

Employee Counseling



Employee Name Thomas Caygle

Date September 20, 2019

*Record specific facts about the employee's behavior or performance using objective statements. Attach any additional facts including back-up documentations, statements, or records:*

In June of 2019 Lt. Eynon completed an internal investigation which concluded that you had failed to properly investigate and complete reports on numerous calls for service of a period of several months. These cases included missing persons, assaults, theft, recovered stolen vehicle and weapons disturbances.

*What policy did the employee violate?*

Ogden City Police Policy #1 Personnel Conduct J Incompetence

*Discipline & Performance History:*

Officer Caygle has received the following Employee Counseling notices.

- 2018 Preventable vehicle accident
- 2018 Improper maintenance of K-9 – 1 day off without pay
- 2018 unacceptable performance levels
- 2018 Preventable vehicle accident
- 2014 Preventable vehicle accident

*Clearly document expectations for employee behavior or performance standard.*

This is your second recorded counseling for unacceptable performance. The attached work improvement plan must be completed within the stated timeline and this will serve as a final notice. No further performance related issues will be tolerated and if any occur it will lead to termination.

*Explain what action you are taking now.*

Verbal counseling, work improvement plan, (1) day off without pay

9-24-19

My signature below indicates that this document has been discussed with me and I understand it will be placed in my employee file. I further understand that additional violations of Ogden City Policy or failure to meet performance expectations may result in additional disciplinary action up to and including termination.

Employee  Date 9/23/19

Division Manager  Date 9/23/19

Dept. Director  Date 9/23/19

Employee Counseling



Employee Name Thomas Caygle

Date September 18, 2018

*Record specific facts about the employee's behavior or performance using objective statements. Attach any additional facts including back-up documentations, statements, or records:*

On July 26th 2018 Officer Caygle struck a pedestrian who was improperly crossing the roadway. Officer Caygle identified the pedestrian, but looked down at a drink failing to see them enter the roadway.

*What policy did the employee violate?*

Ogden City Employee Policy 7-8 Accident review.

*Discipline & Performance History:*

One previous counseling in 2018 for a preventable automobile accident.

*Clearly document expectations for employee behavior or performance standard.*

Use more caution and be more attentive while operating a motor vehicle.

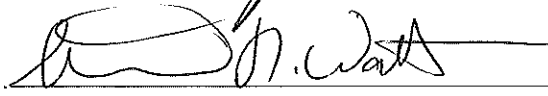
*Explain what action you are taking now.*

Verbal counseling.

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Employee  Date 9/25/18

Division Manager  Date 9/25/18

Dept. Director  Date 9/13/18

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9/18/18*

Employee Counseling



Employee Name Thomas Caygle

Date 09/17/2018

*Record specific facts about the employee's behavior or performance using objective statements. Attach any additional facts including back-up documentations, statements, or records:*

Officer Caygle's K-9 Havoc was involved in an incident where in another OPD Officer was bitten on the leg during SWAT training. Ogden Risk Management requested veterinary records from Officer Caygle on several occasions over a two week period with no response. We were forced to assign a sergeant to obtain the records from the clinic. Once obtained we found that Havoc was out of date on both his Rabies vaccination and 3 other vaccinations. The vaccinations were 9 months overdue.

OPD K-9 Officers are compensated weekly for the care of their dog's and are responsible to ensure all vaccinations are up to date.

*What policy did the employee violate?*

Ogden Police Policy #1, J (2) (4)

*Discipline & Performance History:*

Officer Caygle is receiving counseling documents for a 2nd preventable accident and failure to meet productivity expectations in addition to this counseling document at this time.

*Clearly document expectations for employee behavior or performance standard.*

Methodically maintain and provide documentation of all vaccinations and care for K-9 Havoc

*Explain what action you are taking now.*

One day off without pay. 9-25-18

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Employee  Date 9/25/18

Division Manager  Date 9/25/18

Dept. Director  Date 9/17/18

*9/25/18*

Employee Counseling



Employee Name Thomas Caygle

Date 09/17/2018

*Record specific facts about the employee's behavior or performance using objective statements. Attach any additional facts including back-up documentations, statements, or records:*

Officer Caygle has failed to meet the minimum productivity standards for his uniform assignment and he is on track to fail his annual evaluation as a result. Officer Caygle is productivity is the lowest on his uniform squad and the lowest out of the all of the K-9 units. If evaluated at this time, Officer Caygle would fail in the following categories:

- 1-Dispatched Calls
- 2-Traffic
- 3-Self-Initiated

*What policy did the employee violate?*

Ogden Police Policy #1, Section J

*Discipline & Performance History:*

Verbal counseling for lack of productivity (citations)-April 2018

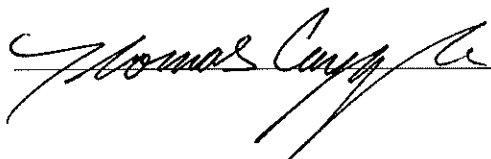
*Clearly document expectations for employee behavior or performance standard.*

- 1- Officer Caygle will successfully meet the requirements of his work improvement plan.
- 2- Officer Caygle will meet the established expectations and score a 2 in the 3 statistical categories of Dispatched Calls, Traffic and Self-Initiated, in his annual evaluation in March of 2019.

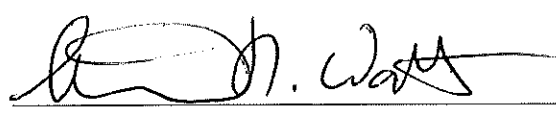
*Explain what action you are taking now.*

Documented Counseling and Implementation of a Work Improvement plan

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Employee  Date 9/25/18

Division Manager \_\_\_\_\_ Date \_\_\_\_\_

Dept. Director  Date 9/19/18

*CC  
9/25/18*

Employee Counseling



Employee Name Thomas Caygle Date June 26<sup>th</sup> 2018

*Record specific facts about the employee's behavior or performance using objective statements. Attach any additional facts including back-up documentations, statements, or records:*

On March 16<sup>th</sup> 2018 Officer Thomas Caygle was backing his patrol car out of a parking stall and struck another vehicle.  
*What policy did the employee violate?*

Ogden City Employee Policy 7-8 Accident review.

*Discipline & Performance History:*

Officer Caygle has had a previous notice of caution for a preventable vehicle accident, but it was more than 3 years ago.

*Clearly document expectations for employee behavior or performance standard.*

Officer Thomas Caygle is expected to exercise greater caution and care while utilizing police vehicles.

*Explain what action you are taking now.*

Discussion with employee and expectation of no further preventable accidents.

My signature below indicates that this document has been discussed with me and I understand it will be placed in my employee file. I further understand that additional violations of Ogden City Policy or failure to meet performance expectations may result in additional disciplinary action up to and including termination.

Employee  Date 7/10/18

Division Manager  Date 6-28-18

Dept. Director  Date 6/27/18

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7/13/18

