

**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 Sergeant's Evaluation Form

## A. Performance of Administrative Duties

	<b>Subsection Rating</b>	<b>Category Rating</b>
A1. Direct, supervise and assume full responsibility for all areas in Police Services in the absence of the Director/Chief or his/her designee to meet department goals.		Below Standards Meets Standards Above Standards
A2. Assist Director/Chief or his/her designee in developing operational policies and procedures.		Subsections or Category rated Below or Above Standards Require a Narrative Explanation.
A3. Advise Director/Chief or his/her designee on local, State and Federal mandated requirements.		
A4. Advise Director/Chief or his/her designee on law enforcement issues, concerns and training needs.		
A5. Analyze criminal and security data.		
A6. Target, develop and coordinate programs, strategies and initiatives to prevent, prepare for and solve criminal, security and community issues.		
A7. Assist Director/Chief or his/her designee with budgetary goals, planning and distribution.		
A8. Mediate, mitigate and resolve complaints, conflicts and concerns of community members, employees and officers.		
A9. Maintain a professional 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.		
A10. Ensure open communication on issues regarding actual, potential or perceived concerns, issues and problems between all levels within the department.		
A10. Serve, consult and oversee committees as designate by the Director/Chief or his/her designee.		
A11. Establish, grow and maintain effective relationships with all community members, to include but not limited to, university, city, law enforcement and legal entities.		
A12. Create, maintain and adjust shift schedules for subordinates.		
A13. Develop, modify and participate in new employee interviews and make recommendations for hiring to the Director/Chief or his/her designee.		Sergeant's Initials _____
A14. Perform other departmental duties as assigned by the Director/Chief or his/her designee.		Supervisors Initials _____
		Not Observe/Applicable = 0 Below Standard = 1 Meets Standard = 2 Above Standard = 3

# UW-Whitewater Police Services Sergeant's Evaluation Form

**B. Direction and Supervision of Police Operations Staff.**

		<b>Subsection Rating</b>	<b>Category Rating</b>
B1.	Develop, modify and implement operational procedures, policies and goals related to police operations under the direction of the Director/Chief or his/her designee.		Below Standards Meets Standards Above Standards
B2.	Ensure complete, accurate and professional standards are met for all Departmental records.		Subsections pr Category rated Below or Above Standards Require a Narrative Explanation.
B3.	Consult with stakeholders of incidents and recommend appropriate action, filing and dispositions.		
B4.	Coordinate criminal investigations when needed.		
B5.	Analyze equipment and supply needs, maintain appropriate supply levels and make recommendations for procurement of new, needed or replacement equipment and supplies.		
B6.	Analyze, maintain and determine appropriate staffing levels for operational needs.		
B7.	Record, develop, approve and maintain appropriate personnel information, including but not limited to; time records, disciplinary actions and training.		
B8.	Direct, guide, mentor and supervise police operations staff in their duties.		
B9.	Evaluate, discuss and record job performance of police operations staff.		
B10.	Continually counsel, coach and mentor employees on daily work performance.		
B11.	Determine, deliver and record formal discipline under the direction of the Director/Chief or his/her designee.		
B12.	Determine, deliver and record verbal and operationally immediate disciplinary actions.		
B13.	Maintain knowledge of and review workplace health and safety expectations with employees.		
B14.	Ensure compliance with reporting requirements of workplace injuries, accidents and unsafe conditions.		
B15.	Investigate, document and record all workplace injuries per compliance standards.		

Sergeant's Initials \_\_\_\_\_

Supervisors Initials \_\_\_\_\_

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

# UW-Whitewater Police Services Sergeant's Evaluation Form

**C. Performance of Law Enforcement Functions.**

	<b>Subsection Rating</b>	<b>Category Rating</b>
C1. Detection of violations of State laws and WI Administrative Code which occur within the legal jurisdiction of the department.		Below Standards
C2. Take appropriate corrective action including warning, citing or arresting suspected violators (criminal, traffic or alcohol related offenses).		Meets Standards
C3. Conduct investigations of alleged or suspected criminal activity to arrest the perpetrator of the crime or to deter occurrences of any future criminal activity.		Above Standards
C4. Interview complainants, witnesses, suspects and others who may have knowledge of the violation in order to obtain facts and information.		Subsections rated Below or Above Standards Require a Narrative Explanation.
C5. Record and document incidents by preparing written reports concerning those incidents.		
C6. Collect and preserve physical evidence at crime scene to be used later for prosecution of arrested individual(s) and to maintain the chain of evidence.		
C7. Make lawful arrests or detentions of suspected violators by taking them into physical custody and independently determining whether perpetrators should be incarcerated or released pending court appearance.		
C8. Photograph and fingerprint suspect(s) who have been arrested when necessary.		
C9. Provide court testimony for cases designated by the district attorney's office(s).		
C10. Enforce parking regulations by taking appropriate actions (citing and/or towing).		
C11. Patrol all areas of campus, by either foot or motorized patrol, to provide security and protection to those areas. Patrol utilizing a bicycle is also authorized for Police Officers who have successfully completed a Police Cyclist Training Program.		
C12. Provide assistance to other law enforcement agencies as necessary.		
C13. Perform other departmental duties as assigned by Director and/or his or her designee.		

