



Receipt of Policies

Employee's Name: MATTHEW TATE Date of Hire: 7-22-2020

Department: LEC

Position Title: DEPUTY

I hereby acknowledge receipt of the following Sauk County Policies:

MJT Sauk County Employee Policies and Procedures Link
([http://schome/dept/personnel/_media/Sauk%20County%20Policies%20and%20Procedures%20\(Aug%202018\).pdf](http://schome/dept/personnel/_media/Sauk%20County%20Policies%20and%20Procedures%20(Aug%202018).pdf))*

MJT Sauk County Personnel Ordinance Link
(https://www.co.sauk.wi.us/sites/default/files/fileattachments/personnel/page/1501/chapter_13_003.pdf)*

MJT Identity Theft / Red Flag Policy Link
(<http://schome/data/policies/11redflag9pol.pdf>)*

MJT Employee Confidentiality Statement

MJT Employee's Job Description

MJT General Notice of COBRA Continuation Coverage and Conversion Rights, WHCRA, CHIP, and Marketplace Coverage Options

MJT Cellular Phone Policy Link
(<https://sites.google.com/co.sauk.wi.us/protected-info-policy/mis-policies/mis-mobile-device-policy>)*

MJT Direct Deposit

MJT Sauk County Safety Manual Link
(http://schome/dept/personnel/_media/safety/Safety%20Manual%202016.pdf)*

I have been informed of the Sauk County Employee Policies and Procedures and Chapter 13 of the Sauk County Code of Ordinances available on the Sauk County intranet. I have also read/received links/copies of each of the separate policies listed above.

The manual, policies and Chapter 13 of the Ordinance describe important information about Sauk County. I understand that I should consult the Personnel Department regarding any questions I may have that are not answered in the manual, policies or Chapter 13 of the Sauk County Code of Ordinances.

I understand that it is my responsibility to read and comply with the all of the policies contained in the manual/links and in Chapter 13 of the Sauk County Code of Ordinances, including revisions made to the documents.

Matthew J. Tate
Employee's Signature

7-22-2020
Date



Employee Confidentiality Statement

I understand and agree that in the performance of my duties as an employee of Sauk County, I must, in accordance with Sauk County policy and applicable law, hold employee and/or client information in the highest confidence.

I have received the Sauk County policy on Confidentiality and I understand that it is my responsibility to read and comply with this policy and any revisions made to it.

Since the information and policy described herein are necessarily subject to change, I acknowledge that revisions may occur under the authority of the Sauk County Board. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, and eliminate existing policies.

I further understand that any violation of the confidentiality of information may result in disciplinary action up to, and including, termination of employment with Sauk County.

Additionally, any person who violates the statutory provisions pertaining to confidentiality (§19.65 and §19.80) in a manner that is knowing and willful shall be liable as set forth in §19.80 of the Wisconsin Statutes.



Employee Signature

7-27-2020

Date Signed

MATTHEW J. TATE

Printed Name

LEC

Department

DEPUTY

Position Title

ACKNOWLEDGEMENT FORM

Receipt of Employee Handbook

I acknowledge receipt of the Sauk County's Employee Handbook, as revised on August 21, 2018. I understand that the Employee Handbook describes important information about my employment relationship with the County and that I should read it and consult a supervisor regarding any questions I have about the Employee Handbook. I further understand and acknowledge that the County has reserved its right to amend, revoke or alter any of the guidelines, policies, procedures and practices contained in this Employee Handbook at any time, with or without notice. I understand that it is my responsibility to familiarize myself with any changes and that the revised information supersedes any prior provisions inconsistent with the change. I understand that to the extent that any of the provisions of the Employee Handbook conflict with any collective bargaining agreement applicable to me, the provisions of the collective bargaining agreement govern.

Equal Employment Opportunity and Sexual and Other Workplace Harassment Policies

I also acknowledge that I have received and read the County's Equal Employment Opportunity and Prohibited Harassment Policies and that I have had an opportunity to ask any questions that I have concerning the policies, including any questions concerning my rights and duties under the policies. I understand that it is my obligation to promptly report to the County all complaints or concerns of potential discrimination, harassment, or retaliation, regardless of the potential offender's identity or position with the County. I understand that I will suffer no retaliation for reporting concerns in good faith or for participating in investigation of reports under the policies or in any proceedings related to alleged violation of the policies.

I understand that the County is strongly committed to a work environment in which all individuals are treated with respect and dignity and that the County prohibits discrimination, harassment and retaliation in the workplace. Therefore, I understand that employees who violate the Equal Employment Opportunity and/or Prohibited Harassment Policies will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

Printed Name of Employee: MATTHEW TATE

Signature of Employee: 

Date: 07/27/2020

cc: Personnel File

Sauk County Payroll Change Report

Name:	Matthew Tate	Employee #:	2443
Position/Title:	Sergeant - Patrol	Grade / Step:	P2
Date in Position:	07/10/2022	D. O. H. w/ Sauk County:	07/22/2020

Department Authorized Changes:

Requires Department Signature

Effective Date:	Change Requested:	From:	To:
	Name		
	Account #		
	Address		
	Family Status		

Personnel Department Authorized Changes:

Requires Personnel Department Signature

Effective Date:	Change Requested:	From:	To:
07/10/2025	Rate	\$43.20	\$44.50
	Job Position		
	Job Status (LOA,FT,PT)		
	LTE → Regular		
	Reclassification		
07/10/2025	Performance Appraisal	P2	P3
	Refund of Pre-Tax Health Insurance Deduction. _____ For _____		

NOTE: No changes will be implemented without this form being completed and returned to the Accounting Department.

Paty Gumenna	HR Business Partner	07/10/2025
<i>Authorized Signature:</i>	<i>Title</i>	<i>Date</i>

Steve Schram	07/10/2025
<i>Final Department Approval:</i>	<i>Date</i>

<i>Received in Accounting By:</i>	<i>Date</i>



**EMPLOYEE PERFORMANCE APPRAISAL
PERSONNEL DEPARTMENT
SUPERVISORY REVIEW**

Employee Information	
Name: Matt Tate	Employee Number: 2443
Department: Sheriff's Department	Position Title: Patrol Sergeant
Date in Position: 07-10-22	Review Period: 7-10-24 to 7-10-25
Type of Review: <input type="checkbox"/> 3 Month <input type="checkbox"/> 6 Month <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Other	
Recommend next step increase? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Supervisor Information		
Name: Steven Schram	Employee Number: 885	Position Title: Patrol Lieutenant

Job and Organizational Knowledge					
THE EMPLOYEE...					
<ul style="list-style-type: none"> • Demonstrates skills and knowledge required to perform position duties with accuracy and thoroughness • Integrates job knowledge to efficiently and effectively accomplish the requirements of the position • Serves as a resource to others regarding job assignments and processes • Gives priority to improve job knowledge and complies with regulatory components of their position (laws, ordinances, policies, and protocols) 					
Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>

Example(s) of Strengths and Challenges:

Sgt. Tate does well handling the duties of his position and keeping on top of tasks. He also is working on bringing along newer K9 deputies and their k9's to help transition the program after his K9 retires.

Public Relations

THE EMPLOYEE...

- Seeks to provide exceptional service to all customers/clients (internal/external)
- Engages with all customers/clients respectfully and handles interactions with tact
- Follows through on commitments and expectations to achieve results that benefit the customer/client
- Creates and maintains effective relationships with customers/clients, actively listen to concerns, complaints, or ideas to help fulfill their needs

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate does extremely well with public relations, routinely taking his K9 partner to public demonstrations and volunteering for other public relations events.

