University of Wisconsin-Whitewater
Police Services
Performance Evaluation Cover Sheet

EMPLOYEE NAME:		POSITION:	
BADGE NUMBER:		ASSIGNMENT:	
EVALUATION START:		EVALUATION END:	

PURPOSE:

To provide employees and supervisors with a standard set of criteria on which to base concerns, improvements and performance.

POLICY:

The University of Wisconsin-Whitewater Police Services Evaluation Program is designed to translate Department objectives into individual responsibilities, and to facilitate a mutual understanding between the employee and supervisor regarding expected levels of job performance, based upon reasonable standards.

The Evaluation Program provides all employees with a uniform process for annual appraisals of their performance. The process will achieve the following objectives:

- Rate the employee on general and assignment specific characteristics,
- Identify training needs,
- Give each employee a performance appraisal by his or her immediate supervisor,
- Establish work performance objectives to be achieved in the upcoming evaluation period,
- Establish a specific plan for improving performance where it is judged to be below standard.

PROCEDURE:

The appropriate Employee Evaluation Form will be utilized.

Each annual evaluation period will run from January 1 to December 31. The supervisor will rate the employee based on his/her performance during the evaluation period, with the exception of probationary employees who may receive evaluations at 2 months, 5 months and 1 year marks.

The supervisor will request a self-evaluation be done by the employee prior to the completion of the annual evaluation.

The supervisor will submit his/her completed annual evaluation to his/her superior for review. This review is to be done prior to the performance evaluation conference and is meant to ensure that a fair and justifiable rating has been given.

A formal performance evaluation conference will be held between the rating supervisor and the rated employee. The purpose of the conference is to discuss the information documented on the evaluation forms, including work performance objectives for the upcoming rating period. The conference should be an open and free forum for the exchange of ideas from both participants in an attempt to reach mutual understanding of organizational and individual goals, as well as an assessment of the employee's work toward those goals.

All ratings of Above or Below Standards require a written explanation. Additionally, ratings of below standard require an outline for a plan on how the employee may improve performance in the category in question.

The following definitions will be utilized to determine which category best describes the employee's performance during the evaluation period:

- **Not Observed:** The employee's performance was not evaluated within this section or category. This is NOT a negative reflection on the employee or supervisor.
- **Below Standard:** Employee demonstrates that they fail to meet the generally accepted criteria for an evaluation category. Occasional mistakes are made. The employee fails to recognize mistakes and requires motivation to make necessary corrections.
- **Meets Standard:** This is the first level of acceptable performance. The employee meets all criteria for a given evaluation category. Mistakes at this level of performance are rare. When mistakes do occur they are immediately corrected and steps are taken to ensure they do not recur.
- **Above Standard:** The employee's performance exceeds the generally acceptable level of performance a **majority** of the time. The employee demonstrates the ability to function with a minimum of direct supervision.

Supervisor's Name:	Rank:
Supervisor's Signature:	Date:

Employee's Name:	Rank:
Employee's Signature:	Date:

Employee's signature does not signify agreement, only receipt and review of the evaluation.

UW-Whitewater Police Services Associate's Evaluation Form

A. Performance of Records Operation.

		Subsection Rating	Category Rating

A1. Personally monitor the records system cycle; creation, retention, transfer and disposal. Ensure tasks to reflect 100% accuracy and compliance with PD Policy and Procedures.

Below Standards
Meets Standards
Above Standards

A2. Assure the correct collection, collation and classification of criminal activity reports, statements and photographs, as well as producing accurate summary reports of criminal activity and statistical analysis of crime trends using the in-house records management software.

Subsections or Categroy rated Below or Above Standards Require a Narrative Explanation.

A3. Be proficient in the use of all related computer software and hardware used in the creation, storage, retrieval and optical character recognition procedures used in the capture of both new and existing criminal cases.

A4. Regularly inspect criminal record files to ensure that records are complete, accurate and consistent with all departmental practices, rules and regulations.

Not Observe/Applicable = 0
Below Standard = 1
Meets Standard = 2
Above Standard = 3

UW-Whitewater Police Services Associate's Evaluation Form

B. Adminstration of Departmental Needs.   **Subsection Rating**   **Category Rating**

B1. Manage and maintain the Department's evidence room and property storage areas within Departmental guidelines and current best practices. Ensure all necessary equipment and supplies are present and available.

Below Standards
Meets Standards
Above Standards

B2. Organize, schedule and ensure completion of vehicle maintenance and repair.

Subsections pr Category rated Below or Above Standards Require a Narrative Explanation.

B3. Manage the building supervisor program.

B4. Manage the Department's key inventory and KeyWatcher programs

B5. Manage the Department's Public Service Programs.

B6. Provide administrative support to the Assistant Director of Police Services, to include but not limited to, scheduling appointments, assisting with correspondence, answer telephone calls and general clerical type duties.