Sergeant's Initials \_\_\_\_\_

Supervisors Initials \_\_\_\_\_

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

# UW-Whitewater Police Services Sergeant's Evaluation Form

**D. Performance of Security and Various other Services to the University Community. Subsection Rating**

**Category Rating**

- D1. Develop and give presentations concerning law enforcement or crime awareness/prevention topics to various groups as assigned.
- D2. Provide money escorts to local banks.
- D3. Provide crowd control and traffic direction.
- D4. Identify and make necessary reports of security, safety and repair problems.
- D5. Report obvious safety deficiencies, which are found during patrols of campus buildings, facilities or grounds, to the appropriate staff responsible for the repair or correction. Some of these safety deficiencies may include lights not functioning, trip hazards, exposed electrical wiring, and obstructed emergency exits or other potential dangers.
- D6. Provide directions, information or other services to faculty, staff, students and the general public as individual situations require.
- D7. Assist Emergency Medical Services personnel during incidents of medical crisis, as needed and within the scope of training.

- Below Standards
- Meets Standards
- Above Standards

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

Sergeant's Initials \_\_\_\_\_

Supervisors Initials \_\_\_\_\_

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

# UW-Whitewater Police Services Sergeant's Evaluation Form

## E. Performance of Technical Aspects of Law Enforcement.

	Subsection Rating	Category Rating
E1. Maintain proficiency and meet department standards in areas of CPR/Basic Life Support, firearms, defensive tactics, physical fitness and emergency vehicle operation.		Below Standards Meets Standards Above Standards
E2. Attend classes and in-service training to maintain and enhance current law enforcement knowledge and skills.		Subsections or Category rated Below or Above Standards Require a Narrative Explanation.
E3. Attend specialized classes to obtain skills and training.		

Sergeant's Initials \_\_\_\_\_

Supervisors Initials \_\_\_\_\_

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

# UW-Whitewater Police Services Sergeant's Evaluation Form

**F. Performance or Coordination of Specialty Functions for the Department.**

F1. Satisfactorily perform specialty functions, which are assigned, to support department operations and mission. Some of these functions may include areas such as Education/Crime Prevention Officer, Court Officer, Firearms Instructor, DAAT Instructor, Bicycle Patrol Officer, Evidence Custodian, Crime Scene Technician, Shift or Event Officer-in-Charge, Hazardous Materials, National Incident Management System or any other comparable area of specialization or coordination as needed by the department.

**Subsection Rating**

**Category Rating**

- Below Standards
- Meets Standards
- Above Standards

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

Sergeant's Initials \_\_\_\_\_

Supervisors Initials \_\_\_\_\_

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



## UW-Whitewater Police Services Sergeant's Evaluation Form

	<b>Knowledge, Skills and Abilities Required &amp; Special Requirements</b>	<b>Meets Standards</b>	<b>Category Rating</b>
1	Extensive knowledge of statutory provisions relating to the making of arrests and handling prisoners.		Below Standards
2	Considerable knowledge of state and local laws pertaining to enforcement activities.		Meets Standards
3	Considerable knowledge of modern crime prevention and detection techniques.		Above Standards
4	Considerable knowledge of investigative techniques.		Subsections or Category rated Below or Above Standards Require a Narrative Explanation.
5	Considerable knowledge of emergency medical assistance principles and techniques.		
6	Considerable knowledge of crowd control techniques.		
7	Skill in assessing situations and incidents and choosing the most appropriate course of action.		
8	Skill in oral and written communication.		
9	Skill in handling a firearm.		
10	Skill in driving a motor vehicle.		
11	Skill in effecting arrests.		
12	Skill in conducting investigations.		
13	Must be able to lift 50 lbs.		
14	No unpardoned felony convictions or convictions for situations involving domestic violence.		
15	Maintain certification by the Wisconsin Law Enforcement Standards Board as a Law Enforcement Officer.		
16	Possess a valid Wisconsin Driver's License.		

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

# UW-Whitewater Police Services Sergeant's Evaluation Form

Sergeant's Self Stated Goals for Last Evaluation Period

Accomplishment Rating

Below Standards  
Meets Standards  
Above Standards

Supervisor's Directed Goals for Last Evaluation Period

Accomplishment Rating

Below Standards  
Meets Standards  
Above Standards

Sergeant's Initials \_\_\_\_\_

Supervisors Initials \_\_\_\_\_

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

# UW-Whitewater Police Services Sergeant's Evaluation Form

Sergeant's Self Stated Goals for This Evaluation Period

## Goals Category Rating

Below Standards

Meets Standards

Above Standards

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

Supervisor's Directed Goals for This Evaluation Period

Sergeant's Initials \_\_\_\_\_

Supervisors Initials \_\_\_\_\_

Not Observe/Applicable = 0

Below Standard = 1

Meets Standard = 2

Above Standard = 3

# UW-Whitewater Police Services Sergeant's Evaluation Form

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