Productivity/Quality

THE EMPLOYEE...

- Consistently produces the expected quantity of work
- Demonstrates a high degree of accuracy and thoroughness of work
- Achieves deadlines and maintains an appropriate balance between quality and quantity
- Works to complete objectives and sees a task through to the end while taking into consideration current responsibilities and workload

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate manages to handle his responsibilities as a Patrol Sergeant and has worked to create a cohesive and driven team of deputies while also remaining productive himself. He strives to have his staff work error free while also being highly effective in their duties.

Accountability/Dependability/Integrity

THE EMPLOYEE...

- Accepts accountability for their own actions and takes responsibility for the results of decisions made
- Adheres to Sauk County and departmental work hours, policies, and guidelines
- Meets all applicable deadlines
- Is trustworthy and reliable in their actions and performance
- Understands and upholds the County's and/or Department's mission, vision, and values
- Builds and models respect and trust by acting ethically, keeping their word, maintaining confidentiality, and honoring commitments

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate has been very flexible in adjusting his work hours to meet department needs. He routinely signs up for extra duties including grant and boat patrol and is an example to his staff. Sgt. Tate completes projects in a timely manner and expects his employees to do so as well.

Communication

THE EMPLOYEE...

- Addresses and adequately mediates conflict
- Effectively and clearly exchanges information and ideas utilizing appropriate communication methods (verbal, nonverbal, and written)
- Promotes open communication, accepts different points of view, and determines appropriate ways to approach issues and problems
- Modifies style of communication that best fits the audience, environment, and situation
- Listens to and seeks clarification of ideas and concerns of others; reacts appropriately

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate routinely checks in with his supervisors and keeps administration aware of the going's on of his shift.

Teamwork/Collaboration

THE EMPLOYEE...

- Maintains collaborative work relationships with peers, management, different departments, and with community partners
- Contributes to the productivity of the team and supports group efforts
- Demonstrates tact, respect, and interest in the success of others
- Facilitates and assists with additional duties when co-workers are unavailable or absent
- Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate has shown to be helpful towards his staff while handling incidents and works well with his staff. He also has established relationships with other in-county jurisdictions as well as law enforcement agencies from surrounding counties to strengthen the working relationship between those agencies and his own.

Innovation/Initiative

THE EMPLOYEE...

- Seeks opportunities for advancements in processes, services, and ideas
- Displays a willingness to initiate projects without prompting
- Approaches projects with a creative mindset, views situations from multiple perspectives, and encourages innovation among employees
- Anticipates potential problems and acts in a proactive manner to develop new ideas to address problems
- Displays willingness to take a new and different approach to familiar projects and situations and approaches those projects and situations with an open mind
- Develops strategic and long term-plans and goals for the department/unit

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate continues to keep up to date on our radar/laser units and is working to help with the camera refresh occurring this year.

Fiscal/Budgetary

THE EMPLOYEE...

- Creates and submits a fiscally responsible departmental or unit budget that reflects the needs and requirements of the department
- Monitors and maintains the departmental/unit budget, anticipating and adjusting to changes as necessary
- Communicates with senior leadership and/or the oversight committee in regards to potential budgetary issues
- Seeks the most cost effective and resourceful way to provide the highest quality services to the citizens of the County

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Leadership

THE EMPLOYEE...

- Shows appreciation for individual, team, department, and County accomplishments
- Provides timely performance feedback and addresses inadequacies within the department
- Inspires, motivates, and coaches employees, teams, and departments to achieve desired departmental and organizational goals
- Delegates as appropriate
- Exemplifies the mission, values, and ethical standards of Sauk County

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate has worked and succeeded in making his stack extremely productive and they genuinely enjoy working together and pushing each other to do more.

PERFORMANCE GOALS AND RESULTS FOR THE PRIOR YEAR

GOALS

Goal Results:

Sgt. Tate has assisted with the transition of deputies to becoming k9 handlers. He has given his input on training and equipments needs and the selection of new handlers as he begins to transition out of this role to ensure the program carries on strong. Sgt. Tate has again dealt with changing staff but continues to get a high level of productivity out of his stack and maintaining as much cohesiveness as possible while dealing with the changes.

COMMENTS

As Sgt. Tate transitions out of his k9 handler role, I would like to see him find a new avenue to apply his skill set towards, such as assisting with managing the field training program for the patrol division.

PERFORMANCE GOALS FOR THE UPCOMING YEAR

GOALS

Sgt. Tate has several extra duties assigned and should continue to find ways to advance these programs while also finding time to dedicate to supervising and working with his stack to improve upon their job output and satisfaction at the sheriff's office.

COMMENTS

SIGNATURES			
	7-10-25		7-10-25
Supervisor	Date	Employee	Date
Department Head (If different than Supervisor)		Date	

EMPLOYEE COMMENTS
<p style="color: red; opacity: 0.5; font-size: 48px; transform: rotate(-30deg); position: absolute; top: 20%; left: 15%;">TATE FOR SHERIFF</p>

Sauk County Payroll Change Report

Name:	Matthew Tate	Employee #:	2443
Position/Title:	Sergeant - Patrol	Grade / Step:	P1
Date in Position:	07/10/2022	D. O. H. w/ Sauk County:	07/22/2020

Department Authorized Changes:

Requires Department Signature

Effective Date:	Change Requested:	From:	To:
	Name		
	Account #		
	Address		
	Family Status		

Personnel Department Authorized Changes:

Requires Personnel Department Signature

Effective Date:	Change Requested:	From:	To:
07/10/2024	Rate	\$40.72	\$41.94
	Job Position		
	Job Status (LOA,FT,PT)		
	LTE → Regular		
	Reclassification		
07/10/2024	Performance Appraisal	P1	P2
	Refund of Pre-Tax Health Insurance Deduction. _____ For _____		

NOTE: No changes will be implemented without this form being completed and returned to the Accounting Department.

Paty Chagas	HR Business Partner	07/11/2024
<i>Authorized Signature:</i>	<i>Title</i>	<i>Date</i>

Steve Schram	07/08/2024
<i>Final Department Approval:</i>	<i>Date</i>

<i>Received in Accounting By:</i>	<i>Date</i>



**EMPLOYEE PERFORMANCE APPRAISAL
PERSONNEL DEPARTMENT
SUPERVISORY REVIEW**

Employee Information	
Name: Matt Tate	Employee Number: 2443
Department: Sheriff's Department	Position Title: Patrol Sergeant
Date in Position: 07-10-22	Review Period: 7-10-23 to 7-10-24
Type of Review: <input type="checkbox"/> 3 Month <input type="checkbox"/> 6 Month <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Other	
Recommend next step increase? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Supervisor Information		
Name: Steven Schram	Employee Number: 885	Position Title: Patrol Lieutenant

Job and Organizational Knowledge					
THE EMPLOYEE... <ul style="list-style-type: none"> • Demonstrates skills and knowledge required to perform position duties with accuracy and thoroughness • Integrates job knowledge to efficiently and effectively accomplish the requirements of the position • Serves as a resource to others regarding job assignments and processes • Gives priority to improve job knowledge and complies with regulatory components of their position (laws, ordinances, policies, and protocols) 					
Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>

Example(s) of Strengths and Challenges:

Sgt. Tate does well with the tasks of his assigned position while also managing his extra duties including K9. He handles his stack and works with them to meet department goals.

Public Relations

THE EMPLOYEE...

