

 MIDDLETON POLICE DEPARTMENT	DATE October 2, 2013	POLICY 2.5.01
SUBJECT: Performance Evaluations	REVIEWED December 4, 2017	

Refer to: Ord [27.15](#)
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PURPOSE

The purpose of this policy is to establish a performance evaluation system that includes measurement definitions and requires an annual performance evaluation for every employee, except employees on probation who have a separate schedule.

POLICY

It is the policy of the Middleton Police Department that all employees be evaluated at least annually based on criteria established for the position and department. The evaluation shall be in writing and in a standardized format.

PROCEDURE

1. All personnel should be fully informed of performance expectations.
2. Performance issues should be addressed in a timely manner as they arise, not solely reviewed during an annual (or other scheduled) performance evaluation.

3. All personnel responsible for conducting performance evaluations must receive instruction on the evaluation system from their Division Commander before doing reviews. Instructions are also available in the Assessment Report Guide and standardized forms.
4. Field Training Officer's (FTO) and Communications Training Officer's (CTO) shall complete daily DOR's for probationary officers.
5. Shift supervisors shall complete monthly evaluations on probationary officers who are no longer assigned to an FTO or CTO.
6. To promote consistency, the procedures set forth in this policy and the Annual Performance Evaluation Guidelines shall be followed to ensure that every evaluation reflects the employee's conduct, performance, and general work product for the evaluation period.
7. Significant or persistent deficiencies, as determined by the supervisor or chain of command, will result in a specific remedial action plan and report.
8. Each evaluation shall be reviewed and signed by the rater, and by the rater's direct supervisor. The rater's supervisor may return the evaluation to the rater for corrections or modifications if necessary. The employee being evaluated will be given the opportunity to sign the completed evaluation. The employee's signature establishes the original document and verifies the presentation and discussion of the evaluation.
9. Employees will be provided a signed copy of their evaluation, if requested.
10. The evaluated employee may file a written statement for inclusion with the evaluation report. If an employee would like to contest an evaluation, the employee shall send a memorandum regarding the basis of appeal and areas of contention to the Chief within 20 calendar days. The Chief, or designee, will go over the evaluation and memorandum and may sit down with both parties to gather further information. The Chief, or designee, will render a decision on the evaluation process in writing to both parties within 20 calendar days.
11. Completed evaluations shall be forwarded to the Office Manager for filing in the employee's personnel file, where they will be maintained for the duration of the employee's employment. Thereafter, records shall be placed in the former employee section of the Administrative Records Room and retained for at least seven years.

Steps in the Annual Performance Evaluation

Step One

The supervisor meets with the employee, discusses the process, and provides the employee with the Annual Performance Evaluation Guidelines and a copy of the policies that are required to be reviewed (Code of Ethics 1.2.02, Harassment 1.2.04 and Strip Searches 1.7.07). The supervisor should solicit input from the employee concerning the progress made toward attaining goals and objectives set forth in previous assessments, achievements, recognition, and possible goals and objectives for the coming period.

Step Two

The supervisor, after considering the employee's performance during the rating period, the Annual Performance Evaluation Guidelines, job description, employee's step-one input, and objectives set in the previous evaluation, should complete the Annual Evaluation and electronically submit it to his or her supervisor for review and approval. After approval, the supervisor schedules a private meeting with the employee to discuss the employee's performance and to make plans for the employee's future performance. If the employee will be assigned to a different supervisor in the next rating period, that supervisor may also attend this meeting. The

Annual Evaluation is intended to be used as a focal point for a dialog between the employee and supervisor. The dialog should include:

- a. Duties and responsibilities that the employee performed well (meets standard or above).
- b. Areas where the employee could or needs to do better.
- c. Objectives and action plans for the coming rating period. Objectives may relate to areas in which the employee could or needs to do better, could be a project or undertaking that supports unit or department goals, or could relate to the employee's career development. Objectives should be specific, measurable, time bound, dynamic, and appropriate to the employee's position.
- d. Things the supervisor can do to help the employee achieve the objectives and action plans.

During the meeting, the supervisor should make any final changes to the Annual Evaluation. If changes are made, the Annual Evaluation shall be electronically resubmitted to the evaluator's supervisor for review. If there are no changes, the supervisor and employee should sign it, and the supervisor then submits the official paper copy to the Office Manager. The Annual Evaluation is not final until signed by the Chief of Police.

Step Three

After the Annual Evaluation has been reviewed, approved, and signed by the Division Commander and Chief of Police, the employee should be provided a signed copy if requested. Additionally, the Division Commander will place an electronic copy in the folder on the police department server which can be accessed by all supervisors for reference throughout the year. The original Annual Evaluation should be forwarded to the Office Manager for placement in the employee's personnel file. Any employee may file a written statement for inclusion with the evaluation. If an employee would like to contest an evaluation, the employee shall send a memorandum regarding the basis of appeal and areas of contention to the Chief within 20 days.

Steps in the Immediate Supervisor Annual Performance Evaluation

Step One

The department's office manager will electronically disseminate an updated Immediate Supervisor Assessment Form in January.

Step Two

After considering the supervisor's performance during the rating period, each officer will complete separate evaluation forms on the direct supervisors under which they have worked for three months or longer during the rating period.

Step Three

All officers shall print and return the completed Immediate Supervisor Assessment Forms to the department's office manager no later than January 15th, annually. Officers may choose to either sign or submit the completed forms anonymously. Officers must sign off on a PASS system directive, maintained by the office manager, confirming the completion of these forms.

Step Four

The results of the Immediate Supervisor Assessment Forms will be tabulated by the department's office manager, with all written comments transferred to a combined document for each

supervisor. The results of these assessment forms will be given to the supervisor in question's direct supervisor who will utilize them in their annual evaluation process. These results will also be discussed with the evaluated supervisor.

Please see the following (available in P-Drive Forms and MIPD SharePoint Forms):

- Annual Performance Evaluation Guidelines
- Annual Performance Evaluation – Civilian
- Annual Performance Evaluation – Dispatcher
- Annual Performance Evaluation – Police Officer
- Annual Performance Evaluation - Management
- Supervisor Assessment Evaluation

Remedial Action Plan

When a significant or persistent performance deficiency is identified by a training officer, instructor, supervisor or through assessment, required certification or disciplinary procedures, a remedial action plan is necessary to improve the employee's performance. The employee's supervisor and the employee shall establish a plan to remedy the deficiency. The plan should be reasonable, specific, measurable, time bound, dynamic, and appropriate to the employee's position and deficiency, and may involve remedial training. The plan shall be written, dated, signed by the supervisor and employee, and approved by the Division Commander. The supervisor and employee will at a minimum meet monthly to evaluate progress, determine whether intermediate or final goals have been achieved or sustained, what, if any, obstacles may have reasonably prevented goal achievement, and what alternate or additional steps should be taken. The monthly meeting shall be documented as a supplement to the remedial action plan and forwarded to the Division Commander and Chief.

Upon successful completion or failure of the remedial action plan, a closing supplement shall be completed by the supervisor. The plan, supplements, and related documents shall be compiled, forwarded through the chain of command, and filed in the employee's personnel file.

The remedial action plan process is meant to be constructive. Nonetheless, if an employee is unwilling or unable to correct deficiencies, the employee is subject to progressive discipline. Where corrective efforts have failed and progressive disciplinary action does not bring about satisfactory job performance or required certification, discharge is necessitated. (Probationary employees may be terminated without a showing of cause and do not have the right to appeal.)