

**University of Wisconsin-Whitewater  
Police Services  
Performance Evaluation Cover Sheet**

<b>EMPLOYEE NAME:</b>		<b>POSITION:</b>	
<b>BADGE NUMBER:</b>		<b>ASSIGNMENT:</b>	
<b>EVALUATION START:</b>		<b>EVALUATION END:</b>	

**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.

<b>Supervisor's Name:</b>	<b>Rank:</b>
<b>Supervisor's Signature:</b>	<b>Date:</b>

<b>Employee's Name:</b>	<b>Rank:</b>
<b>Employee's Signature:</b>	<b>Date:</b>

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

# UW-Whitewater Police Services Operations Program Assistant Evaluation Form

## A. Performance of Administrative Duties

- |   | Subsection Rating |
|---|-------------------|
| A1. Direct, supervise and assume full responsibility for all administrative in Police Services in the absence of the Director/Chief or his/her designee to meet department goals.   | 0                 |
| A2. Assist Director/Chief or his/her designee in developing operational policies and procedures.  | 0                 |
| A3. Advise Director/Chief or his/her designee on local, State and Federal mandated requirements.  | 0                 |
| A4. Advise Director/Chief or his/her designee on issues, concerns and training needs.   | 0                 |
| A5. Analyze criminal and security data.   | 0                 |
| A6. Mediate, mitigate and resolve complaints, conflicts and concerns of community members, employees and officers.  | 0                 |
| A7. Maintain expertise and knowledge in areas which affect the department, including but not limited to; local, State and Federal law, technology, tactics, national policy trends, current events, political concerns and personnel. | 0                 |
| A8. Ensure open communication on issues regarding actual, potential or perceived or grieved concerns and problems between management, employees, and community.   | 0                 |
| A9. Serve, consult and oversee committees as designate by the Director/Chief or his/her designee.   | 0                 |
| A10. Establish, cultivate and maintain effective relationships with all community members, to include but not limited to, university, city, law enforcement and legal entities.   | 0                 |
| A11. Create, maintain and adjust shift schedules for subordinates.  | 0                 |
| A12. Develop, modify and participate in new employee interviews and make recommendations for hiring to the Director/Chief or his/her designee.  | 0                 |
| A13. Manage the supplies, equipment, and resources of the university emergency operations center.   | 0                 |

- Category Rating**
- Below Standards
- Meets Standards
- Above Standards

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

0

Employee Initials  
Supervisor's Initials

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

# UW-Whitewater Police Services Operations Program Assistant Evaluation Form

**B. Administration of Information Systems.**

**Subsection Rating**

**Category Rating**

- B1. Administer, manage, and maintain all departmental electronic files, equipment and related software applications.
- B2. Provide for the general technical support of staff on computer networks, hardware and software issues.
- B3. Administer the coordination of consultants, specialists, and repairs associated with all departmental information systems.
- B4. Design, update, and maintain the department webpage.

0  
0  
0  
0

- Below Standards
- Meets Standards
- Above Standards

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

0

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

Employee Initials  
 Supervisor's Initials

# UW-Whitewater Police Services Operations Program Assistant Evaluation Form

## C. Performance of Confidential Duties.

C1. Maintain, archive, and distribute, as appropriate confidential law enforcement sensitive information, such as but not limited to; criminal histories, intelligence files, confidential informant information, victim and juvenile information, narcotic, terrorist and Campus Assessment Response and Evaluation Team Information, open/pending investigations, and Family Educational Rights and Privacy Act information.

0

### Category Rating

Below Standards

Meets Standards

Above Standards

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

Employee Initials  
Supervisor's Initials

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

# UW-Whitewater Police Services Operations Program Assistant Evaluation Form

## D. Direction and Supervision of Staff.

	<b>Subsection Rating</b>	<b>Category Rating</b>
D1. Develop, modify and implement operational procedures, policies and goals related to police operations under the direction of the Director/Chief or his/her designee.	0	Below Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Above Standards <input type="checkbox"/>
D2. Ensure complete, accurate and professional standards are met for all Departmental records.	0	
D3. Analyze equipment and supply needs, maintain appropriate supply levels and make recommendations for procurement of new, needed or replacement equipment and supplies.	0	Subsections D Category rated Below or Above
D4. Analyze, maintain and determine appropriate staffing levels for operational needs.	0	
D5. Record, develop, approve and maintain appropriate personnel information, including but not limited to; time records, disciplinary actions and training.	0	
D6. Direct, guide, mentor and supervise police operations staff in their duties.	0	
D7. Determine, deliver and record formal discipline under the direction of the Director/Chief or his/her designee.	0	
D8. Ensure compliance with reporting requirements of workplace injuries, accidents and unsafe conditions.	0	

0

Employee Initials  
Supervisor's Initials

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

# UW-Whitewater Police Services Operations Program Assistant Evaluation Form

## E. Administration of Departmental Records

		Subsection Rating	Category Rating
E1.	Administer, develop, and maintain the Department record keeping systems and related policies and procedures.	0	Above Standards <input type="checkbox"/> Below Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/>
E2.	Ensure department compliance with all federal, state and university record laws, mandates, and policies.	0	
E3.	Design, develop and disseminate surveys, informational brochures and reports as appropriate.	0	Subsections Rated Below Standards Require Narrative Explanation
E4.	Develop, design and compile statistical, analytical and narrative reports to include but not limited to: Wisconsin Incident Based Reporting system, Federal Clery Act mandates, University and Department annual activity report.	0	
E5.	Establish, update and maintain report management systems, departmental archives, employee files, budget files, inventory tracking, product information and others as needed.	0	
0			