- Seeks to provide exceptional service to all customers/clients (internal/external)
- Engages with all customers/clients respectfully and handles interactions with tact
- Follows through on commitments and expectations to achieve results that benefit the customer/client
- Creates and maintains effective relationships with customers/clients, actively listen to concerns, complaints, or ideas to help fulfill their needs

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

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Example(s) of Strengths and Challenges:

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Accountability/Dependability/Integrity

THE EMPLOYEE...

- Accepts accountability for their own actions and takes responsibility for the results of decisions made
- Adheres to Sauk County and departmental work hours, policies, and guidelines
- Meets all applicable deadlines
- Is trustworthy and reliable in their actions and performance
- Understands and upholds the County's and/or Department's mission, vision, and values
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Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate has been very flexible in adjusting his work hours to meet department needs. He routinely signs up for extra duties including grant and boat patrol and is an example to his staff. Sgt. Tate completes projects in a timely manner and expects his employees to do so as well.

Communication

THE EMPLOYEE...

- Addresses and adequately mediates conflict
- Effectively and clearly exchanges information and ideas utilizing appropriate communication methods (verbal, nonverbal, and written)
- Promotes open communication, accepts different points of view, and determines appropriate ways to approach issues and problems
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----------------------------	------------------------------------------------	------------------------------------------------------	-------------------------------------------------------	----------------------------------------------------------------	------------------------------------------------

Example(s) of Strengths and Challenges:

Sgt. Tate routinely checks in with his supervisors and keeps administration aware of the going's on of his shift.

Teamwork/Collaboration

THE EMPLOYEE...

- Maintains collaborative work relationships with peers, management, different departments, and with community partners
- Contributes to the productivity of the team and supports group efforts
- Demonstrates tact, respect, and interest in the success of others
- Facilitates and assists with additional duties when co-workers are unavailable or absent
- Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
----------------------------	------------------------------------------------	------------------------------------------------------	------------------------------------------------------------------	-----------------------------------------------------	------------------------------------------------

Example(s) of Strengths and Challenges:

Sgt. Tate has shown to be helpful towards his staff while handling incidents and works well with his staff. He also works with other K9 handlers in and around the county to improve their programs and their K9 partners.

Innovation/Initiative

THE EMPLOYEE...

- Seeks opportunities for advancements in processes, services, and ideas
- Displays a willingness to initiate projects without prompting
- Approaches projects with a creative mindset, views situations from multiple perspectives, and encourages innovation among employees
- Anticipates potential problems and acts in a proactive manner to develop new ideas to address problems
- Displays willingness to take a new and different approach to familiar projects and situations and approaches those projects and situations with an open mind
- Develops strategic and long term-plans and goals for the department/unit

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
----------------------------	------------------------------------------------	------------------------------------------------------	------------------------------------------------------------------	-----------------------------------------------------	------------------------------------------------

Example(s) of Strengths and Challenges:

Sgt. Tate has worked to revamp tracking our radar and laser systems. He is open to new ideas and works with his staff and supervisors to implement new ideas and processes for each deputy as well as the sheriff's office on a larger scale.

Fiscal/Budgetary

THE EMPLOYEE...

- Creates and submits a fiscally responsible departmental or unit budget that reflects the needs and requirements of the department
- Monitors and maintains the departmental/unit budget, anticipating and adjusting to changes as necessary
- Communicates with senior leadership and/or the oversight committee in regards to potential budgetary issues
- Seeks the most cost effective and resourceful way to provide the highest quality services to the citizens of the County

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
----------------------------	------------------------------------------------	------------------------------------------------------	------------------------------------------------------------------	-----------------------------------------------------	------------------------------------------------

Example(s) of Strengths and Challenges:

Leadership

THE EMPLOYEE...

- Shows appreciation for individual, team, department, and County accomplishments
- Provides timely performance feedback and addresses inadequacies within the department
- Inspires, motivates, and coaches employees, teams, and departments to achieve desired departmental and organizational goals
- Delegates as appropriate
- Exemplifies the mission, values, and ethical standards of Sauk County

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
----------------------------	------------------------------------------------	------------------------------------------------------	------------------------------------------------------------------	-----------------------------------------------------	------------------------------------------------

Example(s) of Strengths and Challenges:

Sgt. Tate has worked and succeeded in making his stack extremely productive and they genuinely enjoy working together and pushing each other to do more.

PERFORMANCE GOALS AND RESULTS FOR THE PRIOR YEAR

GOALS

Goal Results:

Sgt. Tate has worked through several staff changes to create a driven and motivated team of deputies who routinely turn in exemplary work. He continues to work with the newer K9 handlers in the department on improving the program.

COMMENTS


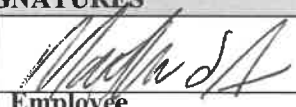
I would like to see Sgt. Tate continue to keep his staff motivated and keep the morale of his stack high. I would also like to see Sgt. Tate continue to work with the newer K9 handlers and prepare for the possibility of another K9 being added to the department in the future.

PERFORMANCE GOALS FOR THE UPCOMING YEAR

GOALS

Sgt. Tate has several extra duties assigned and should continue to find ways to advance these programs while also finding time to dedicate to supervising and working with his stack to improve upon their job output and satisfaction at the sheriff's office.

COMMENTS

SIGNATURES			
	7-8-24		7/8/2024
Supervisor	Date	Employee	Date
Department Head (If different than Supervisor)		Date	

EMPLOYEE COMMENTS
<p style="text-align: center; color: red; opacity: 0.5; font-size: 48px; transform: rotate(-45deg);">TATE FOR SHERIFF</p>

Sauk County Payroll Change Report

Name:	Matthew Tate	Employee #:	2443
Position/Title:	Patrol Sergeant	Grade / Step:	8C43/Step 4
Date in Position:	07/10/2022	D. O. H. w/ Sauk County:	07/22/2020

Department Authorized Changes:

Requires Department Signature

Effective Date:	Change Requested:	From:	To:
	Name		
	Account #		
	Address		
	Family Status		

Personnel Department Authorized Changes:

Requires Personnel Department Signature

Effective Date:	Change Requested:	From:	To:
08/20/2023	Rate – Out of Class	\$36.00	\$36.00
	Job Position	8C43/Step 4	HC43/Step 4
08/20/2023	Job Status (LOA,FT,PT)	Exempt	Non-Exempt
	LTE ----- → Regular		
	Reclassification		
	Performance Appraisal		
	Refund of Pre-Tax Health Insurance Deduction. _____ For _____		

NOTE: No changes will be implemented without this form being completed and returned to the Accounting Department.

Out of class rate will end on 12/31/2023

Patricia Chagas	Human Resources Analyst	08/21/2023
<i>Authorized Signature:</i>	<i>Title</i>	<i>Date</i>

<i>Final Department Approval:</i>	<i>Date</i>

<i>Received in Accounting By:</i>	<i>Date</i>

Sauk County Payroll Change Report

Name:	Matthew Tate	Employee #:	2443
Position/Title:	Patrol Sergeant	Grade / Step:	8C43/Step 3
Date in Position:	07/10/2022	D. O. H. w/ Sauk County:	07/22/2020

Department Authorized Changes:

Requires Department Signature

Effective Date:	Change Requested:	From:	To:
	Name		
	Account #		
	Address		
	Family Status		

Personnel Department Authorized Changes:

Requires Personnel Department Signature

Effective Date:	Change Requested:	From:	To:
07/10/2023	Rate	\$35.05	\$36.00
	Job Position		
	Job Status (LOA,FT,PT)		
	LTE → Regular		
	Reclassification		
07/10/2023	Performance Appraisal	8C43/Step 3	8C43/Step 4
	Refund of Pre-Tax Health Insurance Deduction. _____ For _____		

NOTE: No changes will be implemented without this form being completed and returned to the Accounting Department.

