

UW Whitewater Police



Employee Evaluations

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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 Employee Performance Evaluation Form (Attachment A), supervisors will conduct an appraisal of employee performance during the evaluation period.
- B. Each annual evaluation period will run from July 1 to June 30. 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. Evaluations should be completed by August 31.
- C. The supervisor will submit their 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.

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- D. 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.
- E. Ratings of below standard require an outline for a plan on how the employee may improve performance in the category in question.

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Attachment A

UWWPD ANNUAL EMPLOYEE PERFORMANCE EVALUATION



Employee:

Position:

Review Period Dates:

Supervisor:

Citizen Complaints: Founded: Unfounded: N/A:

Internal Investigations: Founded: Unfounded: N/A:

Employee contributes to an environment free of bias and serves and communicates in a manner that demonstrates diversity, inclusion and an investment in shared responsibility at the University of Wisconsin Whitewater.

Yes

No

**If no, concerns identified:

Notable actions by Employee:

Areas for improvement for Employee:

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UWWPD ANNUAL EMPLOYEE REVIEW EVALUATION

Criteria	Exceeds Standards	Achieves Standards	Achieves standards with minimal room for improvement	Below Standards	Developing	Comments
Job Knowledge						
Quality of work						
Communication Skills						
Job Task Punctuality						
Attendance & Punctuality						
Problem Solving						
Behaves in a manner consistent with department mission, vision & values.						
*** For Patrol Officers***						
Body Camera Reviews:	Call Type/Number	Date	Outcome	Behaves in a manner consistent with department mission, vision & values.	Comments	Rating
Body Camera Review 1						
Body Camera Review 2						
Body Camera Review 3						

The following rating scale guide will assist the evaluator in assigning the most appropriate measurement of the employees' performance.	
Exceeds Standards	Consistently exceeds job requirements.
Achieves Standards	Able to perform 100% of job duties to standards, and frequently exceeds standards. Work is competent and dependable.
Achieves Standards with minimal improvement needed	Able to perform job duties and requirements satisfactorily. May need extra guidance or supervision. Improvement required to obtain achieve standards.
Below Standards	Fails to meet job requirements and standards on a satisfactory level on a frequent enough basis. Improvement required.
Developing	Employee has not been in the position for a sufficient amount of time to be fully & fairly evaluated.

PROACTIVE POLICING-SELF INITIATED ACTIVITY NUMBERS ***For Patrol Officers***	
Building, Lot, Area Checks	
Cases	
Field Contacts	
Traffic Stops	
Department Programming	

COMMENTS

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UWWPD ANNUAL EMPLOYEE PERFORMANCE EVALUATION



Employee Goals for next Review period:

Additional Supervisor Comments:

X

Employee Signature/Date

X

Supervisor Signature/Date

*****Employees signature does not signify agreement, only receipt and review of the evaluation.***