

**WINONA POLICE DEPARTMENT**

**NUMBER: 109-11 PAGES: 2**

**EFFECTIVE DATE: July 27, 2004**

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**SUBJECT: PROBATIONARY PERFORMANCE EVALUATIONS**

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**1.0 PURPOSE:**

It is the purpose of this general order to establish a format for the systematic evaluation of performance by new officers of the Winona Police Department during their probationary period.

**2.0 POLICY:**

**2.1** It is the policy of this department that a Field Training Progress Report shall be completed for each newly hired officer every two weeks during the first six months of his/her probationary period.

**2.2** Further, it is the policy of this department that a department Personnel Evaluation Report shall be completed for each newly hired officer every two months during their probationary period.

**2.3** In the event that a Field Training Progress Report indicates the need, a Personnel Evaluation Report can be required more frequently than every two months.

**3.0 PROCEDURE:**

**3.1** The Field Training Progress Report, Appendix Item A of this general order, will be completed every two weeks during the first six months of a new officer's probationary period.

**3.2** The report will contain the name of the officer, the shift assignment, the date of the report, and the name of the Sergeant completing the report.

**3.3** Additionally, the report will contain the signature of the reviewing Deputy Chief and an overall progress-to-date rating.

**3.4** All factors will be evaluated according to the rating scale contained on the report form.

**3.5** The comments section of the report form will contain the following:

**3.5.1** General comments by the evaluating Sergeant regarding the performance of the officer during this evaluation period.

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**3.5.2** Specific actions that will be taken to correct any deficiencies noted on the progress report form which fall into the “Need Improvement” category.

**3.5.3** Any request for additional assistance from Administration in dealing with an employee performance problem.

**3.6** Upon completion, the Field Training Progress Report will be discussed with the employee and then forwarded to the Deputy Chief of Police and will then become part of that officer’s personnel file during the probationary period.

**4.0** RESPONSIBILITY:

**4.1** The responsibility for the completion of the Field Training Progress Report rests with the Shift Sergeant for the shift to which the new officer is assigned for that specific reporting period.

**4.2** The completion of the department Personnel Evaluation is the responsibility of the Senior Sergeant for the shift to which the new officer is assigned.