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# UW-Madison Police Department

**Policy: 33.7**

**SUBJECT: MENTORSHIP PROGRAM**

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

**REVISED DATE: 12/31/11; 10/01/17; 07/17/19; 05/10/23; 10/03/24**

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## **POLICY:**

The UW-Madison Police Department shall provide a framework to assist new employees in adjusting to the Department during their first year of employment, as well as providing an opportunity for the growth and development of employees who participate. The formal program shall conclude at the end of the employee's first year of employment but may continue informally for as long as both mentor and mentee agree.

## **DEFINITIONS:**

"Mentee" can be any employee serving a probationary period as part of their initial appointment to the position.

"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.

## **PROCEDURE:**

### **33.7.1 MENTORSHIP PROGRAM COORDINATOR:**

- A. The program will be overseen by the Mentorship Program Coordinator or designee.
- B. Mentorship Program Coordinator duties shall include:
  - a. Supervise selection, assessment, matching and orientation of mentors and mentees.
  - b. Recruit, train, and maintain the mentor pool.
  - c. Assign mentors to newly hired employees.
  - d. Distribute and collect mentor and mentee evaluation forms at the termination of the mentor/mentee relationship.
  - e. Troubleshoot and evaluate the program.

### **33.7.2 ADMINISTRATION:**

- A. All newly hired department employees shall be assigned a mentor. Overtime shall not be authorized to accomplish the program expectations unless approved by a supervisor.
- B. Pairings are accomplished by the Mentorship Program Coordinator or designee 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 Mentorship Program Coordinator if it appears that the relationship is not functioning for either the mentor or mentee.
- C. Both mentor and mentee have basic expectations to meet and shall follow the program guidelines and rules, which can be located electronically on the share drive. In addition,
  - 1. The Mentorship Program Coordinator or designee shall provide the mentor with guidelines and expectations prior to placement with the mentee and additional training and resources shall be provided by the Department, upon request.
  - 2. The mentor and mentee shall arrange for at least one contact bi-weekly or monthly.
- D. 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.
- E. At the conclusion of the newly hired employees' probationary period the mentorship relationship will formally conclude. However, there is nothing in this policy that would prohibit an informal mentoring relationship to continue.

- F. The mentor and mentee will be required to complete a program evaluation survey at the conclusion of their formal relationship detailing their experiences of the program. Their input will help make any necessary adjustments to ensure the program remains effective.

### **33.7.3 ROLES AND RESPONSIBILITIES:**

#### **A. Mentors:**

- a) Mentors are the key component to a successful mentoring program and should serve as positive role models within the Department.
- b) The role of the mentor usually involves a more experienced person guiding and sponsoring a less experienced person to achieve goals in an area in which the mentor has experience.
- c) A mentor's duties and responsibilities can include, but are not limited to:
  - 1. Meet with your mentee and/or engage in mentoring activities in-person (or on the telephone as a backup).
  - 2. Willingly share your experience and professional success in the organization and share "lessons learned" from their own experiences.
  - 3. Explain how the organization is structured and support the organization's mission, vision, and goals.
  - 4. Look for experiences that will provide growth for the mentee (i.e., shadowing during meetings, suggested readings, trainings, conferences/seminars, etc.).
  - 5. Stay accessible, committed, and engaged during the length of the program.
  - 6. Engage in active listening skills, provide open and candid feedback, be a resource and a sounding board, and offer encouragement through genuine positive reinforcement.
- d) Employees in a mentor role will attend training as deemed appropriate by the Mentorship Program Coordinator or designee. Mentor training will include, but not limited to, the following:
  - a. Overview of the Mentor Program
  - b. Mentor responsibilities and expectations
  - c. Mentee responsibilities and expectations

#### **B. Mentees:**

- a) The role of the mentee can vary depending on the context and purpose of the mentoring relationship but will, in principle, include:
  - 1. Meet with your mentor each month and/or engage in mentoring activities in person (or on the telephone as a backup).
  - 2. Be proactive about contacting your mentor and scheduling meetings.
  - 3. Commit to self- development and assume responsibility for acquiring or improving skills and knowledge.
  - 4. Be open and honest about goals, expectations, challenges, and concerns so others can help you.
  - 5. Stay accessible, committed, and engaged during the length of the program.
  - 6. Respect the mentor's time and resources and prepare for meetings and come up with an agenda.
  - 7. Seek advice, opinion, feedback, and direction from the mentor.
  - 8. Be receptive to constructive criticism/feedback and ask for it.
  - 9. Comfortably give feedback to the mentor on what is working or not working in the mentoring relationship.

### **33.7.4 CONDUCT GUIDELINES:**

- A. The Mentoring Program Coordinator and mentors are not to interfere with or undermine any personnel assigned to supervise or train probationary employees. 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.
- B. Mentors shall maintain professional relationships with mentees.
- C. If any issues arise that cannot be resolved between the mentor and mentee, either one is encouraged to contact the Mentorship Program Coordinator for assistance.
- D. Discussions related to an intent to harm oneself or others, break a law, or violate a policy or procedure can never be kept confidential.
- E. The mentor and mentee share the duty to observe the confidential nature of the relationship and the dialogue arising within it.

