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# UW-Madison Police Department

**Policy: 33.7**

**SUBJECT: MENTORING PROGRAM**

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

**REVISED DATE: 12/31/11; 10/01/17; 07/17/19**

**REVIEWED DATE: 10/01/14; 04/16/20; 04/02/21**

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33.7.1 MENTORING PROGRAM

## **POLICY:**

The UW-Madison Police Department shall 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 shall conclude at the end of the employee's probationary period, 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 MENTORING PROGRAM PROCEDURES:**

- 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. The program is overseen by the Personnel Sergeant or designee.
- C. Pairings are accomplished by the Personnel Sergeant 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 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 shall follow the program guidelines and rules, which can be located electronically. In addition,
  1. The Personnel Sergeant 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 Department, upon request.
  2. The mentor and mentee shall arrange for at least one contact per week.
  3. The mentor shall 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.