Not Observe/Applicable = 0
Below Standard = 1
Meets Standard = 2
Supervisor's Initials_____   PSA's Initials_____   Above Standard = 3

UW-Whitewater Police Services Associate's Evaluation Form

C. Uniform Crime Reporting.   **Subsection Rating**   **Category Rating**

C1. Accurately prepare and submit all criminal activity summaries for Crime Reports as required by law.

Below Standards
Meets Standards
Above Standards

C2. Prepare and extract data from Department activity files for monthly and annual reports as found in the department's records management package.

Subsections rated Below or Above Standards
Require a Narrative Explanation.

C3. Respond to periodic requests for statistical data that requires computerized and/or manual searches of criminal and non criminal record files.

Not Observe/Applicable = 0
Below Standard = 1
Meets Standard = 2
Supervisor's Initials_____   PSA's Initials_____   Above Standard = 3

UW-Whitewater Police Services Associate's Evaluation Form

D. Computer and Telecommunications Operations.   **Subsection Rating**   **Category Rating**

D1. Effectively interface with the department's local area network (LAN) and all   Below Standards
      Windows based application software (Badge SE Campus, Adobe Acrobat,   Meets Standards
      Microsoft Office, E-mail).   Above Standards

D2. Effectively modify, enter and cancel records maintained by CIB and NCIC on the
      TIME System interface.   Subsections or Category rated Below or Above

D3. Function as a back-up dispatcher in the event of an emergency or large event;   Standards Require a Narrative Explanation.
      direct field officers to calls for service and assistance. Receive all in-coming
      telephone calls and respond appropriately.

Not Observe/Applicable = 0

Below Standard = 1

Meets Standard = 2

Supervisor's Initials_____   PSA's Initials_____   Above Standard = 3

UW-Whitewater Police Services Associate's Evaluation Form

	E. General Clerical.	**Subsection Rating**	**Category Rating**
E1.	Provide miscellaneous clerical assistance.		Below Standards
E2.	Function as back up Department Timekeeper to ensure proper payroll preparation.		Meets Standards
			Above Standards
E3.	Function as back up to the Operations Program Associate in his/her absence.		
E4.	Maintain assigned work space in a well-organized and uncluttered manner.		Subsections or Category rated Below or Above Standards Require a Narrative Explanation.

Not Observe/Applicable = 0

Below Standard = 1

Meets Standard = 2

Above Standard = 3

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F. Knowledge, Skills and Abilities	**Subsection Rating**	**Category Rating**

F1. Provide superb customer service and professionalism.

F2. Knowledge of standard office practices and procedures.

Knowledge of University Work Rules, Departmental Policies and Procedures,

F3. Rules and Regulations and Memorandums.

F4. Knowledge of telephone etiquette.

F5. Skilled in the use of Departmental equipment and applications.

F6. Skilled in the use of computers and software applications of the Windows environment.

F7. Skilled in the operation of multi-lined telephones.

F8. Ability to Prioritize work load to meet deadlines.

F9. Ability to maintain security of confidential police records, communication and information.

F10. Ability to interact respectfully with people from diverse socioeconomic, cultural and ethnic backgrounds.

F11. Ability to operate standard office equipment.

F12. Ability to perform repetitive motions associated with keyboarding required for typing or word processing.

F13. Ability to perform transcription of video and recorded conversatons.

F14. Ability to accurately type a minimum of 50 words per minute.

F15. Ability to complete National Incident Management Training Courses, NIMS 700 & 800.

F16. Ability to interact with all employees, staff and students within the Department in a respectful, professional and appropriate manner.

Category Rating

Below Standards

Meets Standards

Above Standards

Subsections or Category rated Below or Above
Standards Require a Narrative Explanation.

Not Observe/Applicable = 0

Below Standard = 1

Meets Standard = 2

Supervisor's Initials_____   PSA's Initials_____   Above Standard = 3

UW-Whitewater Police Services Associate's Evaluation Form

PSA's Self Stated Goals for Last Evaluation Period

PSA's Accomplishment Rating

Below Standards
Meets Standards
Above Standards

Subsections or Category rated Below
or Above Standards Require a
Narrative Explanation.

Supervisor 's Directed Goals for Last Evaluation Period

Directed Accomplishment Rating

Below Standards
Meets Standards
Above Standards

Not Observe/Applicable = 0
Below Standard = 1
Meets Standard = 2
Above Standard = 3

Supervisor's Initials_____   PSA's Initials_____

UW-Whitewater Police Services Associate's Evaluation Form

PSA's Self Stated Goals for This Evaluation Period

Goals Catergory Rating

Below Standards

Meets Standards

Above Standards

Supervisor's Directed Goals for This Evaluation Period

Not Observe/Applicable = 0

Below Standard = 1

Meets Standard = 2

Supervisor's Initials_____   PSA's Initials_____   Above Standard = 3

Evaluation Commentary