

**TOWN OF MINOCQUA POLICE DEPARTMENT
EMPLOYEE EVALUATION FORM**

Employee Name: Matthew Tate Job Title: Police Officer Evaluation Period: 01/01/2016 to 12/31/2016

Reason for Review: Annual Probationary Other

KEY TO RATINGS
 1 = **UNACCEPTABLE JOB PERFORMANCE** - Amount of work done is insufficient and falls below minimum standards. Requires immediate attention.
 2 = **AREA FOR IMPROVEMENT** - Meets standards, but sometimes falls below it. Improvement is required to meet the full standards of the position.
 3 = **MEETS JOB REQUIREMENTS** - Performance meets standards and is competent and effective.
 4 = **EXCEEDS JOB REQUIREMENTS** - Far exceeds expectations. Must have exhibited rare achievement.

Rating	1	2	3	4	Comments
QUALITY OF WORK - Produces or accomplishes high caliber work that is clear, useful, thorough and accurate			X		Officer Tate does an excellent job when it comes to quality work. Officer Tate is detail orientated and understand what needs to be accomplished to get a conviction through the court system. Officer Tate does this by doing thorough investigations, writing complete and accurate reports, knowing the law and utilizing resources.
JOB UNDERSTANDING - Employee has a clear knowledge of the responsibilities and the tasks he or she must perform, and understands the necessary concepts and techniques. Keeps abreast of trends, developments, and/or new concepts in the field that may improve the ability to perform job function.			X		Officer Tate has an excellent knowledge of the job. Officer Tate stays up to date on changes in laws and continues to seek trainings that improve his knowledge. Officer Tate is an FTO, EVOC Instructor, Vehicle Contacts Instructor and Taser Instructor. Office Tate has been the department liaison with NORDEG. Officer Tate has done a substantial amount of self-education on Police K-9 and handlers while preparing for the K-9 handler selection process.
JOB PRODUCTIVITY - Accomplishes job objectives by following assignments and projects through to completion. Does an acceptable volume of work compared with what reasonably may be expected under existing job circumstances. Sets priorities and makes good use of time.			X		Since starting with the department Officer Tate has always been a highly motivated productive officer. Office Tate was involved in NORDEG investigations including a major case involving DCI that resulted in numerous felony arrest. Office Tate was responsible for entering information in ACISS. This year Officer Tate's enforcement rates have been above the department average with daily average call volume being above first shift department average but below second shift department average. Officer Tate is a productive officer who continues to take on responsibilities. Officer Tate was selected as K-9 handler with a start date in 2017. Officer Tate's traffic and call numbers dropped towards the end of 2016. I believe this was in part due to Officer Tate's attention to the K-9 program and the preparation for the upcoming handler training. While Officer Tate has additional responsibilities as the K-9 handler he continues to have the same responsibilities and expectations as all other patrol personnel. I believe Officer Tate will excel at utilizing his K-9 partner to exceed these expectations once he returns to patrol.


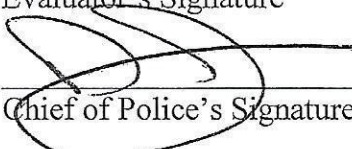
<p>ATTITUDE - Displays a positive, cooperative attitude. Is flexible and willing to adjust to changes for the benefit of the organization. Accepts new assignments willingly. Contributes ideas and methods of improvements. Refrains from initiating or disseminating rumors within the organization.</p>		X	<p>The majority of the time Officer Tate is positive and cooperative. Officer Tate is full of great ideas and always willing to contribute to the department and take on new responsibilities.</p> <p>While overall Officer Tate has had an excellent attitude since starting with the department in 2013, there was a noticeable reduction in morale on his shift in 2016. At times Officer Tate can get frustrated with coworkers and supervisors. This frustration leads to negativity and can impact the work environment.</p> <p>Officer Tate is an ambitious and confident person that has the ability to influence people and the work environment. I believe Officer Tate will be an important part of returning the positive attitudes to his shift.</p>
<p>DEPENDABILITY - Employee can be relied on to complete tasks on time. Employee can deal with pressure and can remain calm in crisis or difficult situations.</p>		X	<p>Officer Tate is an extremely dependable and organized officers. Office Tate finishes his work in a timely manner with little to no supervision. Officer Tate can be depended on to stay calm and make good decisions. Officer Tate is very effective in deescalating stressful situations. Officer Tate is always willing to adjust his schedule to accommodate other officers, training or special assignments. Officer Tate demonstrates a strong work ethic and dedication to the department on a regular basis.</p>
<p>INDEPENDENCE - Works with little or no supervision. Effective problem-solving and decision-making skills. Takes action without being told.</p>		X	<p>Officer Tate can work with little to no supervision. When Officer Tate refers to supervisors with questions he usually has already determined an appropriate way to handle the situation. Officer Tate has demonstrated his ability to work with other agencies while maintaining control of his calls.</p>
<p>AVAILABILITY - Is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.</p>		X	<p>Officer Tate is always early for work and ready for calls prior to his shift. Officer Tate takes breaks and meals around assigned calls. I believe Officer Tate exceeds job requirements when it comes to availability to the department. Officer Tate often voluntarily flexes his schedule for trainings, drug investigations and to accommodate schedule changes. In October Officer Tate voluntarily withdraw previously approved time-off to cover shifts while Officer Loduha required paternity leave. This was done by Officer Tate to maintain coverage with minimal overtime or inconvenience to other officers. This example of Officer Tate's dedication and work ethic greatly simplified making the needed schedule adjustments.</p>
<p>CREATIVITY/INITIATIVE - Presents new ideas, takes initiative and finds new and better ways of doing things. Effectively copes with unusual situations and problems.</p>		X	<p>Officer Tate is creative and shows initiative in working to improve the department. Officer Tate has good common sense and is well adept to dealing with unusual situations and problems. Officer Tate has regularly utilized available resource such as Police K-9's and</p>

			drones.
RELATIONSHIPS WITH PUBLIC - Portrays positive image of the village to the public. Conducts business in a polite, efficient and ethical manner.		X	Officer Tate portrays a positive image of the Minocqua Police Department and the Town of Minocqua. Officer Tate is extremely professional and polite with the public. I believe Officer Tate has gone above what is required from his positions when it comes to public relations. Officer Tate organized and ran numerous public fund raising events for the K-9 program. Officer Tate was responsible for planning and organizing the first annual Lakeland Area Public Safety Day. Officer Tate continues to stay involved in DNR education classes and events such as Shop with a Cop.
RELATIONSHIPS WITH PEERS - Cooperates and communicates with peers. Relays information at the appropriate times. Seeks or offers peer assistance and advice as needed. Treats co-workers with respect and courtesy. Keeps supervisors informed of progress on the job and possible problems that may develop. Complies with supervisors' instructions.		X	Officer Tate is good about relaying information to coworkers and supervisors. Officer Tate is always willing to assist others as needed. Officer Tate is a confident officer that naturally wants to lead. At times Officer Tate will tell instead of ask when dealing with other officers. It is my suggestion to Officer Tate that he focuses on improving how he communicates with other officers. As I described before, Officer Tate can become frustrated with supervisors and policies. This frustration leads to negativity directed at the department. It is my suggestion that Officer Tate continues to offer suggestions and feedback on the department, but needs to find a more constructive and positive way of communicating when he is frustrated with situations.
OVERALL		X	Officer Tate is an asset the Minocqua Police Department. Officer Tate is organized, detailed and thorough in his work and I believe he will build an exceptional K-9 program for the department while staying active as a patrol officer.