Paty Chagas	Human Resources Analyst	07/18/2023
<i>Authorized Signature:</i>	<i>Title</i>	<i>Date</i>

Steve Schram	07/06/2023
<i>Final Department Approval:</i>	<i>Date</i>

<i>Received in Accounting By:</i>	<i>Date</i>



**EMPLOYEE PERFORMANCE APPRAISAL
PERSONNEL DEPARTMENT
SUPERVISORY REVIEW**

Employee Information	
Name: Matthew Tate	Employee Number: 2443
Department: Sheriff - Patrol	Position Title: Patrol Sergeant
Date in Position: 7-10-2022	Review Period: 7-10-22 to 7-10-23
Type of Review: <input type="checkbox"/> 3 Month <input type="checkbox"/> 6 Month <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Other	
Recommend next step increase? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Supervisor Information		
Name: Steven Schram	Employee Number: 885	Position Title: Patrol Lieutenant

Job and Organizational Knowledge					
<p>THE EMPLOYEE...</p> <ul style="list-style-type: none"> • Demonstrates skills and knowledge required to perform position duties with accuracy and thoroughness • Integrates job knowledge to efficiently and effectively accomplish the requirements of the position • Serves as a resource to others regarding job assignments and processes • Gives priority to improve job knowledge and complies with regulatory components of their position (laws, ordinances, policies, and protocols) 					
Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/>
<p>Example(s) of Strengths and Challenges:</p> <p>Sgt. Tate has shown the ability to work with his staff and get individual improvements from them when on shift. He has mentored young staff and provided sound advice and guidance. Sgt. Tate has continued to grow into his role as Patrol Sergeant while remaining an active member of the Sauk County ERT and the K9 program.</p>					

Public Relations

THE EMPLOYEE...

- Seeks to provide exceptional service to all customers/clients (internal/external)
- Engages with all customers/clients respectfully and handles interactions with tact
- Follows through on commitments and expectations to achieve results that benefit the customer/client
- Creates and maintains effective relationships with customers/clients, actively listen to concerns, complaints, or ideas to help fulfill their needs

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input checked="" type="checkbox"/>
----------------------------	------------------------------------------------	------------------------------------------------------	-------------------------------------------------------	-----------------------------------------------------	-----------------------------------------------------------

Example(s) of Strengths and Challenges:

Sgt. Tate routinely meets with members of the public doing K-9 demonstrations and has also participated in a school career fair. He also coordinates school K-9 searches with local school districts.

Productivity/Quality

THE EMPLOYEE...

- Consistently produces the expected quantity of work
- Demonstrates a high degree of accuracy and thoroughness of work
- Achieves deadlines and maintains an appropriate balance between quality and quantity
- Works to complete objectives and sees a task through to the end while taking into consideration current responsibilities and workload

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate is accurate and timely in the work that he completes. He asks when he has questions. He seeks supervisory input but rarely requires corrections.

Accountability/Dependability/Integrity

THE EMPLOYEE...

- Accepts accountability for their own actions and takes responsibility for the results of decisions made
- Adheres to Sauk County and departmental work hours, policies, and guidelines
- Meets all applicable deadlines
- Is trustworthy and reliable in their actions and performance
- Understands and upholds the County's and/or Department's mission, vision, and values
- Builds and models respect and trust by acting ethically, keeping their word, maintaining confidentiality, and honoring commitments

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate is reliable in his position. He does have several other roles within the department that can take away from his primary role as a Patrol Sergeant but he remains active in working to grow the skills and abilities of his staff. Sgt. Tate has worked to balance his extra duties with his Patrol Sergeant duties and continues to find ways to balance both while maintaining forward progress.

Communication

THE EMPLOYEE...

- Addresses and adequately mediates conflict
- Effectively and clearly exchanges information and ideas utilizing appropriate communication methods (verbal, nonverbal, and written)
- Promotes open communication, accepts different points of view, and determines appropriate ways to approach issues and problems
- Modifies style of communication that best fits the audience, environment, and situation
- Listens to and seeks clarification of ideas and concerns of others; reacts appropriately

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
----------------------------	------------------------------------------------	------------------------------------------------------	------------------------------------------------------------------	-----------------------------------------------------	------------------------------------------------

Example(s) of Strengths and Challenges:

Sgt. Tate is routinely in touch with his supervisors and those he supervises ensuring an active flow of communication and information. Staff that Sgt. Tate supervises have stated that he is open to ideas of his subordinates and takes their input seriously when making decisions.

Teamwork/Collaboration

THE EMPLOYEE...

- Maintains collaborative work relationships with peers, management, different departments, and with community partners
- Contributes to the productivity of the team and supports group efforts
- Demonstrates tact, respect, and interest in the success of others
- Facilitates and assists with additional duties when co-workers are unavailable or absent
- Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate is active in taking on projects and roles within the department. He has been tasked with a lead role in the implementation of body worn cameras for the sheriff's office. Sgt. Tate also plays a large role in the K-9 program.

Innovation/Initiative

THE EMPLOYEE...

- Seeks opportunities for advancements in processes, services, and ideas
- Displays a willingness to initiate projects without prompting
- Approaches projects with a creative mindset, views situations from multiple perspectives, and encourages innovation among employees
- Anticipates potential problems and acts in a proactive manner to develop new ideas to address problems
- Displays willingness to take a new and different approach to familiar projects and situations and approaches those projects and situations with an open mind
- Develops strategic and long term-plans and goals for the department/unit

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate is enthusiastic in seeking new roles and opportunities to have his input known. Sgt. Tate should work to maintain his focus on his staff and role as a patrol sergeant first and foremost before taking on any additional further tasks outside what he has already been assigned with ERT, K9, body cameras, etc...

Fiscal/Budgetary

THE EMPLOYEE...

- Creates and submits a fiscally responsible departmental or unit budget that reflects the needs and requirements of the department
- Monitors and maintains the departmental/unit budget, anticipating and adjusting to changes as necessary
- Communicates with senior leadership and/or the oversight committee in regards to potential budgetary issues
- Seeks the most cost effective and resourceful way to provide the highest quality services to the citizens of the County

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Leadership

THE EMPLOYEE...

- Shows appreciation for individual, team, department, and County accomplishments
- Provides timely performance feedback and addresses inadequacies within the department
- Inspires, motivates, and coaches employees, teams, and departments to achieve desired departmental and organizational goals
- Delegates as appropriate
- Exemplifies the mission, values, and ethical standards of Sauk County

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate has tried to find ways to get his staff engaged in traffic enforcement and self initiated activity. His staff has responded with improved output.

PERFORMANCE GOALS AND RESULTS FOR THE PRIOR YEAR

GOALS

Goal Results:

Sgt. Tate has taken on several extra duties while maintaining his role as a Patrol Sergeant within the Sheriff's Office. He has been a lead in the ongoing implementation of body and squad cameras and has remained active on the ERT team and the K9 program including organizing and hosting monthly trainings and yearly conferences.

COMMENTS



PERFORMANCE GOALS FOR THE UPCOMING YEAR

GOALS

- Be a lead for the implementation of body worn and squad cameras for the department.
- Work with staff on improving overall production and quality of work.
- Continue to be an excellent example of community outreach with his work within the K9 department doing demonstrations for local community events.

