District shall jointly ensure that such training is provided and occurs.

e. The parties' point of contact shall meet twice each school year to discuss how the SRO services are functioning and any specific needs or concerns of School and SROs.

f. Both parties agree to the designations in Utah Code Annotated §53G-8-211 which identify the student offenses that the SROs can refer to juvenile court, confer with School to resolve, or refer to School administration for resolution with an administrator, understanding that School will keep the SROs informed on resolution of the issue.

g. Both parties agree that School will not require or prohibit mandatory rotations of SROs.

4. Duties of School Resource Officer:

a. Two (2) SROs will be assigned to School to provide for and maintain a safe, healthy and productive learning environment, act as a positive role model to students, build partnerships, enhance community-policing activities, identify problems within School, develop problem solving strategies with school administrators and staff, and collaboratively develop a comprehensive school safety plan with school administrators, staff, and District's Office of Risk Management, and work to create a cooperative, proactive, and problem-solving approach between law enforcement and School.

b. The SROs may provide presentations to School on safety, crime prevention, and bullying, if requested.

c. The SROs shall provide adequate notice to the SROs' supervisor and School principal or designee when absent from work due to illness, training, vacation, or an agency emergency for the assignment a substitute SRO or other arrangement. City will be responsible for all substitutes, and ensuring no absences will be without a substitute.

d. The SROs and City Police Chief who oversees the SRO program will meet regularly with school principals to identify problems and work toward resolution or problems occurring in School.

e. SROs will work closely with School to improve the social and behavioral skills of students to maximize their ability to achieve academically and become successful, contributing citizens. Issues to be addressed include substance abuse, violence reduction, social skills, and other areas of district and community concerns.

f. City and District understand the SROs may secure school property according to established GPD protocols in the event of an emergency that requires shelter-in-place or lock-down.

g. SRO services will include providing outreach to school administrators, parents, students, businesses, and the community for stakeholder involvement in problem

solving and solutions with the intent of promoting collaboration and relationship-building that will benefit the whole community. This collective effort will help City to provide the best public safety services and protection to all citizens while garnering support for law enforcement.

h. The SROs shall initiate positive interactions with students in School to promote the profession of police officers and to be a positive role model.

i. The SROs will use de-escalation techniques whenever possible in resolving conflict or other potentially volatile situations.

j. The SROs will be responsible for enforcing the law and are not responsible for handling routine school discipline issues. Infractions of school rules shall be handled at the school level. SROs shall be available to School for advice, assistance, and consultation. Absent a threat to an individual or public safety, student conduct that occurs on school property involving public order offenses including disorderly conduct, disturbance/disruption of schools or school activities; loitering; profanity; and fighting that does not involve physical injury or a weapon (as defined in Utah Code Annotated §76-1-601(5)), shall be considered school discipline issues to be handled by school administrators. However, if SROs become aware of policy and code violations, SROs can assist administrators by alerting administrators and/or escorting students to the office.

k. The SROs shall confer with the principal or designated school administrator to resolve issues that constitute minor violations of criminal law, such as Class C Misdemeanors and Infractions.

1. The SROs shall be involved in school discipline if it pertains to preventing a disruption that would, if ignored, place students, faculty, staff, or other individuals at risk of harm.

m. The SROs will share information, subject to the restrictions and requirements of the Utah Bureau of Criminal Identification, with School's administrators about individuals and conditions pertaining to campus safety concerns.

n. The SROs shall notify the parents of students and School administration as soon as possible upon removing a student from campus.

o. If a student arrest is warranted at school, in a school vehicle, or at a school event, the SROs shall use only that force that is reasonably necessary and the least disruptive tactics to effectuate the arrest.

p. An arrest of a student may occur on school property or at school sponsored activities when:

    i. The SRO has probable cause to believe that the student has been or is potentially engaged in criminal conduct that:

1. Poses a real or immediate threat of injury;

2. Causes property damage;

3. Involves the possession or uses of drugs or weapons; or

4. That makes an arrest necessary to execute a warrant that cannot be effectively executed outside of School hours.

q. The SROs shall notify the parents of the student and the applicable school administrator as soon as possible when students are arrested or ticketed.

r. The SROs shall question students in a manner and at a time when it has the least impact on the students' schooling so long as the delay in questioning does not interfere with the effectiveness of an investigation.

s. The SROs will emphasize the use of restorative approaches to address negative student behavior.