**TOWN OF MINOCQUA POLICE DEPARTMENT
EMPLOYEE SELF-EVALUATION**

AREAS FOR GROWTH/IMPROVEMENT	STRONG POINTS/ACCOMPLISHMENTS
1. <i>Taking Criticism</i>	1. <i>Teamwork/Working with others</i>
2. <i>Increase in Community involvement</i>	2. <i>Selection as K-9 Handler</i>
3. <i>Making the K-9 Program Successful</i>	3. <i>Lakeland Area Public Safety Day</i>
These areas can be strengthened by doing the following/ideas for professional development:	These can be used more effectively by doing the following:
<i>Keep an open mind about ideas/situations.</i>	<i>Continue to work with others and emphasize working together.</i>
<i>Get more involved in community events, focus on community policing.</i>	<i>Train and educate others on the K-9 program.</i>
<i>Focus on making the K-9 Program successful by hard work and training so when requested we are prepared as a team.</i>	<i>Make the Lakeland Area Public Safety Day more successful by growth and improvements.</i>
Completed Goals	New Goals
1.	1.
2.	2.
3.	3.
Evaluator Meeting Summary and Comments	
<p>Officer Tate had a positive attitude during his evaluation meeting. We discussed in the contributions Officer Tate makes to the department and the high quality of work and dedication that he demonstrates. I spoke with Officer Tate about the low shift moral in 2016 and his influence on others. Officer Tate was receptive to the idea that as a natural leader he has the ability to influence people both negatively and positively. I discussed with Officer Tate that Officers are the kind of people that respond better to being asked to do things instead of told. Officer Tate acknowledged that he has been told this in the past and understood my concerns. I asked Officer Tate what we could provide him as a department. Officer Tate explained that he would like a minimum of one six hour day a month that he could train with other K-9 handlers to work on focused and dedicated training to improve the performance and ability of the K-9 team in all areas. Officer Tate was receptive to his evaluation.</p>	
Employee Comments and Suggestions for Improvements	
NO COMMENT	

A completed, signed and dated copy of the review will be given to the employee.

	SOS	3/26/17
Evaluator's Signature	Title	Date Conducted
		03.30.17
Chief of Police's Signature		Date Reviewed

A copy of this report has been discussed with me.

This performance appraisal was discussed with me in a constructive manner. YES NO

	K-9 OFFICER	3/26/17
Employee's Signature	Title	Date



Minocqua Police Department

418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: 01/01/16
To: 03/31/16

Officer: Matthew Tate

Badge # 337

Patrol Shift Days Worked: 35

Assigned Shift: 2nd

ACTIVITIES	See Incident Analysis Report	Total Entries 168
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WRITTEN WARNINGS	Total Written Warnings 6
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CITATIONS	Traffic 19	Ordinance 10	DNR 0	Parking N/A	Total Citations 29
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TOTAL	Calls 168	Citations 29	Written Warnings 6	Arrests (minus citations) 17
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AVERAGE	Daily Calls 4.8	Enforcement (Citations+Written Warnings+Arrests) X 100 / Number of Daily Calls 30.97%
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DEPARTMENT AVERAGE	Daily Calls 1 st Shift 4.01	Daily Calls 2 nd Shift 5.80	Enforcement (Citations+Written Warnings+Arrests) X 100 / Number of Daily Calls 25.77%
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Supervisory Comments: Officer Tate has been with the department for approximately three years. Officer Tate is a DNR safety instructor, Citizen's Academy instructor and is attending EVOC instructor training in June. Officer Tate is involved with NORDEG and has shown enthusiasm in working drug cases. Officer Tate willingly adjusts his shift to participate in drug investigations while limiting overtime to the department. Officer Tate has played a major role in the fundraising for the department's future K9 program. Officer Tate has volunteered his time for much of the fundraising efforts. As part of Officer Tate's involvement with NORDEG he has begun entering case information into ACISS. Officer Tate is a very enthusiastic and active member of the department. Officer Tate has an above average enforcement rate.

Officer Comments: NO COMMENTS

Officer Signature: [Signature] Date: 5/13/16 Supervisor Signature: [Signature] Date: 5/13/16

Chief Comments: _____

Chief Signature: [Signature] Date: 05-16-16

Included Reports: Incident Analysis Report Officer Ticket Statistics Report
Adult Arrest by Officer Report Juvenile Arrest by Officer Report



Minocqua Police Department
418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: April 1, 2016
To: June 30, 2016

Officer: Matthew Tate **Badge # 337**

Patrol Shift Days Worked: 32

Assigned Shift: 2nd

ACTIVITIES	See Incident Analysis Report	Total Entries 189
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WRITTEN WARNINGS	Total Written Warnings 5
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CITATIONS	<i>Traffic</i> 23	<i>Ordinance</i> 2	<i>DNR</i> 0	<i>Parking</i> 0	Total Citations 25
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TOTAL	<i>Calls</i> 189	<i>Citations</i> 25	<i>Written Warnings</i> 5	<i>Charges w/out Citations (also including 51, 10-99, P&P)</i> 7
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AVERAGE	<i>Daily Calls</i> 5.91	<i>Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number of Daily Calls</i> 19.58%
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DEPARTMENT AVERAGE	<i>Daily Calls 1st Shift</i> 5.19	<i>Daily Calls 2nd Shift</i> 6.92	<i>Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number of Daily Calls</i> 21.66%
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Supervisory Comments: Officer Tate continues to be a dedicated enthusiastic member of the Minocqua Police. Officer Tate's daily calls and enforcement rate is in line with the department average. Officer Tate's traffic enforcement has increased by 21% during this period. Officer Tate continues to adjust his schedule to participate in drug investigations with NORDEG while limiting overtime. Officer Tate is now a EVOC and Vehicle Contacts instructor. Officer Tate has continued to lead the fundraising effort for a department K-9. Officer Tate has arranged numerous community fundraising events that not only raise funds put increase public relations. Officer Tate is efficient in handling the daily calls and continues to work to better himself and the department.

Officer Comments: NO COMMENT.