COMMENTS

SIGNATURES

	7-6-23		7-6-23
Supervisor	Date	Employee	Date
Department Head (If different than Supervisor)		Date	

EMPLOYEE COMMENTS

Large empty rectangular box for employee comments.

TATE FOR SHERIFF

Sauk County Payroll Change Report

Name:	Matthew Tate	Employee #:	2443
Position/Title:	Patrol Sergeant	Grade / Step:	8C43/Step 4
Date in Position:	07/10/2022	D. O. H. w/ Sauk County:	07/22/2020

Department Authorized Changes:

Requires Department Signature

Effective Date:	Change Requested:	From:	To:
	Name		
	Account #		
	Address		
	Family Status		

Personnel Department Authorized Changes:

Requires Personnel Department Signature

Effective Date:	Change Requested:	From:	To:
	Rate		
	Job Position		
08/20/2023	Job Status (LOA,FT,PT)	Exempt	Non-Exempt
	LTE → Regular		
	Reclassification		
	Performance Appraisal		
	Refund of Pre-Tax Health Insurance Deduction. _____ For _____		

NOTE: No changes will be implemented without this form being completed and returned to the Accounting Department.

Patricia Chagas	Human Resources Analyst	08/21/2023
<i>Authorized Signature:</i>	<i>Title</i>	<i>Date</i>

<i>Final Department Approval:</i>	<i>Date</i>

<i>Received in Accounting By:</i>	<i>Date</i>



**EMPLOYEE PERFORMANCE APPRAISAL
PERSONNEL DEPARTMENT
SUPERVISORY REVIEW**

Employee Information	
Name: Matthew Tate	Employee Number: 2443
Department: Sheriff - Patrol	Position Title: Patrol Sergeant
Date in Position: 7-10-2022	Review Period: 7-10-22 to 10-10-22
Type of Review: <input checked="" type="checkbox"/> 3 Month <input type="checkbox"/> 6 Month <input type="checkbox"/> Annual <input type="checkbox"/> Other	
Recommend next step increase? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

Supervisor Information		
Name: Steven Schram	Employee Number: 885	Position Title: Patrol Lieutenant

Job and Organizational Knowledge

THE EMPLOYEE...

- Demonstrates skills and knowledge required to perform position duties with accuracy and thoroughness
- Integrates job knowledge to efficiently and effectively accomplish the requirements of the position
- Serves as a resource to others regarding job assignments and processes
- Gives priority to improve job knowledge and complies with regulatory components of their position (laws, ordinances, policies, and protocols)

Performance Ratings	Ineffective	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example(s) of Strengths and Challenges:

Sgt. Tate is finding his way into his role as a Patrol Sergeant. He is working to get to know his staff better and find ways to maximize their abilities. Sgt. Tate is also an active member of the ERT team and a K-9 handler within the department.

Public Relations

THE EMPLOYEE...

- Seeks to provide exceptional service to all customers/clients (internal/external)
- Engages with all customers/clients respectfully and handles interactions with tact
- Follows through on commitments and expectations to achieve results that benefit the customer/client
- Creates and maintains effective relationships with customers/clients, actively listen to concerns, complaints, or ideas to help fulfill their needs

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate routinely meets with members of the public doing K-9 demonstrations and has also participated in a school career fair. He also coordinates school K-9 searches with local school districts.

Productivity/Quality

THE EMPLOYEE...

- Consistently produces the expected quantity of work
- Demonstrates a high degree of accuracy and thoroughness of work
- Achieves deadlines and maintains an appropriate balance between quality and quantity
- Works to complete objectives and sees a task through to the end while taking into consideration current responsibilities and workload

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate is accurate and timely in the work that he completes. He asks when he has questions.

Accountability/Dependability/Integrity

THE EMPLOYEE...

- Accepts accountability for their own actions and takes responsibility for the results of decisions made
- Adheres to Sauk County and departmental work hours, policies, and guidelines
- Meets all applicable deadlines
- Is trustworthy and reliable in their actions and performance
- Understands and upholds the County's and/or Department's mission, vision, and values
- Builds and models respect and trust by acting ethically, keeping their word, maintaining confidentiality, and honoring commitments

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate is reliable in his position. He does have several other roles within the department that can take away from his primary role as a Patrol Sergeant but he remains active in working to grow the skills and abilities of his staff.

Communication

THE EMPLOYEE...

- Addresses and adequately mediates conflict
- Effectively and clearly exchanges information and ideas utilizing appropriate communication methods (verbal, nonverbal, and written)
- Promotes open communication, accepts different points of view, and determines appropriate ways to approach issues and problems
- Modifies style of communication that best fits the audience, environment, and situation
- Listens to and seeks clarification of ideas and concerns of others; reacts appropriately

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate is routinely in touch with his supervisors and those he supervises ensuring an active flow of communication and information. Staff that Sgt. Tate supervises have stated that he is open to ideas of his subordinates and takes their input seriously when making decisions.

Teamwork/Collaboration

THE EMPLOYEE...

- Maintains collaborative work relationships with peers, management, different departments, and with community partners
- Contributes to the productivity of the team and supports group efforts
- Demonstrates tact, respect, and interest in the success of others
- Facilitates and assists with additional duties when co-workers are unavailable or absent
- Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate is active in taking on projects and roles within the department. He has been tasked with a lead role in the implementation of body worn cameras for the sheriff's office. Sgt. Tate also plays a large role in the K-9 program. In the future I may ask Sgt. Tate to begin assisting with the field training program. Sgt. Tate should work to ensure that he focuses his main efforts on improving the output of his young and inexperienced staff.

Innovation/Initiative

THE EMPLOYEE...

- Seeks opportunities for advancements in processes, services, and ideas
- Displays a willingness to initiate projects without prompting
- Approaches projects with a creative mindset, views situations from multiple perspectives, and encourages innovation among employees
- Anticipates potential problems and acts in a proactive manner to develop new ideas to address problems
- Displays willingness to take a new and different approach to familiar projects and situations and approaches those projects and situations with an open mind
- Develops strategic and long term-plans and goals for the department/unit

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Sgt. Tate is enthusiastic in seeking new roles and opportunities to have his input known. Sgt. Tate should work to maintain his focus on his staff and role as a patrol sergeant first and foremost before taking on any additional further tasks.

Fiscal/Budgetary

THE EMPLOYEE...

- Creates and submits a fiscally responsible departmental or unit budget that reflects the needs and requirements of the department
- Monitors and maintains the departmental/unit budget, anticipating and adjusting to changes as necessary
- Communicates with senior leadership and/or the oversight committee in regards to potential budgetary issues
- Seeks the most cost effective and resourceful way to provide the highest quality services to the citizens of the County

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Leadership

THE EMPLOYEE...

- Shows appreciation for individual, team, department, and County accomplishments
- Provides timely performance feedback and addresses inadequacies within the department
- Inspires, motivates, and coaches employees, teams, and departments to achieve desired departmental and organizational goals
- Delegates as appropriate
- Exemplifies the mission, values, and ethical standards of Sauk County

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
---------------------	-----------------------------------------	-----------------------------------------------	-----------------------------------------------------------	----------------------------------------------	-----------------------------------------

Example(s) of Strengths and Challenges:

Sgt. Tate has tried to find ways to get his staff engaged in traffic enforcement and self initiated activity. His staff has responded with improved output.