t. The SROs may conduct investigatory stops or detentions of students on school property or at school sponsored events when the officer has reasonable suspicion to believe that the student has been, is, or is about to be engaged in the commission of a crime.

u. In any instance in which it becomes necessary for an SRO and/or a City police officer to detain, question, or search a minor student on school property or at a school sponsored activity, the SRO and/or City police officer will notify school administration as soon as practicable.

v. The SROs or other City police officer may conduct an immediate, warrantless search or seizure under emergency conditions if there is probable cause to believe that delay in getting a warrant would result in the loss of evidence, escape of the suspect, or harm to the police or public. However, the SRO or City officers shall not conduct a search with a school administrator present as a means of avoiding the requirement of articulating probable cause for the search.

w. Other City police officers are allowed to enter a District school, property, or activity when a suspect retreats into School, property, or activity and there is reasonable fear of escape, destruction of evidence, or injury to the police or public. Entry may also be made where a person's health, welfare or safety is concerned.

x. Interviews of students by law enforcement personnel about matters unrelated to school shall be conducted away from school during non-school hours.

y. City shall provide an annual report (in June) to District that documents each of the following incidents of law enforcement activity at School, in compliance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §12329 et seq.,

34 CFR Part 99, and Utah's Student Privacy and Data Protection Act (SPDPA), Utah Code Annotated §53E-9-101 et. seq.

i. Arrests, including the reason the student was arrested;

ii. Demographic information of the student;

iii. Search and seizure;

iv. Issuance of a criminal citation;

v. Issuance of a ticket or summons;

vi. Filing a delinquency petition; or

vii. Referral to a probation officer.

z. The SROs and School principal or assistant principal shall complete the SRO training from Utah Code Annotated §53G-8-702 et seq.

5. Students' Rights:

a. The SROs may conduct or participate in a search of a student's clothing, possessions, or locker only where there is probable cause to believe that the search will turn up evidence that the student has committed or is committing a criminal offense.

i. The SRO shall inform school administrators prior to conducting a probable cause search where practicable.

ii. The SRO shall not ask school officials to conduct a search to circumvent a student's rights or protections.

b. A school official may conduct a search of a student's clothing, possessions, or locker where there is a reasonable suspicion to believe that the search will tum up evidence that the student has violated or is violating either that law or the rules of School, and the search is justified within the scope of the suspicion. Absent a cognizable threat to another student, an employee, or to other individuals, a school official shall not ask an SRO to be present or participate in such a search, although an SRO may be requested to remain in the vicinity and intercede if the search produces evidence of criminal conduct.

c. The SROs may interrogate minor students about criminal conduct that could expose the student to court-involvement or arrest subject to constitutional rights (Miranda) and the requirements and exceptions of Utah Code Annotated §78A-6-l 12.5, including requirements for parents/guardians to be present during interrogations.

i. The SROs shall inform school administrators prior to questioning the student where practical.

ii. The SROs shall not ask a school official to question a student to circumvent any constitutional protections or protections under Utah State law.

d. If an exigent circumstance or immediate threat exists, a school official or SRO may question a student about criminal conduct or conduct a search of a student's person and possessions.

e. Unduly invasive searches (i.e., strip searches) of students by either school officials or the SROs is prohibited.

6. Access to Education Records:

a. All SROs are designated as School officials for the purposes of FERPA. As such, SROs have the right to inspect and copy any public records, including directory information, maintained by School to the extent allowed by law. Access to student records is governed by FERPA.

b. If additional information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals, School officials shall disclose to the SRO only that information that is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need for the information to meet the emergency situation; and the extent to which time is of the essence.

c. Notwithstanding any of the above, if an SRO or City's law enforcement officer presents a warrant, subpoena, or court order for special educational records or video recordings, those items shall be provided as soon as possible.

CONSIDERATION

The consideration for this Agreement consists of the mutual benefits and exchange of promises provided herein.

TERMINATION OF THE AGREEMENT

Either party may, at the party's sole discretion, terminate this Agreement at the end of the initial one-year period. Additionally, the failure of either party to comply with the terms of this Agreement shall constitute a breach of this Agreement. Thereafter, the non-compliance party shall have thirty (30) days after receipt of written notice of any breach to correct the conditions specified in the notice, or if the corrections cannot be made within the thirty (30) day period, within a reasonable time if corrective action is commenced within ten (10) days after receipt of the notice. Failure to correct the breach of conditions specified in the notice consistent with this timeframe will constitute cause to terminate this Agreement immediately thereafter.

