



# UW-Madison Police Department

**Policy: 33.7**

**SUBJECT: MENTORING PROGRAM**

**EFFECTIVE DATE: 06/01/10**

**REVISED DATE: 12/31/11; 10/01/17**

**REVIEWED DATE: 10/01/14; 07/18/18**

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33.7.1 MENTORING PROGRAM

## **POLICY:**

The University of Wisconsin–Madison Police Department will provide a framework to assist new employees in adjusting to the Department during the probationary period as well as providing an opportunity for the growth and development of employees who participate. The formal program will conclude at the end of the employee’s probationary period, but may continue informally for as long as both mentor and mentee agree.

## **DEFINITIONS:**

“Mentor” can be any employee not currently on probation who is willing to assist and provide guidance to new employees or newly promoted employees in understanding their roles and functions within the department.

“Mentee” can be any employee serving a probationary period as part of his or her initial appointment to the position.

## **PROCEDURE:**

### **33.7.1 MENTORING PROGRAM**

The following shall govern the Department Mentoring Program procedures:

- A. All newly hired department employees will be assigned a mentor. Overtime will not be authorized to accomplish the program expectations unless approved by a supervisor ahead of time.
- B. The program is overseen by the Personnel Sergeant and Training Sergeant.
- C. Pairings are accomplished by the Personnel Sergeant and Training Sergeant based on information provided by interested mentors and mentees. The mentor can turn down the request to mentor a specific person. A pairing may be changed by the Personnel Sergeant if it appears that the relationship is not functioning for either the mentor or mentee.
- D. Both mentor and mentee have basic expectations to meet and will follow the program guidelines and rules, which can be located on the Department server in the “Mentor” folder. In addition,
  1. The mentor will complete an initial training program prior to placement with a perspective mentee. Additional training and resources will be provided by the Department.
  2. The mentor and mentee will arrange for at least one contact per week. In the initial stages this should be done in person, but as time progresses the form of the contact is up to both the mentor and the mentee.
  3. The mentor will not contradict the teachings of the training officers. The mentor should direct the mentee back to the training officer(s) for any problems the mentee is having with the training and evaluation program.
  4. Supervisors should help facilitate the scheduling of mentor-mentee meetings as operational needs permit. Flexing of hours by either the mentor or mentee is permissible provided it has been approved by a supervisor first.