PERFORMANCE GOALS AND RESULTS FOR THE PRIOR YEAR

GOALS

Goal Results:

Sgt. Tate is working to integrate himself with his staff and should continue to do so. He has also taken on a larger role within the K-9 program and maintains his role as an operator on the ERT team.

COMMENTS

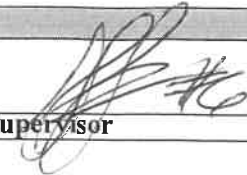
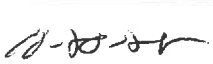
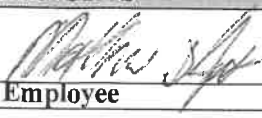
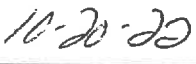
TATE FOR SHERIFF

PERFORMANCE GOALS FOR THE UPCOMING YEAR

GOALS

- Be a lead for the implementation of body worn and squad cameras for the department.
- Work with staff on improving overall production and quality of work while learning responsibilities.
- Continue to learn the role of a patrol sergeant for the sheriff's office and the expectations that role carries with it.

COMMENTS

SIGNATURES			
			
Supervisor	Date	Employee	Date
Department Head (If different than Supervisor)		Date	

EMPLOYEE COMMENTS
<p style="color: red; opacity: 0.5; font-size: 48px; transform: rotate(-15deg); position: absolute; top: 50%; left: 50%; pointer-events: none;">DATE FOR SHERIFF</p>



**EMPLOYEE PERFORMANCE APPRAISAL
PERSONNEL DEPARTMENT
NON-SUPERVISORY REVIEW**

Employee Information	
Name: Matthew Tate	Employee Number: 2443
Department: Sheriff's Dept	Position Title: Deputy Sheriff
Date in Position: 07/22/2020	Review Period: 01/01/2021-12/31/2021
Type of Review: <input type="checkbox"/> 3 Month <input type="checkbox"/> 6 Month <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Other	
Recommend next step increase? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

Supervisor Information		
Name: Erik Knoll	Employee Number: 2185	Position Title: Sergeant

Job and Organizational Knowledge					
THE EMPLOYEE...					
<ul style="list-style-type: none"> • Demonstrates skills and knowledge required to perform position duties with accuracy and thoroughness • Integrates job knowledge to efficiently and effectively accomplish the requirements of the position • Serves as a resource to others regarding job assignments and processes • Gives priority to improve job knowledge and complies with regulatory components of their position (laws, ordinances, policies, and protocols) 					
Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>

Example(s) of Strengths and Challenges:
 Matthew is very knowledgeable with his job duties and performs duties with accuracy and thoroughness.

Public Relations

THE EMPLOYEE...

- Seeks to provide exceptional service to all customers/clients (internal/external)
- Engages with all customers/clients respectfully and handles interactions with tact
- Follows through on commitments and expectations to achieve results that benefit the customer/client
- Creates and maintains effective relationships with customers/clients, actively listen to concerns, complaints, or ideas to help fulfill their needs

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Matthew handles customer/client interactions respectfully and maintains professionalism when dealing with the public.

Productivity/Quality

THE EMPLOYEE...

- Consistently produces the expected quantity of work
- Demonstrates a high degree of accuracy and thoroughness of work
- Achieves deadlines and maintains an appropriate balance between quality and quantity
- Works to complete objectives and sees a task through to the end while taking into consideration current responsibilities and workload

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Matthew demonstrates a high degree of accuracy and thoroughness of work and turns in reports in a timely manner.

Matthew had the following stats:

- 407 calls for service(top for this stack)
- 215 TC's (one of the top for this stack)
- 287 WW's (top for this stack)
- 60 Criminal arrests (top for this stack)

Accountability/Dependability/Integrity

THE EMPLOYEE...

- Accepts accountability for their own actions and takes responsibility for the results of decisions made
- Adheres to Sauk County and departmental work hours, policies, and guidelines
- Meets all applicable deadlines
- Punctuality and attendance are within acceptable departmental limits
- Is trustworthy and reliable in their actions and performance
- Understands and upholds the County's and/or Department's mission, vision, and values
- Builds and models respect and trust by acting ethically, keeping their word, maintaining confidentiality, and honoring commitments

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Highly Effective <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/>
----------------------------	------------------------------------------------	------------------------------------------------------	-------------------------------------------------------	----------------------------------------------------------------	------------------------------------------------

Example(s) of Strengths and Challenges:

Matthew is very dependable and is always willing to adjust his schedule for the better of the stack.

Communication

THE EMPLOYEE...

- Addresses and adequately mediates conflict
- Effectively and clearly exchanges information and ideas utilizing appropriate communication methods (verbal, nonverbal, and written)
- Promotes open communication, accepts different points of view, and determines appropriate ways to approach issues and problems
- Modifies style of communication that best fits the audience, environment, and situation
- Listens to and seeks clarification of ideas and concerns of others; reacts appropriately

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Matthew handles complaints effectively and communicates well throughout the process.

Teamwork/Collaboration

THE EMPLOYEE...

- Maintains collaborative work relationships with peers, management, different departments and with community partners
- Contributes to the productivity of the team and supports group efforts
- Demonstrates tact, respect, and interest in the success of others
- Facilitates and assists with additional duties when co-workers are unavailable or absent
- Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Matthew maintains a great relationship with his peers and is often called upon by his peers for questions or assistance that they may have.

Matthew demonstrates teamwork and is always willing to offer assistance to others.

Matthew is a field trainer and does a great job passing his knowledge on to new staff.

Innovation/Initiative

THE EMPLOYEE...

- Seeks opportunities for advancements in processes, services, and ideas
- Displays a willingness to initiate projects without prompting, and assumes ownership for projects with minimal supervision
- Approaches projects with a creative mindset views situations from multiple perspective, and encourages innovation among employees
- Anticipates potential problems and acts in a proactive manner to develop new ideas to address problems
- Displays willingness to take a new and different approach to familiar projects and situations and approaches those projects and situations with an open mind

Performance Ratings	Ineffective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input checked="" type="checkbox"/>	Highly Effective <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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Example(s) of Strengths and Challenges:

Matthew has been assisting with the boat patrol program and is very knowledgeable with regards to boating safety and often offers assistance without prompting in regards to the program.

PERFORMANCE GOALS AND RESULTS FOR THE PRIOR YEAR

GOALS

Goal Results:

Matthew was named the assistant team leader of the stack.
Matthew was appointed to the Emergency Response Team as an operator.

COMMENTS



PERFORMANCE GOALS FOR THE UPCOMING YEAR

GOALS

Continue with the K9 program and assisting the new K9 handler.
Continue with the FTO program and sharing the knowledge with his stack.

COMMENTS

SIGNATURES

	<i>2-6-22</i>		<i>2-6-22</i>
Supervisor	Date	Employee	Date
Department Head (If different than Supervisor)		Date	

EMPLOYEE COMMENTS

Large empty rectangular box for employee comments.