Officer Signature: *Matthew Tate* Date: 9/10/16 Supervisor Signature: *[Signature]* Date: 9/15/16

Chief Comments: _____

Chief Signature: *[Signature]* Date: 09-26-16

Included Reports: Incident Analysis Report Officer Ticket Statistics Report
Adult Arrest by Officer Report Juvenile Arrest by Officer Report



Minocqua Police Department

418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: July 1, 2016

To: September 30, 2016

Officer: Matthew Tate

Badge # 337

Patrol Shift Days Worked: 38

Assigned Shift: 2nd

ACTIVITIES	See Incident Analysis Report	Total Entries 239
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WRITTEN WARNINGS	Total Written Warnings 3
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CITATIONS	Traffic 46	Ordinance 1	DNR 2	Parking 1	Total Citations 50
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TOTAL	Calls 239	Citations 50	Written Warnings 3	Charges w/out Citations (also including 51, 10-99, P&P) 30
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AVERAGE	Daily Calls 6.29	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number of Calls 34.73%
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DEPARTMENT AVERAGE	Daily Calls 1 st Shift 5.36	Daily Calls 2 nd Shift 8.21	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number of Calls 27.32%
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Supervisory Comments: Officer Tate continues to be a dedicated enthusiastic member of the Minocqua Police. Officer Tate's daily calls and enforcement rate is in line with the department average with enforcement rates being approx 7% above average. Officer Tate's traffic enforcement has increased by approx 100% during this period. Officer Tate is efficient in handling the daily calls and continues to work to better himself and the department.

Officer Comments: NO COMMENT

Officer Signature: [Signature] Date: 3/26/17 Supervisor Signature: [Signature] Date: 3/26/17

Chief Comments: _____

Chief Signature: [Signature] Date: 03.30.17

Included Reports: Incident Analysis Report Officer Ticket Statistics Report
Adult Arrest by Officer Report Juvenile Arrest by Officer Report



Minocqua Police Department

418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: October 1, 2016

To: December 31, 2016

Officer: Matthew Tate

Badge # 337

Patrol Shift Days Worked: 29

Assigned Shift: 2nd

ACTIVITIES	See Incident Analysis Report	Total Entries 155
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WRITTEN WARNINGS	Total Written Warnings 1
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CITATIONS	Traffic 6	Ordinance 4	DNR 0	Parking 6	Total Citations 16
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TOTAL	Calls 155	Citations 16	Written Warnings 1	Charges w/out Citations (also including 51, 10-99, P&P) 15
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AVERAGE	Daily Calls 5.34	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number of Calls 20.65%
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DEPARTMENT AVERAGE	Daily Calls 1 st Shift 4.97	Daily Calls 2 nd Shift 7.30	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number of Calls 28.87%
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Supervisory Comments:

Officer Tate went through the K-9 Handler selection process and was appointed as the K-9 handler for the Minocqua Police Department. Officer Tate showed his dedication to the K-9 program throughout the year which continued through the selection process. During this period Officers Tate's average daily calls and enforcement was below that of the other 2nd shift officers. Officer Tate had 15 Charges w/out Citations which is consistent with the other 2nd shift officers. Officer Tate's traffic enforcement decreased substantially during this period with a decrease in citations from 46 to 6. I believe this was in part due to Officer Tate's attention to the K-9 program and the preparation for the upcoming handler training. While Officer Tate has additional responsibilities as the K-9 handler he continues to have the same responsibilities and expectations as all other patrol personnel. I believe Officer Tate will excel at utilizing his K-9 partner to exceed these expectations once he returns to patrol.

The morale on this pm shift has been deteriorating throughout the year. Officer Tate will need to work with his coworkers and supervisors to insure that positive attitudes return to the work environment. Officer Tate is an ambitious and confident person that has the ability to influence people and the work environment. I believe Officer Tate will be an important part of returning the positive attitudes to his shift.

In October Officer Tate voluntarily withdraw approved time-off to cover shifts while Officer Loduha required paternity leave. This was done by Officer Tate to maintain coverage with minimal overtime or inconvenience to other officers. This example of Officer Tate's dedication and work ethic greatly simplified making the needed schedule adjustments.

Officer Comments:

NO COMMENT.

Included Reports: Incident Analysis Report Officer Ticket Statistics Report
Adult Arrest by Officer Report Juvenile Arrest by Officer Report



Minocqua Police Department

418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: October 1, 2016

To: December 31, 2016

Officer Signature: [Signature] Date: 3/26/17 Supervisor Signature: [Signature] Date: 3/28/17

Chief Comments: _____

Chief Signature: [Signature] Date: 03-30-17

TATFEE FOR SHERIFF

Included Reports: Incident Analysis Report Officer Ticket Statistics Report
Adult Arrest by Officer Report Juvenile Arrest by Officer Report

**TOWN OF MINOCQUA POLICE DEPARTMENT
EMPLOYEE EVALUATION FORM**

Employee Name: *Matthew Tate*

Job Title: *Police Officer*

Evaluation Period: *01/01/2017 to 12/31/2017*

Reason for Review: *Annual*

Probationary

Other

KEY TO RATINGS

1 = **UNACCEPTABLE JOB PERFORMANCE** - Amount of work done is insufficient and falls below minimum standards. Requires immediate attention.

2 = **AREA FOR IMPROVEMENT** - Meets standards, but sometimes falls below it. Improvement is required to meet the full standards of the position.

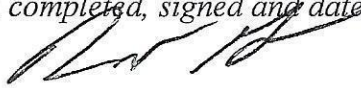
3 = **MEETS JOB REQUIREMENTS** - Performance meets standards and is competent and effective.

4 = **EXCEEDS JOB REQUIREMENTS** - Far exceeds expectations. Must have exhibited rare achievement.

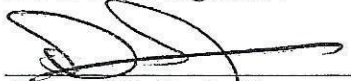
Rating	1	2	3	4	Comments
QUALITY OF WORK - Produces or accomplishes high caliber work that is clear, useful, thorough and accurate			X		Officer Tate is an enthusiastic officer that produces excellent work. Officer Tate is detail orientated and does thorough investigations and reports. Officer Tate is committed to making his K9 partner accurate and productive.
JOB UNDERSTANDING - Employee has a clear knowledge of the responsibilities and the tasks he or she must perform and understands the necessary concepts and techniques. Keeps abreast of trends, developments, and/or new concepts in the field that may improve the ability to perform job function.			X		Officer Tate has an excellent knowledge of the job. Officer Tate stays up to date on changes in laws and continues to seek trainings that improve his knowledge. Officer Tate is an FTO, EVOC Instructor, Vehicle Contacts Instructor and Taser Instructor. Officer Tate continue to train with his K9 partner.
JOB PRODUCTIVITY - Accomplishes job objectives by following assignments and projects through to completion. Does an acceptable volume of work compared with what reasonably may be expected under existing job circumstances. Sets priorities and makes good use of time.			X		Since starting with the department Officer Tate has always been a highly motivated productive officer. Officer Tate is a productive officer who continues to take on responsibilities. Officer Tate stays productive with a variety of activities including traffic enforcement, K9 training, calls for service and business checks. For 2017 Officer Tate logged 45 K-9 Deployments and 287 Training records.
ATTITUDE - Displays a positive, cooperative attitude. Is flexible and willing to adjust to changes for the benefit of the organization. Accepts new assignments willingly. Contributes ideas and methods of improvements. Refrains from initiating or disseminating rumors within the organization.			X		Officer Tate is full of great ideas and always willing to contribute to the department and take on new responsibilities. The morale and attitudes on Officer Tate's shift have considerably improved in 2017. Officer Tate continues to be an ambitious and confident officer who regularly has ideas for improvements within the department.
DEPENDABILITY - Employee can be relied on to complete tasks on time. Employee can deal with pressure and can remain calm in crisis or difficult situations.			X		Officer Tate is a dependable and organized officer. Office Tate finishes his work in a timely manner with little supervision. Officer Tate can be depended on to stay calm and make good decisions. Officer Tate is very effective in deescalating stressful situations. Officer Tate is always willing to adjust his schedule to accommodate other officers, training or special assignments. Officer Tate demonstrates a strong work ethic and dedication to the department on a regular basis.
INDEPENDENCE - Works with little or no supervision. Effective problem-solving and decision-making skills. Takes action without being told.			X		Officer Tate has demonstrated his ability to work with other agencies while maintaining control of his calls. Officer Tate has limited his calls to supervisors in 2017 and appears more confident in his own decisions and knowledge.