RIGHTS AND REMEDIES

In the event of a breach, and after the lapse of the cure period as per above, beyond termination of the Agreement, the non-breaching party shall have all the rights and remedies available under the laws of the State of Utah in effect. The rights and remedies of the parties shall not be mutually exclusive but shall be cumulative in all respects. The respective rights and obligations of the parties hereunder shall be enforceable in equity as well as at law or otherwise.

GOVERNING LAW, JURISDICTION, AND VENUE

All questions with respect to the construction of this Agreement, and all right and liability of the parties hereto shall be governed by the laws of the State of Utah. Jurisdiction and venue for the enforcement of this Agreement shall be found in the courts of Salt Lake County, State of Utah.

COSTS OF ENFORCEMENT

In the event of a breach of this Agreement, the non-breaching party shall be entitled to recover from the breaching party all the non-breaching party's costs (including, but not limited to, court fees and expert witness costs) and attorneys' fees associated with the enforcement of this Agreement.

NOTICE

Any written notice that must or may be given relating to this Agreement shall be sufficient if mailed postage prepaid, registered or certified mail, in the United States mail addressed to a party at the address given above. In the case of District, notice shall be mailed to the attention of the Chief of GPD at 380 W. 3050 S. South Salt Lake, UT, 84115. In the case of City, notice shall be mailed to the attention of West Valley City Chief of Police at 3577 Market St., West Valley City, UT, 84119. Either party may notify the other to designate a different address for mailing.

APPROPRIATION OF FUNDS

The obligations under this Agreement are expressly subject to the appropriation of funds by City and/or District's Board of Education. Discontinuation of appropriations necessary to perform the obligations of this contract may or may not necessitate termination of this Agreement at the end of the current annual contract cycle at the discretion of the parties.

INDEMNIFICATION

Both parties are governmental entities under the Governmental Immunity Act of Utah (the Immunity Act), Utah Code Annotated §63G-7-101 to -904 (2011), as amended. Consistent with the terms of the Immunity Act, it is mutually agreed that each party is responsible and liable for its own wrongful or negligent acts, which it commits, or which are committed, by its agents, officials, or employees. Neither Party waives any defenses otherwise available under the Immunity Act, nor does any party waive any limits of liability now or hereafter provided by law.

GENERAL PROVISIONS

1. If any condition, covenant, or other provision herein contained is held to be invalid or void by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall in no way affect any other covenant or condition herein contained. If such condition, covenant, or other provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

2. This Agreement contains the entire agreement between the parties. No promise, representation, warranty, or covenant not included in this Agreement has been or is relied upon by the parties. All prior understandings, negotiations, or agreements are merged herein and superseded hereby.

3. This Agreement may be modified only by a writing signed by each of the parties hereto.

4. Each provision of this Agreement performable by City and District shall be deemed to be both a covenant and a condition.

5. This Agreement is specific to the parties hereto and is therefore not assignable.

6. This Agreement shall bind the parties and their respective successors and assigns.

7. The captions to the various sections of this Agreement are for convenience and ease of reference only and do not define, limit, augment or describe the scope, content, or intent of this Agreement or any part or parts of this Agreement.

8. Time is of the essence of each term, provision, and covenant of this Agreement.

9. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one instrument.

10. The singular number includes the plural whenever the context so indicates. The neuter gender includes the feminine and masculine, the masculine includes the feminine and neuter, and the feminine includes the masculine and neuter, and each includes corporation, limited liability company, partnership, or other legal entity when the context so requires. The word "person" means person or persons or other entity or entities or any combination of persons and entities.

11. No delay or omission in the exercise of any right or remedy by any party hereto shall impair such right or remedy or be construed as a waiver. Any waiver of any breach must be in writing and shall not be a waiver of any other breach concerning the same or any other provision of this Agreement.

12. Except as specifically set forth herein, nothing in this Agreement shall be construed as creating any partnership, joint, joint venture, or business arrangement among the parties hereto, nor any rights or benefits to third parties.

[Signature Page to Follow]

IN WITNESS THEREOF, the parties have signed and executed this SCHOOL RESOURCE OFFICER INTERLOCAL COOPERATION AGREEMENT on the dates listed below:

WEST VALLEY CITY

Dated this _____ of _____, 2025.

By: Karen Lang _____

West Valley City Mayor

Attest: Nichole Camac _____

West Valley City Recorder

APPROVED AS TO FORM:

By: Brandon Hill Brandon Hill

West Valley City Attorney's Office

BOARD OF EDUCATION OF GRANITE SCHOOL DISTRICT Dated this _____ of _____, 2025.