TATE FOR SHERIFF



Employee Performance Appraisal

COUNTY OF SAUK
PERSONNEL DEPARTMENT

- 3 MONTH REVIEW
- INTRODUCTORY REVIEW
- ANNUAL REVIEW
- OTHER

EMPLOYEE NAME Matt Tate		CLASSIFICATION Deputy Sheriff-Patrol	POSITION NUMBER
DEPARTMENT Sheriff's Department	SUPERVISOR Sgt. Scott Steinhorst	EVALUATION PERIOD AND DATE 07/22/20-12/31/20	RECOMMEND NEXT SCHEDULED INCREASE: ____ YES ____ NO

	Below Expectations	Meets Expectations	Exceeds Expectations	
GENERAL				STATUS OF PREVIOUSLY SET OBJECTIVES Deputy Tate was hired as a patrol deputy on 07/22/2020. Deputy Tate successfully completed his field training in September of 2020. On 12/19/2020, Deputy Tate began his patrol duties in Sauk County with his K9 partner Jennings.
Job Knowledge		X		
Productivity		X		
Quality of Work		X		
Initiative		X		
Dependability		X		
Meeting Budgets/Schedules		X		
Fiscal/Budget Awareness		X		
Flexibility		X		
Client/Public Relations		X		
Verbal Communication		X		NEW OBJECTIVES Deputy Tate should continue to acclimate himself with the operating procedure of the Sauk County Sheriff's Office. Deputy Tate should seek out opportunities to utilize his K9 partner and remain proficient as a K9 team. Deputy Tate should also assist the new K9 handler with transitioning to their new position in 2021.
Written Communication		X		
Interpersonal Skills		X		
MANAGEMENT/SUPERVISION				
Encourage Teamwork		NA		
Emotional Intelligence		NA		
Employee Development including Performance Evaluations		NA		
Meet Organizational & Individual Information Needs		NA		
Delegation		NA		
Planning/Controlling		NA		

ACTION ITEMS FOR AREAS MARKED "LOW EXPECTATIONS" (NEEDS IMPROVEMENT)

RECOMMENDATIONS/COMMENTS

Incidents: 115, Accidents:11 , Arrests: 22, Ordinance Violations: 3, Citations:49, Warnings:75

Deputy Tate has shown initiative in enforcing traffic and criminal law in his first two months of solo patrol. Deputy Tate recently began working with his K9 partner again on 12/19/2020. Deputy Tate has shared his knowledge of patrol work and state laws with others on the shift and he isn't afraid to field questions or give advice. I believe that Deputy Tate having his K9 on shift will be a great motivator to his co-workers, as well as officers from other agencies to be proactive in traffic enforcement. Deputy Tate should continue to involve deputies from his shift in trainings so they become acclimated to working with a K9.

Deputy Tate should continue with his K9 trainings and stay up to date on current case law as it relates to K9 patrol work in 2021.

EMPLOYEE COMMENTS

EMPLOYEE SIGNATURE



Date 1-17-2021

THE EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY INDICATE AGREEMENT WITH HIS/HER SUPERVISOR'S EVALUATION, BUT ATTESTS THAT THE EMPLOYEE HAS HAD AN OPPORTUNITY TO READ AND DISCUSS THIS EVALUATION.

August 17, 2023

Matthew Tate
E3767 Kennedy Rd
Spring Green, WI 53588

Dear Mr. Tate,

Upon review of your position, Patrol Sergeant, we are reclassifying your position to non-exempt (hourly) under the Fair Labor Standards Act (FLSA). As such, you will be entitled to overtime and compensatory provisions as outlined in state and federal law, as well as the Employee Handbook. Your non-exempt status will be effective Sunday, August 20th, 2023.

Your benefits accrual date will remain the same, and you shall be given any vacation accruals earned as of August 19th, 2023. After this date, you will then begin accruing vacation according to Employee Handbook.

If you have any questions, please feel free to contact me.

Sincerely,

Anna Cooke

Anna Cooke

Cc: Personnel/Payroll Files



Job Code: 3613
Reports To: Lieutenant- Field Services
EEO Code: 9. Service Workers

Pay Grade: C43
FLSA Status: Exempt
Last Revision: 7/2/2021

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Sergeant- Field Services is the prevention and detection of crime, enforcement of state laws and local ordinances, and to perform, coordinate, and supervise patrol duties and staff for the Sauk County Sheriff's Office.

Essential Duties and Responsibilities

- Provide first line supervision for patrol staff.
- Monitor traffic, including items such as issuing citations and responding to traffic collisions and incidents.
- Assign and monitor shift patrol activities and coordinate patrol coverage.
- Respond to crime scenes, interview witnesses and suspects, and apprehends suspects.
- Log patrol activity and prepare incident reports.
- Review daily briefing information and brief the following shift on activities.
- Participate in the recruitment, hiring, training, professional development, discipline, promotion, and evaluation of Division staff.
- Review and approve daily activity logs and time cards for payroll, and authorizes vacation, compensatory time, and overtime usage.
- Responsible for monitoring and maintaining Division equipment, and make recommendations for replacement or repair as needed to maintain safety of personnel and citizens.

Additional Duties and Responsibilities

- Testify in court as summoned.
- Investigate citizen and internal complaints of misconduct and prepares written report of findings and make recommendations for disciplinary action.
- Make command decisions for all Divisions in absence of assigned supervisory personnel.
- And other duties as assigned.

Knowledge, Skills and Abilities

- Maintain all relevant certifications, including qualifying with a weapon on a monthly basis
- Maintain knowledge of current police policy and procedures, traffic and criminal ordinances, County ordinances, and State and Federal laws
- Advisory data and information such as patrol Deputies' reports, incident and accident reports, work schedules, payroll cards, vacation and sick leave records, maps and plat books, training reports, performance reports, local and County ordinances, State and Federal law, Office policies and procedures, various manuals, and routine and non-routine correspondence
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Calculating percentages, fractions, decimals, volume, ratios, and spatial relationships, and interpreting basic descriptive statistical reports
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations
- Use fine and gross motor skills to perform tasks such as operating essential items like restraint devices, emergency communication devices, computer keyboard, photocopier, fire extinguishers, fax machine, baton, camera, and non-lethal impact weapon
- Exert effort in moderate to heavy work, such as lifting, carrying, pushing, pulling, stooping, crouching, crawling, climbing, balancing, and standing for long periods of time
- Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment

- Unsafe and uncomfortable conditions due to factors such as temperature variations, odors, toxic agents, violence, noise, wetness, disease, and dust.
- Provide officer in charge coverage on weekends, evenings, and holidays on a rotating basis with other officers.

Required Working Hours

Standard working hours may vary between shifts and rotations. Please note these hours are subject to

change and additional hours may be needed or required. Emergency on call may be needed. Compensation beyond normal hours will be subject to applicable state and federal regulations.

Education and Experience Requirements

Required: Associate's degree in Law Enforcement or another related field, or sixty college credits
3 years of law enforcement experience (in a patrol or investigative function), with one year in a lead capacity
Reside within 15 miles of Sauk County within one year of hire

Licenses/Certifications: Wisconsin State Law Enforcement Standards Board Certified
Wisconsin State Motor Vehicle Operator's License

Preferred: Prior supervisory experience

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.



Incumbent's Signature



Date

APPROVALS:



Supervisor



Date



Department Head



Date

Human Resources Representative

Date

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Sauk County Personnel Department
505 Broadway, Baraboo, WI 53913
Tel.: 608-355-3269 FAX: 608-355-3481
General Job Hotline: (800) 233-9281
www.co.sauk.wi.us

June 2, 2022

Mr. Matthew Tate
E3767 Kennedy Rd
Spring Green, WI 53588

REPLACE
IOSIP
SABOL

Dear Mr. Tate,

Congratulations on behalf of the Sheriff's Department. You have been offered the position of Sergeant – Field Services. Sheriff Richard Meister is extending a conditional offer of employment to you for this full-time position. This position has an hourly rate of \$34.70 (8C43/ Step 3). This position is classified as exempt from the overtime provisions of the *Fair Labor Standards Act (FLSA)*. You will also be entitled to full County benefits. You will accrue vacation at 1.5 days/month.