<p>AVAILABILITY - Is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.</p>			X	<p>Officer Tate is Punctual and takes breaks and meals around assigned calls. Officer Tate uses PTO in responsible manner and rarely uses it for unscheduled time off. Officer Tate is willing to flex his schedule for training and K9 related calls.</p>
<p>CREATIVITY/INITIATIVE - Presents new ideas, takes initiative and finds new and better ways of doing things. Effectively copes with unusual situations and problems.</p>			X	<p>Officer Tate is creative and shows initiative in working to improve the department. Officer Tate has good common sense and is well adept to dealing with unusual situations and problems. Officer Tate has regularly utilized resources from other departments such as personnel, Police K-9's, search and rescue K-9's and drones.</p>
<p>RELATIONSHIPS WITH PUBLIC - Portrays positive image of the village to the public. Conducts business in a polite, efficient and ethical manner.</p>			X	<p>Officer Tate portrays a positive image of the Minocqua Police Department and the Town of Minocqua. Officer Tate is extremely professional and polite with the public. I believe Officer Tate has gone above what is required from his positions when it comes to public relations. Officer Tate was responsible for planning and organizing the 2017 annual Lakeland Area Public Safety Day. Officer Tate continues to stay involved in DNR education classes and events such as Shop with a Cop and K-9 presentations.</p>
<p>RELATIONSHIPS WITH PEERS - Cooperates and communicates with peers. Relays information at the appropriate times. Seeks or offers peer assistance and advice as needed. Treats co-workers with respect and courtesy. Keeps supervisors informed of progress on the job and possible problems that may develop. Complies with supervisors' instructions.</p>			X	<p>Officer Tate is good about relaying information to coworkers and supervisors. Officer Tate is always willing to assist others as needed. Officer Tate is respected and well-liked by his workers. While I believe Officer Tate has improved his attitude and contributed to the overall better morale, I continue to hear from coworkers that Officer Tate expresses a lot of negativity about the department and how others do their jobs.</p>
<p>OVERALL</p>			X	<p>Officer Tate is an asset the Minocqua Police Department. Officer Tate is organized, detailed and thorough in his work. Officer Tate is dedicated to training his K-9 partner and making the program successful.</p>

A completed, signed and dated copy of the review will be given to the employee.

 Det Sgt
 Evaluator's Signature Title

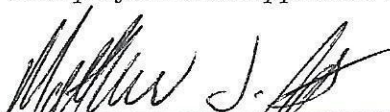
3/29/18
 Date Conducted

 [Signature]
 Chief of Police's Signature

03-30-18
 Date Reviewed

A copy of this report has been discussed with me.

This performance appraisal was discussed with me in a constructive manner. YES NO

 OFFICER
 Employee's Signature Title

03/29/18
 Date

**TOWN OF MINOCQUA POLICE DEPARTMENT
EMPLOYEE SELF-EVALUATION**

AREAS FOR GROWTH/IMPROVEMENT	STRONG POINTS/ACCOMPLISHMENTS
1. Making Jennings more proficient	1. Becoming a K-9 Handler
2. More consistent with Taser updates	2. Successfully raised funds for the K-9 program
3. More presentation for community on the K-9 program	3. Successful location of suspect with Jennings after 10-80
These areas can be strengthened by doing the following/ideas for professional development:	These can be used more effectively by doing the following:
Do as much training when able	Be available for call outs when needed
Monitor and download Taser on a more regular consistent basis	Raised approx. \$5000 for the K-9 program for equipment and sustainability
Get the community more educated on the K-9 program by presentations.	Use the knowledge gained during incident to help with future deployments
Completed Goals	New Goals
1.	1. Become certified CPR instructor for department
2.	2. Find a missing person w/Jennings
3.	3. Work with Admin to get squads equipped properly and consistently so all a equipped the same.
Evaluator Meeting Summary and Comments	
Employee Comments and Suggestions for Improvements	



Minocqua Police Department

418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: January 1, 2017

To: March 31, 2017

Officer: Matthew Tate

Badge # 337

Patrol Shift Days Worked: 21

Assigned Shift: 2nd

ACTIVITIES	See Incident Analysis Report	Total Entries 102
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WRITTEN WARNINGS	Total Written Warnings 0
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CITATIONS	Traffic 7	Ordinance 0	DNR 0	Parking 0	Total Citations 7
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	Calls	Citations	Written Warnings	Charges w/out Citations (also including 51, 10-99, P&P)
TOTAL	102	7	0	7

	Daily Calls	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number Calls
AVERAGE	4.86	13.73%

	Daily Calls 1 st Shift	Daily Calls 2 nd Shift	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number Calls
DEPARTMENT AVERAGE	4.42	7.79	32.93%

Supervisory Comments:

Officer Tate attended six weeks of K-9 handler training from mid-January through February. Prior to leaving for training Officer Tate was handling approximately 4.80 calls per shift. Officer Tate returned to regular duty in March and had an average daily call volume of 5.13. Officer Tate's daily call average was 4.86 calls per day, which is below the 2nd shift average of 7.79 calls per day. Officer Tate's enforcement rate was 13.73% and below the department average of 32.93%. I believe Officer Tate's lower daily call volume and enforcement rate is related to his current focus on his new role as department K-9 handler.

In March Officer Tate reported six (6) deployments of the K9 for traffic stops, fleeing suspects and a demo. Officer Tate reported twenty-nine (29) training activities with the K9.

My Goal for Office Tate is to work with administration to find the best balance of training, K9 related law enforcement and standard patrol duties. I understand that to have an effective K-9 the handler needs to focus on training and improving the K-9's abilities, but in a small department, regular patrol duties still need to be a priority. Officer Tate has appeared frustrated with finding this necessary balance.

Officer Tate is an excellent officer and an asset to the Minocqua Police Department. I believe Officer Tate has the ability and drive to create a successful K-9 program while performing the required duties of a patrol officer.

Officer Comments: None

Included Reports: Incident Analysis Report Officer Ticket Statistics Report
Adult Arrest by Officer Report Juvenile Arrest by Officer Report



Minocqua Police Department
418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: January 1, 2017
To: March 31, 2017

Officer Signature: [Signature] Date: 5/7/17 Supervisor Signature: [Signature] Date: 5/7/17

Chief Comments: _____

Chief Signature: [Signature] Date: 05.08.17

TATFEE FOR SHERIFF

Included Reports: Incident Analysis Report Officer Ticket Statistics Report
Adult Arrest by Officer Report Juvenile Arrest by Officer Report



Minocqua Police Department

418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: April 1, 2017
To: June 30, 2017

Officer: Matthew Tate

Badge # 337

Patrol Shift Days Worked: 32

Assigned Shift: 2nd

ACTIVITIES	See Incident Analysis Report	Total Entries 161
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WRITTEN WARNINGS	Total Written Warnings 6
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CITATIONS	Traffic 20	Ordinance 14	DNR 0	Parking 0	Total Citations 34
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	Calls	Citations	Written Warnings	Charges w/out Citations (also including 51, 10-99, P&P)
TOTAL	161	34	6	2

	Daily Calls	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number Calls
AVERAGE	5.03	26.09%

	Daily Calls 1 st Shift	Daily Calls 2 nd Shift	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number Calls
DEPARTMENT AVERAGE	5.70	6.54	20.73%

Supervisory Comments: Officer Tate continues to be a dedicated enthusiastic member of the Minocqua Police. Officer Tate's daily call average was below the 2nd shift average and enforcement percentage was above the department average. Officer Tate averaged daily calls of 5.03 is below the 2nd shift average of 6.54 calls per day. While Officer Tate's call volume was slightly down from 2016, his citations issued increased from 25 to 34. Other charges then citations decreased from 7 in 2016 to 2 in 2017.

I expected as the department K9 handler that Officer Tate would have a shift in call volume and enforcement. Officer Tate has logged 97 trainings and 19 deployments. Officer Tate is dedicated to the training of K9 Jennings and has shown a focus on drug detection and tracking.

Officer Tate is an excellent officer and an asset to the Minocqua Police Department. I believe Officer Tate is balancing his patrol and the K9 responsibilities efficiently. Officer Tate continues to focus on improving the productivity of the K9 program. The moral on this pm shift appears to have improved in this quarter. I believe this improvement is due to efforts by both officers and dispatch on this shift.

Officer Comments: NO COMMENT

Officer Signature: [Signature] Date: 7/25/17 Supervisor Signature: [Signature] Date: 7/25/2017

Chief Comments:

Chief Signature: [Signature] Date: 07.25.17

Included Reports: Incident Analysis Report Officer Ticket Statistics Report
Adult Arrest by Officer Report Juvenile Arrest by Officer Report



Minocqua Police Department

418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: July 1, 2017

To: Sept. 30, 2017

Officer: Matthew Tate

Badge # 337

Patrol Shift Days Worked: 35

Assigned Shift: 2nd

ACTIVITIES	See Incident Analysis Report	Total Entries
		353

WRITTEN WARNINGS	Total Written Warnings
	3

CITATIONS	Traffic	Ordinance	DNR	Parking	Total Citations
	16	22	0	6	44

TOTAL	Calls	Citations	Written Warnings	Charges w/out Citations (also including 51, 10-99, P&P)
	353	44	3	7

AVERAGE	Daily Calls	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number Calls
	10.09	15.30%

DEPARTMENT AVERAGE	Daily Calls 1 st Shift	Daily Calls 2 nd Shift	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number Calls
	5.75	9.42	20.80%

Supervisory Comments: Officer Tate is the department K9 officer. Officer Tate had 12 K9 deployments and 70 training records in this period. Officer Tate continues to work hard to to make the K9 program successful. Officer Tate's call volume was consistent with the department average with enforcement rates being slightly below department average. Enforcement rate was lower due to Officer Tate's focus on performing business checks. Officer Tate performed 166 business checks during this period, which is 6 times as many as any other officer. Officer Tate continues to be an asset to the department.

Officer Comments: N/A

Officer Signature:  Date: 3/29/18 Supervisor Signature: _____ Date: _____

Chief Comments: _____

Chief Signature: _____ Date: _____

Included Reports: Incident Analysis Report Officer Ticket Statistics Report
Adult Arrest by Officer Report Juvenile Arrest by Officer Report



Minocqua Police Department
418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: October 1, 2017
To: December 31, 2017

Officer: Matthew Tate **Badge # 337**

Patrol Shift Days Worked: 28 Assigned Shift: 2nd

ACTIVITIES	See Incident Analysis Report	Total Entries 171
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WRITTEN WARNINGS	Total Written Warnings 2
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CITATIONS	<i>Traffic</i> 11	<i>Ordinance</i> 5	<i>DNR</i> 0	<i>Parking</i> 0	Total Citations 16
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	<i>Calls</i>	<i>Citations</i>	<i>Written Warnings</i>	<i>Charges w/out Citations (also including 51, 10-99, P&P)</i>
TOTAL	171	16	2	14

	Daily Calls	Enforcement <small>(Total Citations+Written Warnings+Charges) X 100 / Number Calls</small>
AVERAGE	6.10	18.71%

	Daily Calls 1st Shift	Daily Calls 2nd Shift	Enforcement <small>(Total Citations+Written Warnings+Charges) X 100 / Number Calls</small>
DEPARTMENT AVERAGE	5.03	6.34	21.97%

Supervisory Comments: Officer Tate is the department K9 officer. Officer Tate had 8 K9 deployments and 24 training records in this period. Officer Tate continues to work hard to make the K9 program successful. Officer Tate's call volume was consistent with the department average with enforcement rates being slightly below department average. Officer Tate's enforcement rate has increased as business checks have dropped from 162 to 40. This PM rotation has approximately half as many traffic stops per day as the other PM rotation. Officer Tate continues to be an asset to the department.

Officer Comments: N/A

Officer Signature: [Signature] Date: 3/29/18 Supervisor Signature: _____ Date: _____

Chief Comments: _____

Chief Signature: _____ Date: _____

Included Reports: Incident Analysis Report Officer Ticket Statistics Report
Adult Arrest by Officer Report Juvenile Arrest by Officer Report

<p>AVAILABILITY - Is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.</p>		X	<p>Officer Tate can be counted on to be punctual and responsible with breaks and meals. Officer Tate is almost always willing to respond for call-in or K9 deployments.</p>
<p>CREATIVITY/INITIATIVE - Presents new ideas, takes initiative and finds new and better ways of doing things. Effectively copes with unusual situations and problems.</p>		X	<p>Officer Tate is creative and is always looking for ways to improve the department. Officer Tate has good common sense and is well adept to dealing with unusual situations and problems. Officer Tate has regularly utilized resources from other departments such as personnel, Police K-9's, search and rescue K-9's and drones.</p>
<p>RELATIONSHIPS WITH PUBLIC - Portrays positive image of the village to the public. Conducts business in a polite, efficient and ethical manner.</p>		X	<p>This is one of the areas that officer Tate excels. Officer Tate portrays a positive image of the Minocqua Police Department and the Town of Minocqua. Officer Tate is extremely professional and polite with the public. Officer Tate continues to stay involved in DNR education classes and events such as Shop with a Cop and K-9 presentations.</p>
<p>RELATIONSHIPS WITH PEERS - Cooperates and communicates with peers. Relays information at the appropriate times. Seeks or offers peer assistance and advice as needed. Treats co-workers with respect and courtesy. Keeps supervisors informed of progress on the job and possible problems that may develop. Complies with supervisors' instructions.</p>		X	<p>Officer Tate is well respected has a hardworking enthusiastic officer. Officer Tate can be counted on to communicate information with co-workers and supervisors. Officer Tate showed an increased interest in field training and working with our newest officer to adapt and succeed in our department.</p>
<p>OVERALL</p>		X	<p>Officer Tate continues to be an asset to the Minocqua Police Department. Officer Tate is organized, detailed and thorough in his work. Officer Tate is dedicated to training his K-9 partner and continues to build a solid reputation for the departments K9 program. Throughout 2018, I have seen Officer Tate improve as a co-worker, FTO and K9 handler. I look forward to working with Officer Tate in his new position as Detective Sergeant with the Minocqua Police Department.</p>



Minocqua Police Department

418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: January 1, 2018
To: March 31, 2018

Officer: Matthew Tate

Badge # 337

Patrol Shift Days Worked: 39

Assigned Shift: 2nd

ACTIVITIES	See Incident Analysis Report	Total Entries
		259

WRITTEN WARNINGS	Total Written Warnings
	8

CITATIONS	Traffic	Ordinance	DNR	Parking	Total Citations
	27	6	2	1	36

	Calls	Citations	Written Warnings	Charges w/out Citations (also including 51, 10-99, P&P)
TOTAL	259	36	8	17

	Daily Calls	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number Calls
AVERAGE	6.64	23.55%

	Daily Calls 1 st Shift	Daily Calls 2 nd Shift	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number Calls
DEPARTMENT AVERAGE	4.47	6.92	24.08%

Supervisory Comments: Officer Tate is the department K9 officer. Officer Tate had 4 K9 deployments and 32 training records in this period. In the same period in 2017 Officer Tate had 96 training records and 6 K9 deployments. The decrease in training records is due to Officer Tate's initial K9 training being included in the 2017 numbers. Officer Tate's call volume and enforcement rates were consistent with the department PM average. Officer Tate increased both daily calls and enforcement rate during this period 2018. In 2017 Officer Tate performed 10 business checks during this period. Officer Tate's business checks increased to 59 for this period in 2018. Officer Tate continues to be an involved Officer and an asset to the department. Officer Tate continues to focus on improving the departments K-9 program. In February, Officer Tate did an excellent job assisting Officer Trojan with an investigation at LUHS of students making terrorist threats.

Officer Comments: *NO COMMENTS*

Officer Signature: *Matthew Tate*

Date: *7-24-18*

Supervisor Signature: *[Signature]*

Date: *7/24/18*

Chief Comments:

Chief Signature: *[Signature]*

Date: *07.25.18*

Included Reports: Incident Analysis Report Officer Ticket Statistics Report
Adult Arrest by Officer Report Juvenile Arrest by Officer Report



Minocqua Police Department

418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: April 1, 2018

To: June 30, 2018

Officer: Matthew Tate

Badge # 337

Patrol Shift Days Worked: 37

Assigned Shift: 2nd

ACTIVITIES	See Incident Analysis Report	Total Entries
		252

WRITTEN WARNINGS	Total Written Warnings
	3

CITATIONS	Traffic	Ordinance	DNR	Parking	Total Citations
	26	9	0	2	37

TOTAL	Calls	Citations	Written Warnings	Charges w/out Citations (also including 51, 10-99, P&P)
	252	37	3	15

AVERAGE	Daily Calls	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number Calls
	6.81	21.83%

DEPARTMENT AVERAGE	Daily Calls 1 st Shift	Daily Calls 2 nd Shift	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number Calls
	5.61	7.11	27.54%

Supervisory Comments:


Officer Comments: Officer Tate continues to be a dedicated enthusiastic member of the Minocqua Police. Officer Tate's daily call average was equivalent to the 2nd shift average and his enforcement percentage was slightly below the department average. Officer Tate's call volume citations and other charges then citations all increase in this quarter 2018 compared to 2017. Officer Tate's enforcement rate of 21.83% is below the PM enforcement rate average of 35.84%. During this quarter Officer Tate has been the only Officer assigned to his pm rotation

As the K9 handler, Officer Tate has logged 27 trainings and 24 deployments. Officer Tate is dedicated to the training of K9 Jennings and has shown a focus on drug detection and tracking.

Officer Tate is an excellent officer and an asset to the Minocqua Police Department. I believe Officer Tate is balancing his patrol and the K9 responsibilities efficiently. Officer Tate continues to focus on improving the productivity of the K9 program.

Officer Signature:  Date: 7-24-18 Supervisor Signature:  Date: 7/24/18

Chief Comments: _____

Chief Signature:  Date: 07-25-18

Included Reports: Incident Analysis Report Officer Ticket Statistics Report
Adult Arrest by Officer Report Juvenile Arrest by Officer Report



Minocqua Police Department

418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: July 1, 2018
To: September 30, 2018

Officer: Matthew Tate

Badge # 337

Patrol Shift Days Worked: 29

Assigned Shift: 2nd

Table with 3 columns: ACTIVITIES, See Incident Analysis Report, Total Entries (141)

Table with 2 columns: WRITTEN WARNINGS, Total Written Warnings (1)

Table with 6 columns: CITATIONS, Traffic (9), Ordinance (2), DNR (0), Parking (0), Total Citations (11)

Table with 5 columns: TOTAL, Calls (141), Citations (11), Written Warnings (1), Charges w/out Citations (7)

Table with 3 columns: AVERAGE, Daily Calls (4.86), Enforcement (13.48%)

Table with 4 columns: DEPARTMENT AVERAGE, Daily Calls 1st Shift (5.53), Daily Calls 2nd Shift (7.76), Enforcement (21.56%)

Supervisory Comments: Officer Tate is the department K9 officer. Officer Tate had 15 K9 deployments and 15 training records in this period. Officer Tate continues to work hard to make the K9 program successful. Officer Tate's call volume and enforcement rate was below the 2nd shift average. During this quarter Officer Tate was an FTO with officer Punzel for 11 shifts. The days working as FTO would account for Officer Tate's lower citations and enforcement rates. Officer Tate takes the role of FTO seriously and provides quality detailed training. Officer Tate continues to be an asset to the department.