By: Superintendent Jeff Hersley _____

APPROVED AS TO FORM:

By: Douglas Larson _____

General Counsel

PIP - Example of Performance Improvement Plan.pdf

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WEST VALLEY CITY POLICE DEPARTMENT

INTRADEPARTMENTAL CORRESPONDENCE

TO: OFFICER EXAMPLE
FROM: SGT. SAMPLE
SUBJECT: PERFORMANCE IMPROVEMENT PLAN
DATE: DATE OF MEETING
CC: LEFTA - METR

SECTION I - BACKGROUND INFORMATION

Summary

On December 23, 2018, you received a Notice of Performance Deficiency regarding your quality of work. Specifically, you we not meeting the stated expectation of having an average of one or fewer Records "Kickbacks" per week. You were given a period of thirty (30) days to bring your performance to the level of "Meets Expectation" in that area. At the end of the (30) day period, you have not met that expectation. Therefore, you are being placed on a formal Performance Improvement Plan with the goal of helping you meet the standard of "Meets Expectation" in the area of your quality of work.

Specific Area of Concern / Deficiency

As reported in the Notice of Performance Deficiency, during the months of June through November of 2018, you had an average of 3 kickbacks per week. During the thirty (30) day Notice of Performance Deficiency period, you were given the opportunity to bring your performance to the stated expectation of an average of one or less kickbacks per week. During the thirty (30) day period, you had the following kickbacks:

- Week 1 - 3 kickbacks
- Week 2 - 1 Kickback
- Week 3 - 6 kickbacks
- Week 4 - 2 kickbacks

This is an average of 3 kickbacks per week.

Performance Standard

As discussed previously, and documented in the Notice of Performance Deficiency letter, the performance standard for quality of work regarding report "Kickbacks" is an average of one or fewer kickbacks per week.

Previous History of Meetings/Discussions / Documentation

In addition to the documented meetings and discussions listed in the Notice of Performance Deficiency letter, we met on January 5, 2018. During that meeting, we discussed the fact that you had 3 kickbacks in the first week of the thirty (30) day notice period. You indicated that you were attempting to ensure the quality of your reports by only taking one call at a time and completing the paperwork before going to the next call. I suggested that you also have another officer review your reports and packet at the end of shift. You said you understood and would do so. This was documented in the Performance Improvement Plan entry in Performance Impact.

SECTION II - PERFORMANCE IMPROVEMENT PLANNING

Strategies for a Successful Outcome / Statement of Assistance

The following are objectives designed to assist you in attaining the goal of "Meets Expectation" in the area of your quality of work:

1) Unless there are exigent circumstances, you will complete the report and related paperwork for each call before taking another call.

2) You will use the "Report Narrative Guide" located at the end of the Report Writing Guide (Patrol Dictation Flip Chart) for every report to ensure all necessary elements are included in each report.

3) At the end of every shift, you will bring your packet to me (or my designee) for review before turning it in to Records. Together, we will review each report for accuracy and to ensure all related attachments are included. Any deficiencies will be discussed and corrected.

4) Before you leave the parking lot of Division at the end of your shift, you will upload all reports and dictations. Once uploaded, you will confirm that each report and dictation has been uploaded by exiting the program, logging back in and checking the case number.

5) We will review West Valley City Police Department Policy 316.10-Response to Routine Calls, specifically as it relates to documentation and reporting.

6) On February 4, 2018 you will be assigned to the Traffic Division with a Traffic FTO. You will receive training on how to properly complete and submit a DI9 report.

7) On February 6, 2018, you will spend 6 hours with the Records Department observing their reporting process, be trained on the necessary attachments for each report type, and observe what impact your quality of work has on their process.

8) On February 7, 2018, you will be assigned to ride with a patrol FTO for one week. During this time, your reports will be reviewed by the FTO and you will receive training in the area of report writing and completion. The FTO will complete a daily observation report in the form of an IDC for each shift.

SECTION III - PERFORMANCE IMPROVEMENT PLAN TERMS

Duration

This Performance Improvement Plan will be in effect for sixty (60) days. The plan will be put on hold to compensate for any time off or leave of absence during that period.

Feedback Intervals

In addition to meeting at the end of each shift to review your reports and packet, we will meet once per week to review your progress. If during the week you have a concern or issue to address, please contact me and we will hold a special meeting.

Other Terms

During the term of this Performance Improvement Plan, you may not be transferred to any special assignments. This will be at the discretion of the Chief.