Please provide written confirmation of your acceptance of this offer, including your anticipated start date of July 10th, 2022, within two business days of receipt of this offer.

I invite you to contact the Personnel Department, at (608) 355-3269 with any questions or concerns you may have. Congratulations and we eagerly anticipate your acceptance of this position.

Sincerely,

Patricia Chagas
Human Resources Specialist

Sent
To
Payroll

Per. Office
OFFER ACCEPTED 06/02/22
OFFER DENIED
07/10/22

Patricia Chagas

From: Matthew Tate
Sent: Thursday, June 2, 2022 9:30 AM
To: Patricia Chagas
Subject: Re: Sergeant - Field Services - Sauk County
Attachments: image001.jpg; Tate Offer Letter.pdf; 3613 Sergeant- Field Services.pdf

Good Morning Patricia,

I accept the position and wage of sergeant - field services with the start date of July 10, 2022.

Thank you!

Matthew Tate
Deputy Sheriff | Patrol Division
Sauk County Sheriff's Office
Phone: (608) 356-4895 | Fax: (608) 355-3293
Email: matthew.tate@saukcountywi.gov
Address: [1300 Lange Court, Baraboo WI 53913](#)

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On Jun 2, 2022, at 9:25 AM, Patricia Chagas <patricia.chagas@saukcountywi.gov> wrote:

Good morning, Matthew.

I am pleased to offer you the Sergeant – Field Services position with the Sheriff's Department at Sauk County. Please see the attached offer letter for more details.

Please confirm your acceptance of this position and wage with a letter (email is fine), including your anticipated start date of July 10th, 2022. We request that you respond to us within three business days of receipt of this offer. Upon acceptance of this offer, you and your supervisor will need to sign the attached job description and send back to Personnel.

Please let me know if you have any other questions. I look forward to hearing from you soon.

Thank you,

Patricia Chagas
Human Resources | Human Resources
Specialist
Phone: (608) 355-3269 | Fax: (608) 355-3481
Email: patricia.chagas@saukcountywi.gov
Address: 505 Broadway, Baraboo, WI 53913

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Sauk County Personnel Department
505 Broadway, Baraboo, WI 53913
Tel.: 608-355-3269 FAX: 608-355-3481
General Job Hotline: (800) 233-9281
www.co.sauk.wi.us

June 30, 2020

Jordan
Solchenberger

Mr. Matthew Tate
11 165 Blue Lake Rd.
Minocqua, WI 54548

*Amended

Dear Mr. Tate,


Congratulations on behalf of the Sheriff's Department. Sheriff Richard Meister, is extending a *conditional* offer of employment to you for this full-time Deputy Sheriff-Patrol position. This position has an hourly rate of *\$27.60 (Grade 2/Step 4). You will be required to serve a twelve month probationary period.

This conditional offer letter is not meant to create a contract.

Please confirm your acceptance of this position with a letter and your anticipated start date of July 22, 2020; we request you respond within five business days of receipt of this offer.

We look forward to hearing from you.

Sincerely,


Keri Sherman

Human Resources Specialist

Sent
To
Payroll

Personnel Office	
OFFER ACCEPTED	6/30/20
OFFER DECLINED	
START DATE	7/22/20

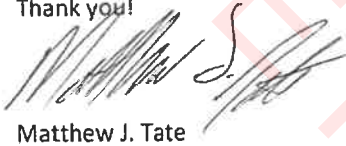
June 30, 2020

Keri Sherman
Human Resource Specialist
Sauk County Personnel Department
505 Broadway St
Baraboo, WI 53913

Mrs. Sherman,

Please accept this letter to confirm my acceptance of the Deputy Sheriff's position with Sauk County Sheriff's Office. I accept the hourly rate of \$27.60 (Grade 2/Step 4) and the start date of July 22, 2020.

Thank you!



Matthew J. Tate

APPROVED FOR SHERIFF

Job Code: 3614
Reports To: Sergeant- Field Services
EEO Code: 9. Service Workers

Pay Grade: Per WPPA Union Contract
FLSA Status: Non-exempt
Last Revision: 9/11/18

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Deputy Sheriff- Patrol is the prevention and detection of crime, enforcement of state laws and local ordinances, to investigate criminal activity, serve or execute writs, precepts, and orders issued by lawful authority for the Sauk County Sheriff's Office.

Essential Duties and Responsibilities

- Perform scheduled patrol of assigned area by monitoring traffic, issuing traffic citations/warnings, evaluating hazards and reporting incidents to appropriate agency and personnel.
- Review daily briefing information, and brief the oncoming shift Patrol Deputies on activities.
- Respond to traffic collisions, rollovers, and reported hazards, clear road hazards, gather information from participants and witnesses at scene regarding incidents, and assists emergency medical and rescue personnel with injured persons and victim extrication.
- Respond to citizen complaints by evaluating situations and gathering information from participants and witnesses, then may detain and/or arrest suspects/participants and transport them to the appropriate agency.
- Prepare incident and accident reports.
- Conduct initial criminal and traffic investigations, and alter patrol route to provide follow-up investigation of criminal activity in assigned area.
- Log patrol activity.
- Serve warrants, summons, court orders, and other civil process documents to County citizens.

Additional Duties and Responsibilities

- Testify in court as summoned.
- Communicate with the general public regarding public safety issues.
- Transport subjects to and from other jurisdictions.
- May patrol with canine, train canine, and/or maintain the appropriate records for the canine.
- Perform minor clerical duties such as restocking patrol forms and other supplies.
- And other duties as assigned.

Knowledge, Skills and Abilities

- Maintain all relevant certifications, including qualifying with a weapon on a monthly basis
- Maintain knowledge of current police policy and procedures, traffic and criminal ordinances, County ordinances, and State and Federal laws
- Ability to possess a firearm
- Advisory data and information such as complaints, accident reports, daily logs, time cards, car maintenance requests, intoxilyzer reports, bail and signature bonds, dispatch requests, motor vehicle code, motor vehicle operator's code, Office policy and procedures, technical operating manuals, guidelines, laws, and routine and non-routine correspondence
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Calculating percentages, fractions, decimals, volume, ratios, and spatial relationships, and interpreting basic descriptive statistical reports
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations
- Use fine and gross motor skills to perform tasks such as operating essential items like restraint devices, emergency communication devices, computer keyboard, photocopier, fire extinguishers, fax machine, baton, camera, and non-lethal impact weapon
- Exert effort in moderate to heavy work, such as lifting, carrying, pushing, pulling, stooping, crouching, crawling, climbing, balancing, and standing for long periods of time
- Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment

- Unsafe and uncomfortable conditions due to factors such as temperature variations, odors, toxic agents, violence, noise, wetness, disease, and dust.

Required Working Hours

Standard working hours may vary between shifts and rotations. Please note these hours are subject to change and additional hours may be needed or required. Emergency on call may be needed. Compensation beyond normal hours will be subject to applicable collective bargaining agreement, state and federal

regulations.

Education and Experience Requirements

Required: Associate's degree in Law Enforcement or another related field, or sixty college credits
At least 18 years of age
Reside within 15 miles of Sauk County within one year of hire

Licenses/Certifications: Wisconsin State Law Enforcement Standards Board Certified
Wisconsin State Motor Vehicle Operator's License

Preferred: Previous law enforcement related experience

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.



Incumbent's Signature

7-27-2020

Date

APPROVALS:

Supervisor

Date

Department Head

Date



Human Resources Representative

6/30/20

Date

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.