Officer Comments:

Officer Signature: [Signature] Date: 1/31/19 Supervisor Signature: [Signature] Date: 1-31-19

Chief Comments:

Chief Signature: [Signature] Date: 02-25-19

Included Reports: Incident Analysis Report, Officer Ticket Statistics Report, Adult Arrest by Officer Report, Juvenile Arrest by Officer Report



Minocqua Police Department

418 E. Chicago Avenue
Minocqua, WI 54548

Officer Activity Report

From: October 1, 2018
To: December 31, 2018

Officer: Matthew Tate

Badge # 337

Patrol Shift Days Worked: 21

Assigned Shift: 2nd

ACTIVITIES	See Incident Analysis Report	Total Entries 107
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WRITTEN WARNINGS	Total Written Warnings 1
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CITATIONS	Traffic 10	Ordinance 3	DNR 0	Parking 3	Total Citations 16
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TOTAL	Calls 107	Citations 16	Written Warnings 1	Charges w/out Citations (also including 51, 10-99, P&P) 6
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AVERAGE	Daily Calls 5.10	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number Calls 21.50%
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DEPARTMENT AVERAGE	Daily Calls 1 st Shift 5.13	Daily Calls 2 nd Shift 6.94	Enforcement (Total Citations+Written Warnings+Charges) X 100 / Number Calls 26.82%
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Supervisory Comments: During this quarter Officer Tate was on patrol for 21 days with 4 of them as an FTO for Officer Punzel. Officer Tate's daily call volume and enforcement rate was slightly below the 2nd shift average which would be expected as Officer Tate works as an FTO, K9 Handler and is on shift with a new officer. Officer Tate averaged 1 traffic stop per day worked. Officer Tate had 11 K9 deployments and recorded 21 K9 trainings. Officer Tate continues to work hard to make the K9 program successful. Officer Tate has worked well with his new shift partner Officer Punzel.

Officer Comments: _____

Officer Signature: [Signature] Date: 1/31/19 Supervisor Signature: [Signature] Date: 1-31-19

Chief Comments: _____

Chief Signature: [Signature] Date: 02 25, 19

Included Reports: Incident Analysis Report Officer Ticket Statistics Report
Adult Arrest by Officer Report Juvenile Arrest by Officer Report



MINOCQUA POLICE DEPARTMENT MANAGEMENT PERFORMANCE EVALUATION

Employee Name:	Matthew Tate	Employee ID:	479
Employee Position:	Detective Sergeant	Evaluation Period:	2019
Department:	Administration	Date of Current Position:	03/01/2019
Reviewer Name:	Jason Benbenek	Date of Review:	04/25/2020
Reviewer Title:	Lieutenant	Date of Next Review:	2021

Instructions: Performance evaluations are divided into ten sections: Individual Characteristics, Professional Skills and Status, Productivity and Accountability, Policy Execution, Citizen Relations, Staffing, Supervision, Management Responsibility, Narrative Evaluation and Overall Rating. Performance Appraisals are an integral part of the performance management system and must be used to ensure optimal performance.

Optimal work performance requires a clear understanding of what work is to be performed, desired outcomes, and how well the work is completed. The performance evaluation process ensures that employee and management expectations are aligned. Through this process, the employee and rating supervisor can find opportunities to work together to improve job performance and grow professionally within the organization. Opportunities for improvement always exist at all levels of the organization.

The following performance evaluation criteria should be considered in the Performance Category Scoring sections:

Exceptional: Performance that consistently far exceeds the normal requirements of the job and is clearly outstanding. *Approximately 10% to 15% of all employees perform at this level.*

Proficient: Performance that consistently meets the normal requirements and expectations of the job. *Approximately 85% to 90% of all employees perform at this level.*

Marginal: Performance does not consistently meet the normal requirements and expectations of the job and requires improvement. *Approximately 5% of all employees perform at this level. Employees with marginal performance will be placed on a performance improvement plan and re-evaluated in no more than six months.*

Comments and examples should be included in each competency. A rating of **Exceptional** and **Marginal** must include commentary supporting the rating. If there is no supporting documentation for either of these two ratings then the rating will be adjusted to proficient.

Position Description

- X The position description was reviewed and discussed with the employee. If applicable, any recommended changes have been attached to this document.

PERFORMANCE CATEGORY SCORING:

1. INDIVIDUAL CHARACTERISTICS

- Diligent and thorough in the discharge of duties, “self-starter”
- Exercises good judgment
- Displays enthusiasm, cooperation, and will to adapt
- Mental and physical stamina appropriate for the position
- Exhibits composure, appearance and attitude appropriate for a supervisory position

Rating: Exceptional

Rating Explanation - *Individual Characteristics*

Det. Sgt. Matthew Tate was promoted from Patrol officer to Detective Sergeant at the beginning of the 2019. Matt has always been a high energy self-starter and willing to take on new projects. Matt will see a task or project that he feels is important and he will make every attempt to get it done or put into place. Matt wants to be the best supervisor he can, and is in constant communication with subordinates, peers and supervisors to make the department better. Matt always makes himself available to co-workers and encourages them to call him if they have questions. Matt tries his best to solve problems or concerns within the department and will frequently talk to supervisors to see what can be done, if it isn't something within his power to do on his own. Matt is a very confident person which can sometimes rub some co-workers the wrong way. Matt being a young supervisor sometimes needs to work harder to gain the respect of officers that have been on the job much longer. I believe by them seeing his hard work and support, things are improving.

2. PROFESSIONAL SKILLS AND STATUS

- Maintains knowledge of current developments affecting law enforcement operations
- Demonstrates a capacity for innovation and creativity
- Anticipates and analyzes problems to develop effective approaches for solving them
- Willing to try new ideas proposed by the Chief of Police and/or staff
- Sets a professional example by handling affairs of the Department in a fair and impartial manner

Rating: Exceptional

Rating Explanation - *Professional Skills & Status*

Matt conducts himself in a professional manner. Matt has good common sense and makes good decisions and explains things well to his subordinates. If Matt is unsure or doesn't know the answer, he will seek to find the answer. Matt keeps himself up to date on current laws, policies and procedures.

Matt attends numerous trainings to help make himself and the department better. Matt reviews policy and procedures, sometimes recommends changes, but also accepts it if the Chief doesn't agree with those recommendations. Matt is always willing to flex his time to be able to complete tasks, meet with co-workers, attend training and train with the K9. Matt takes on tasks that are assigned but also takes up tasks on his own. Matt very much likes to get things accomplished as soon as possible and expresses frustration about those who he feels are not doing the same.

3. PRODUCTIVITY AND ACCOUNTABILITY

- Consistently performs work accurately and completely
- Assumes personal responsibility for completion of assigned tasks on or before deadlines without being reminded
- Holds all employees accountable for their actions and conduct and administers discipline in accordance with Department and Town Employee policies and procedures
- Carries out directives promptly with minimal supervision or involvement from others
- Provides regular information and reports to the Chief of Police concerning matters of importance to the Department

Rating: Exceptional

Rating Explanation – *Productivity and Accountability*

Matt as stated before is very motivated. Matt multitasks well and works to get tasks that are assigned, tasks that he takes on his own, as well as investigations done in a timely manner and accurately. Matt is required to review reports from subordinates on his rotation, when other supervisors are behind on keeping up with this task Matt will take it upon himself to review and discuss casefiles with the other rotation. Matt makes sure officers are following up on their cases and providing assistance if needed. Matt is an FTO and takes this position seriously to make sure new officers are properly trained and able to work on their own. Matt often discusses any concerns with subordinates and supervisors in attempts to fix concerns. Matt will provided accolades to those co-workers who have done good job on a case or other task and make other department members aware of the accomplishment.