Additional Information

The intent of this document is to identify performance deficiencies and to provide a clear concise mechanism for improving performance to a standard of “Meets Expectations.” Every reasonable effort will be made to provide training and support necessary for the successful completion of this Performance Improvement Plan. Items contained in this plan are subject to modification under several circumstances.

First, should it become clear that the level of "Meets Expectations" has been attained prior to the projected date, the plan may be dissolved upon agreement of the employee and the employee’s chain of command. Second, where improvement in overall performance is noted, but additional time and/or training is required to reach a standard of "Meets Expectations" in all areas, the plan may be renegotiated. Finally, should it be determined that the overall performance continues at the level of "Below Expectations" or that a standard of "Meets Expectations" cannot be met by the end date of the Performance Improvement Plan, discipline may result in consequences up to and including termination

Acknowledgement

By signing below, I acknowledge that this Performance Improvement Plan has been received and understood.

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

_____ _____

Deputy Chief Date

Vehicle Pursuit Matrix.pdf

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Seriousness of Offense	Risk Factors Low	Medium	High
Any felony where an officer has knowledge that serious harm or death has been or will be inflicted if an apprehension is not made.	May pursue	May pursue	May pursue; Discontinue when risks exceed known threat to public safety presented by the perpetrator if capture is delayed.
Any other incident where an officer has knowledge that serious harm or death has been or may be inflicted if an apprehension is not made.	May pursue	May pursue	May pursue; Discontinue if risks exceed seriousness of offense.
All other criminal acts.	May pursue	May pursue; discontinue if risks exceed seriousness of offense.	**DO NOT PURSUE/ DISCONTINUE**
All other traffic / civil violations.	**DO NOT PURSUE/ DISCONTINUE**	**DO NOT PURSUE/ DISCONTINUE**	**DO NOT PURSUE/ DISCONTINUE**

Policy-PIP-Example of Performance Improvement Plan Conclusion.pdf

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WEST VALLEY CITY POLICE DEPARTMENT

INTRADEPARTMENTAL CORRESPONDENCE

TO: OFFICER EXAMPLE
FROM: SGT. SAMPLE
SUBJECT: PERFORMANCE IMPACT PLAN CONCLUSION
DATE: DATE OF MEETING
CC: LEFTA - METR

Dear Officer Example,

Summary

On December 23, 2018, you received a Notice of Performance Deficiency regarding your Quality of Work. Specifically, you were not meeting the stated expectation of having an average of one or less Records "Kickbacks" per week. You were given a period of thirty (30) days to bring your performance to the level of "Meets Expectation" in that area. At the end of the (30) day period, you did not meet that expectation. On February 23, 2018, you were placed on a formal Performance Improvement Plan with the goal of helping you meet the standard of "Meets Expectation" in the area of your Quality of Work.

During the course of the Performance Improvement Plan term, you received instruction, training and one-on-one guidance in the area of your Quality of Work. At the end of the Performance Improvement Plan term, you have successfully reached the standard of "Meets Expectation" in this area and the Performance Improvement Plan will conclude.

Performance Standard

As discussed previously, the performance standard for Quality of Work regarding report "Kickbacks" is an average of one or less kickbacks per week.

Summary of Assistance Provided

The following assistance was provided throughout the course of the Performance Improvement Plan term:

1) You were directed that unless there are exigent circumstances, you would complete the report and related paperwork for each call before taking another call.

2) You were directed to use the "Report Narrative Guide" located at the end of the Report Writing Guide (Patrol Dictation Flip Chart) for every report to ensure all necessary elements are included in each report.

3) At the end of every shift, you brought your packet to me (or my designee) for review before turning it in to Records. Together, we reviewed each report for accuracy and ensured all related attachments were included. Any deficiencies were discussed and corrected.

4) Before you leave the parking lot of Division at the end of your shifts, you uploaded all reports and dictations. Once uploaded, you confirmed that each report and dictation was uploaded by exiting the program, logging back in and checking the case number.

5) We reviewed West Valley City Police Department Policy 316.10-Response to Routine Calls, specifically as it relates to documentation and reporting.

6) On February 4, 2018 you were assigned to the Traffic Division with a Traffic FTO. You received training on how to properly complete and submit a DI9 report.

7) On February 6, 2018, you spent 6 hours with the Records Department observing their reporting process, and were trained on the necessary attachments for each report type, and observed what impact your quality of work has on their process.

8) On February 7, 2018, you were assigned to ride with a patrol FTO for one week. During this time, your reports were reviewed by the FTO and you received training in the area of report writing and completion. The FTO completed a daily observation report in the form of an IDC for each shift.

9) We met each week to discuss your progress and any issues you were struggling with.

Final Evaluation

During the Performance Improvement Plan Term, I regularly checked the Records "Kickback" list for any reports. During the first month of the plan you received 4 kickbacks. During the second month of the plan you only received one kickback. This is well within the set forth performance standard of an average of less than one kickback per week. Therefore, this Performance Improvement Plan will be successfully completed.

LEP Speak Guide (Limited English Proficiency Services Language Card).pdf

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I SPEAK...

Point to the language you speak.

This guide helps identify the language of a person
who does not speak English.

Please point to your language below or on the following pages.

I speak English.

OFFICER USE

- Show the individual this guide and ask them to point to the language they speak.
- Contact the Department's approved interpreter service and request the identified language or dialect.
- For important communications, use a qualified interpreter consistent with Department policy.

Note: This card identifies a language; it does not establish interpreter qualification.
When dialect, literacy, or communication needs are uncertain, ask the interpreter service to identify the language.

Adapted for West Valley City Police Department from the U.S. Department of Justice,
Bureau of Justice Assistance, "I Speak... Language Identification Guide" (NCJ 214821).

I SPEAK...

Point to the language you speak.

A **Arabic**
أنا أتحدث العربية

A **Armenian**
Ես խոսում եմ հայերեն

B **Bengali**
আমি বাংলা বলি

B **Bosnian**
Ja govorim bosanski

B **Bulgarian**
Аз говоря български

B **Burmese**
ကျွန်ုပ် မြန်မာစကား ပြောပါသည်

C **Cambodian (Khmer)**
ខ្ញុំនិយាយភាសាខ្មែរ

C **Cantonese**
我講廣東話

C **Chinese**
我说中文

C **Croatian**
Ja govorim hrvatski

C **Czech**
Mluvím česky

D **Danish**
Jeg taler dansk

D **Dari**
من دری صحبت می کنم

D **Dutch**
Ik spreek Nederlands

E **English**
I speak English

F **Farsi**
من فارسی صحبت می کنم

F **Finnish**
Puhun suomea

F **French**
Je parle français

G **German**
Ich spreche Deutsch

I SPEAK...

Point to the language you speak.

G **Greek**
Μιλάω Ελληνικά

G **Gujarati**
હું ગુજરાતી બોલું છું

H **Haitian Creole**
Mwen pale Kreyòl Ayisyen

H **Hebrew**
אני מדבר עברית

H **Hindi**
मैं हिन्दी बोलता हूँ

H **Hmong**
Kuv hais lus Hmoob

H **Hungarian**
Magyarul beszélek

I **Ilocano**
Agsaosaak iti Ilocano

I **Indonesian**
Saya berbicara Bahasa Indonesia

I **Italian**
Parlo italiano

J **Japanese**
私は日本語を話します

K **Korean**
저는 한국어를 합니다

L **Lao**
ຂ້ອຍເວົ້າພາສາລາວ

L **Latvian**
Es runāju latviski

L **Lithuanian**
Aš kalbu lietuviškai

M **Malay**
Saya bertutur dalam Bahasa Melayu

M **Mandarin**
我说普通话

M **Marathi**
मी मराठी बोलतो

P **Polish**
Mówię po polsku

I SPEAK...

Point to the language you speak.

P **Portuguese**
Eu falo português

P **Punjabi**
ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦਾ ਹਾਂ

R **Romanian**
Vorbesc românește

R **Russian**
Я говорю по-русски

S **Serbian**
Говорим српски

S **Slovak**
Hovorím po slovensky

S **Somali**
Waxaan ku hadlaa Soomaali

S **Spanish**
Yo hablo español

S **Swahili**
Ninazungumza Kiswahili

S **Swedish**
Jag talar svenska

T **Tagalog**
Nagsasalita ako ng Tagalog

T **Tamil**
நான் தமிழ் பேசுகிறேன்

T **Telugu**
నేను తెలుగు మాట్లాడుతాను

T **Thai**
ฉันพูดภาษาไทย

T **Turkish**
Türkçe konuşuyorum

U **Ukrainian**
Я розмовляю українською

U **Urdu**
میں اردو بولتا ہوں

V **Vietnamese**
Tôi nói tiếng Việt

Y **Yiddish**
איך רעד יידיש