



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 500 – PERSONNEL EVALUATIONS

**GENERAL ORDER:** 2025-14  
**ISSUED:** March 7, 2025

**EFFECTIVE:** March 7, 2025

**REVIEWED/APPROVED BY:**  
Assistant Chief Craig Sarnow  
**DATE:** January 30, 2025

**ACTION:** Amends General Order 2022-08 (February 4, 2022)

**WILEAG STANDARD(S):** 2.5.1, 2.5.2, 2.5.3  
2.5.4, 2.5.5, 2.5.6, 2.5.7

#### ROLL CALL VERSION

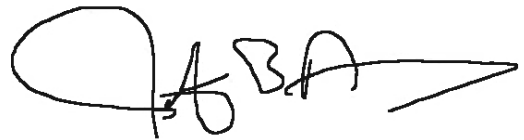
Contains only changes to current policy.  
For complete version of SOP, see SharePoint.

### 500.20 PERFORMANCE RATING SCHEDULE, EPERFORMANCE, AND FORMS (WILEAG 2.5.1, 2.5.3)

#### E. PROBATIONARY MEMBERS

2. Commanding officers/civilian managers supervising members in a probationary status shall complete the appropriate member (e.g., employee) performance evaluation:
  - b. *Member's Individual Monthly Probationary Report for Entry Level or Promoted Employees* (form PE-37E), which includes all civilian members and sworn police ~~lieutenants~~ members (with the exception of probationary police officers). A list of probationary periods associated with each job title can be located on the Human Resources Division SharePoint site.
  - c. ~~Monthly Probationary Police Officer (initial 16-month probationary period) or Monthly Police Sergeant (12-month probationary period) Performance Report (form PR-89E)~~ Monthly observation reports for police officers utilizing the *Probationary Performance Report* in the ACADIS system in accordance with SOP 270 Field Training and Evaluation Program.
6. Routing of Probationary Employee Performance Evaluations
  - a. Civilian members, ~~lieutenant's~~, and sworn police members (with the exception of probationary police officers) evaluations shall be forwarded to the Human Resources Division, and one copy shall be retained in the member's work location personnel file.
  - b. ~~For all other personnel subordinate to the rank of lieutenant, with the exception of police aides, the original shall be forwarded to the Human Resources Division and one copy shall be retained at the member's work location personnel file. All original Probationary Performance Reports for police officers shall be~~

maintained in the ACADIS system.

A handwritten signature in black ink, appearing to read 'J.B.N.' with a stylized flourish extending to the right.

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk