



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 500 – PERSONNEL EVALUATIONS

**GENERAL ORDER:** 2021-XX  
**ISSUED:** August 4, 2021

**EFFECTIVE:** August 4, 2021

**REVIEWED/APPROVED BY:**  
Inspector Shunta Boston-Smith  
**DATE:** June 1, 2021

**ACTION:** Amends General Order 2020-20 (September 25, 2020)

**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)

##### A. SWORN MEMBERS

During each calendar year, a personnel evaluation shall be completed for all sworn members subordinate to the rank of captain. ~~Civilian members may participate in a stay interview process annually that shall take place in January of each calendar year.~~

**Note: The number of traffic stops, field interviews, no-action encounters, frisks and/or searches by a member of the police department shall not be used as performance indicator or in any way to evaluate their performance.**

##### C. NON-PROBATIONARY CIVILIAN MEMBERS PERFORMANCE EVALUATIONS

1. During each calendar year, a personnel evaluation shall be completed for all non-probationary civilian employees utilizing the *Annual Employee Assessment (Group A)* or *Performance Appraisal Form (Group B)* form. Supervisors can determine if a civilian employee is a Group A or Group B employee in the [City of Milwaukee Salary Ordinance](#).
  - a. Group A employees include Section 3 (Technicians), Section 5 (Paraprofessionals), Section 6 (Administrative Support), Section 7 (Skilled Craft), and Section 8 (Service and Maintenance)
  - b. Group B employees include Section 1 (Officials and Administrators), Section 2 (Professionals), and Section 4 (Protective Service Non-Represented).
2. The annual performance review shall only be completed for non-probationary civilian employees. Supervisors shall obtain the necessary information to appraise and evaluate each employee's performance accurately at the conclusion of their review period.
3. The rating period shall encompass the twelve (12) month period preceding the

member's salary anniversary date in that position.

**DC. NON-PROBATIONARY CIVILIAN MEMBERS STAY INTERVIEW PROCESS**

**ED. PROBATIONARY MEMBERS**

**500.30 COMMANDING OFFICER / CIVILIAN MANAGER RESPONSIBILITIES**

C. It is the responsibility of the commanding officer/civilian manager to ensure annual performance evaluations completed for non-probationary civilian employees are submitted within thirty (30) days after the employee's salary anniversary date in that position.

**500.50 REQUIRED SIGNATURES AND COPIES OF SWORN NON-PROBATIONARY PERFORMANCE EVALUATIONS (WILEAG 2.5.5)**

**A. SWORN NON-PROBATIONARY PERFORMANCE EVALUATIONS**

1. The ePerformance evaluation review shall be approved and signed by both the evaluating manager and the commanding officer or civilian manager.
  - a. If the lieutenant and/or commanding officer or civilian manager disagrees with the evaluating manager's evaluation, the disagreement shall be settled in a meeting consisting of the involved supervisors.
  - b. If the disagreement between the involved supervisors cannot be settled, the lieutenant and/or commanding officer or civilian manager shall have the authority to override the evaluating manager and update the ePerformance evaluation. The lieutenant and/or commanding officer or civilian manager shall submit a *Department Memorandum* (form PM-9E) documenting the reasons why he/she disagreed with the evaluating manager's evaluation, which shall be attached to the ePerformance evaluation. This documentation shall include the specific factor(s) and rating(s) that were changed (both the original rating and revised rating) and the specific reasons why they were changed.

**B. CIVILIAN NON-PROBATIONARY PERFORMANCE EVALUATIONS**

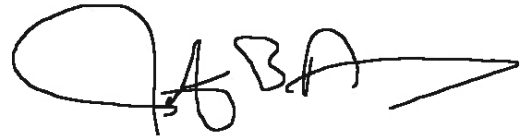
1. The *Annual Employee Assessment (Group A)* or *Performance Appraisal Form (Group B)* form evaluation review shall be approved and signed by both the evaluating manager and the commanding officer or civilian manager.
  - a. If the lieutenant and/or commanding officer or civilian manager disagrees with the evaluating manager's evaluation, the disagreement shall be settled in a meeting consisting of the involved supervisors.
  - b. If the disagreement between the involved supervisors cannot be settled, the lieutenant and/or commanding officer or civilian manager shall have the authority to override the evaluating manager and update the *Annual Employee*

*Assessment (Group A) or Performance Appraisal Form (Group B)* evaluation. The lieutenant and/or commanding officer or civilian manager shall submit a *Department Memorandum* (form PM-9E) documenting the reasons why he/she disagreed with the evaluating manager's evaluation, which shall be attached to the *Annual Employee Assessment (Group A) or Performance Appraisal Form (Group B)* evaluation. This documentation shall include the specific factor(s) and rating(s) that were changed (both the original rating and revised rating) and the specific reasons why they were changed.

2. Members are required to acknowledge they have read their *Annual Employee Assessment (Group A) or Performance Appraisal Form (Group B)* form evaluation and met with a supervisor regarding their performance evaluation by signing the evaluation form. The member's acknowledgment by signing the *Annual Employee Assessment (Group A) or Performance Appraisal Form (Group B)* form evaluation implies neither agreement nor disagreement with the evaluation's content.
3. The member shall be given the opportunity to add comments to their *Annual Employee Assessment (Group A) or Performance Appraisal Form (Group B)* form evaluation by submitting a *Department Memorandum* (form PM-9E) to their commanding officer/civilian manager. Members must submit their comments within seven (7) days from the date the evaluation was received.
4. The original *Annual Employee Assessment (Group A) or Performance Appraisal Form (Group B)* form evaluation shall be sent to the Human Resources Division. One copy of the *Annual Employee Assessment (Group A) or Performance Appraisal Form (Group B)* form evaluation shall be given to the member and one copy shall be retained in the member's work location personnel file.
5. Commanding officers/civilian managers shall follow up with an email to the Human Resources Division indicating the date and time the *Annual Employee Assessment (Group A) or Performance Appraisal Form (Group B)* form evaluation was sent and how it was delivered to the Human Resources Division. Upon receipt of the *Annual Employee Assessment (Group A) or Performance Appraisal Form (Group B)* form evaluation(s), the commanding officer/civilian manager will receive a confirmation email from the Human Resources Division acknowledging receipt of the *Annual Employee Assessment (Group A) or Performance Appraisal Form (Group B)* form evaluations.

**500.60 CONTESTED EVALUATIONS (WILEAG 2.5.6)**

- A. Sworn and civilian members who wish to contest a probationary or annual performance evaluation shall submit a *Department Memorandum* (form PM-9E) to their commanding officer/civilian manager detailing the areas of disagreement within seven (7) days from the date the evaluation was received. The decision of the commanding officer/civilian manager in a contested performance evaluation shall be final.

A handwritten signature in black ink, appearing to read 'J.B. Norman', with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN  
ACTING CHIEF OF POLICE

JBN:mfk