

UW Whitewater Police



Employee Evaluations

Number: 35.1	No. Pages: 2
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Special Instructions: 35.1.2			
Approved By: Chief Kiederlen	Effective Date: 5/21/2008	Revised Date: 8/9/2022	Revision number:

I. Purpose

To provide employees and supervisors of UW-Whitewater Police Department (UWWPD) with a standard set of criteria on which to base concerns, improvements and performance.

II. Policy

UW-Whitewater Police Department will conduct a performance evaluation for each full-time employee and all sworn personnel annually using the UW-Whitewater Police Department (UWWPD) Evaluation Program. The UWWPD 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 appraisals of their performance. The process will achieve the following objectives:

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

III. Procedure

- A. Utilizing the appropriate Employee Evaluation Form, supervisors will conduct an appraisal of employee performance during the evaluation period.
- B. 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 will receive evaluations at 5 months and 1-year marks.
- C. The supervisor will request a self-evaluation be done by the employee prior to the completion of the annual evaluation. The self-evaluation will include a written justification for each rating category that is above or below meets standards.

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- D. 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.
- E. 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.
- F. Ratings of below standard require an outline for a plan on how the employee may improve performance in the category in question.
- G. Attachments:
 - 1. Officer Evaluation Form
 - 2. Administrative Specialist Evaluation Form
 - 3. Lieutenant Evaluation Form
 - 4. Administrative Assistant Evaluation Form
 - 5. Detective Evaluation Form