Employee Initials  
Supervisor's Initials

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

# UW-Whitewater Police Services Operations Program Assistant Evaluation Form

## F. Administration of Budget and Fiscal Activities

	Subsection Rating	Category Rating
F1. Assist Director or designee with budgetary goals, planning, and distribution.	0	Below Standards <input type="checkbox"/>
F2. Develop, recommend, and audit the annual budget document by calculating annual expenses, preparing estimates, and evaluating departmental priorities set by the Director.	0	Meets Standards <input type="checkbox"/>
		Above Standards <input type="checkbox"/>
F3. Develop, maintain, and review internal fiscal spreadsheets.	0	
F4. Audit, reconcile, and initiate actions as necessary to maintain appropriate budgetary oversight.	0	
F5. Create, maintain, and distribute departmental chargebacks and invoices.	0	
F6. Provide the Director budget reports as needed.	0	
F7. Administer purchase requisitions, orders, and reimbursements and ensure compliance with university procedures.	0	
F8. Establish, supervise, and train policy and procedure on departmental cash handling, pro-card, travel card, and bond credit card payments.	0	

Subsections or Category rated Below or Above

0

Employee Initials  
Supervisor's Initials

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



# UW-Whitewater Police Services Operations Program Assistant Evaluation Form

## G. Administrative Support of the Director

- G1. Draft correspondences on the behalf of the department and/or the Director.
- G2. Represent the Director at assigned meetings, committees, or functions.
- G3. Research, compile, and produce reports as requested by the Director.
- G4. Maintain legally necessary offices to include but not limited to: Notary Public.
- G5. Schedule appointments, meetings, speaking engagements, forums, and activities for the Director using the electronic calendaring system. This includes dealing with legislative representatives, UW System members, Chancellors staff, local businesses, press interviews, law enforcement and court representatives, University faculty, staff, students, and community members.
- G6. Perform other duties as assigned.

**Subsection Rating**

0  
0  
0  
0  
0  
0

**Category Rating**

- Below Standards
- Meets Standards
- Above Standards

Subsections Rated Below Standards Require an Explanation

0

Employee Initials  
Supervisor's Initials

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

# UW-Whitewater Police Services Operations Program Assistant Evaluation Form

## Knowledge, Skills and Abilities

### Category Rating

Above Standards

Below Standards

Meets Standards

Subsections Rated Below Standards  
Require an Explanation

- |   |   |
|---|---|
| 1 Provide superb customer service and professionalism.  | 0 |
| 2 Knowledge of standard office practices and procedures.  | 0 |
| 3 Knowledge of University Work Rules, Departmental Policies and Procedures, rules and Regulations, and Memorandums.                         | 0 |
| 4 Knowledge of telephone etiquette.   | 0 |
| 5 Skilled in the use of Departmental equipment and applications.  | 0 |
| 6 Skilled in the use of computers and software applications of the Windows environment.   | 0 |
| 7 Skilled in the operations of multi-lined telephones.  | 0 |
| 8 Ability to prioritize work load and meet deadlines.   | 0 |
| 9 Ability to maintain security of confidential police records, communications, and information.   | 0 |
| 10 Ability to interact respectfully with people from diverse socioeconomic, cultural, and ethnic backgrounds.                               | 0 |
| 11 Ability to operate standard office equipment.  | 0 |
| 12 Ability to perform repetitive motions associated with keyboarding required for typing or word processing.                                | 0 |
| 13 Ability to perform transcription of video and recorded conversations.  | 0 |
| 14 Ability to accurately type a minimum of 50 words per minute.   | 0 |
| 15 Ability to complete National Incident Training Courses, NIMS 100HE, 200, 700, 800, and forms.  | 0 |
| 16 Ability to interact with all employees, staff, and students within the Department in a respectful, professional, and appropriate manner. | 0 |

0

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

Employee Initials  
Supervisor's Initials

# UW-Whitewater Police Services Operations Program Assistant Evaluation Form

Employee's Self Stated Goals for Last Evaluation Period

## Accomplishment Rating

- Below Standards
- Meets Standards
- Above Standards

Subsections Rated Below Standards Require an Explanation

Supervisor's Directed Goals for Last Evaluation Period

## Accomplishment Rating

- Below Standards
- Meets Standards
- Above Standards

Employee Initials  
Supervisor's Initials

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

# UW-Whitewater Police Services Operations Program Assistant Evaluation Form

Employee's Self Stated Goals for This Evaluation Period

Supervisor's Directed Goals for This Evaluation Period

Employee Initials  
Supervisor's Initials

**UW-Whitewater Police Services Operations Program Assistant  
Evaluation Form**

Evaluation Commentary:

# UW-Whitewater Police Services Operations Program Assistant Evaluation Form

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