4. POLICY EXECUTION

- Consults with the Chief of Police in formulating policies and regulations governing the activities of the Department
- Ensures department policies are followed
- Understands, supports, and enforces local government's laws, policies, and ordinances
- Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- Offers workable alternatives to the Chief of Police for changes in law or policy when an existing policy or ordinance is no longer practical

Rating: Exceptional

Rating Explanation – *Policy Execution*

The department as a whole is, required to review policy and procedures. Matt will come forward to supervisors with concerns or recommended changes that may not fit our department. If the Chief decides not to go with Matt's recommendations, Matt understands and makes sure policy/procedures as written, is implemented to his subordinates.

5. CITIZEN RELATIONS

- Responsive to requests from citizens
- Demonstrates a dedication to service to the community and its citizens
- Maintains a non-biased approach in dealing with the news media
- Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- Gives an appropriate effort to maintain citizen satisfaction with the Minocqua Police Department

Rating: Exceptional

Rating Explanation – *Citizen Relations*

Matt being the K9 officer, makes him one of the more well know officers. Matt seems to be well likes in the community and is involved with a lot of community functions. As a K9 officer Matt is involved with K9 fundraisers, K9 demonstrations etc. Matt obtained K9 merchandise to use to raise money for the program and many people are purchasing items supporting the police department. Matt likes to get involved with events such as "Shop with a cop" to give back to the community. Matt runs the department Facebook Page. Matt is frequently posting press releases, department, community and state information, to keep our community informed. Numerous people share the information that Matt posts on the Facebook page. Matt will also periodically speak to the press, mostly regarding the K9 Program and does an excellent job. Matt is a big part of the DNR Safety Course Program and likes to make sure classes are being put on for our community. Matt as a supervisor will sometimes handle citizen complaints about subordinates. Matt seems to handle these complaints in a fair and impartial manner. If I ever need to speak to Matt regarding minor complaints about him, Matt is usually open, willing to accept responsibility and make improvements to maintain a good relationship with the community. When there are cases that Matt is working on, he does a good job with investigations and does well at maintaining communication with people involved and bringing the cases to a close.

6. STAFFING

- Applies an appropriate level of supervision to improve any areas of substandard performance
- Stays accurately informed and appropriately concerned about employee relations
- Promotes training and development opportunities for employees at the Department
- Sustains or improves staff performance by evaluating the performance of department staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

Rating: Exceptional

Rating Explanation – Staffing

Matt likes to be there for his subordinates. Matt always has the best intentions to increase moral and improve performance of the people he works with. When Matt sees that staff are doing an excellent job, he will recognize their effort. If Matt sees that there are things people are doing incorrect or need improvement, he will discuss the issues with them. Matt conducts quarterly reviews of his subordinate's progress and work performance. Matt discusses employee ideas, training needs and goals to give co-workers ownership in the department to improve the individual and department as a whole.

7. SUPERVISION

- Encourages staff to work independently and make good decisions with minimal involvement from supervisors, yet maintains general control of operations by providing the right amount of communication to the staff
- Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their duties while still monitoring department operations
- Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of a Department supervisor.
- Set high standards of professional excellence, moral character, and integrity for staff and the department
- Delegates responsibility and authority for employees to effectively execute their duties

Rating: Exceptional

Rating Explanation – Supervision

Matt encourages subordinates to work independently while encouraging them to ask questions. Matt also recognizes if subordinates who are working independent are lacking in performance, he will get more involved and try to improve their performance by mentoring them more. Matt reviews reports often, makes recommendations on cases, guides them on proper paperwork and processes. Some officers do get frustrated when some things are questioned, but it is usually because Matt sees that there is more work that could have been done on case or things may have been handled or documented better.

8. MANAGEMENT RESPONSIBILITY

- Seeks continuous improvement by identifying and trying work methods that will improve service or efficiency of the department
- Provides leadership, direction and guidance with regard to the police department's strategies and priorities

Rating: Exceptional

Rating Explanation – *Management Responsibility*

Matt is very self-motivated and strives for the success of the department. Matt is frequently coming to administration with suggestions on how to improve individuals and the department as a whole. Matt is always trying to get improved equipment, repairing current equipment and taking over squad maintenance. Matt is willing to work other rotations to attempt to get officers on the right track in regards to their work and attitudes. Matt reviews reports of officers, gives suggestions and if needed directs them to do more with an investigation.

NARRATIVE EVALUATION:

What would you identify as the Supervisor's strength(s)?

Matt is very self-motivated and somewhat a perfectionist. Matt seeks numerous ways to improve the department through equipment, procedures, training, work ethic and attitudes. Matt is very flexible when it comes to his work schedule. Matt will flex his shifts to prevent overtime, to get various tasks done, to be able to come in and help others. Matt will come in on his time off to get tasks completed. Matt is very knowledgeable with a good head on his shoulders and makes good decisions in the everyday performance of his job including stressful situations. If Matt is unsure of things he will ask his peers or supervisors for guidance or reassurance. Matt is sure to follow and enforce policy and procedures. If a subordinate comes to Matt with a problem or idea, Matt will listen to them and if it is reasonable and Matt agrees with the person, he will do his best to try to fix the problem and or implement the idea.

What performance area(s) would you identify as most critical for improvement?

Matt tries his best to make improvements within the department, however Matt can be easily frustrated with things that are outside of his control. Even though Matt's intentions may be well placed, he can become over-critical others. Matt is an excellent multi-tasker and is able to have many irons in the fire. Matt can frequently become overly stressed, sometimes it is by the workload put on him by supervisors which is understandable, but also the workload he puts on himself. Sometimes Matt takes on too much responsibility and then can get frustrated when it isn't coming to fruition. Matt is also a very confident person. Matt's confidence is generally well placed as he makes good decision, but sometimes his confidence can be taken poorly by other officers especially by those who have been on the job longer.

What constructive suggestions or assistance can you offer the Supervisor to enhance performance?

Matt's performance as a supervisor will improve with time and experience. Matt may need to limit some of his projects he takes on, to make them more manageable and ask for more **specific** help on things that he is working on, to get assistance in getting those projects completed.

What other comments do you have for the Supervisor; e.g., priorities, expectations, goals or objectives for the next twelve (12) months?

I would like Matt to be able to attend some supervisory training, prioritize his projects and ask for more help on the projects he is working on.

PRIOR YEAR'S PERFORMANCE GOALS:

Goal #1
Goal Description: Continue to grow K9 program
<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> Partially Accomplished <input type="checkbox"/> Did Not Meet Goal
Comments/Observations: This is difficult to measure, but Matt has begun to bring more K9 training to the area

Goal #2
Goal Description: Complete training on phone downloads
<input type="checkbox"/> Accomplished <input type="checkbox"/> Partially Accomplished <input checked="" type="checkbox"/> Did Not Meet Goal
Comments/Observations: This has not been accomplished yet

Goal #3
Goal Description: Complete more community events
<input type="checkbox"/> Accomplished <input checked="" type="checkbox"/> Partially Accomplished <input type="checkbox"/> Did Not Meet Goal
Comments/Observations: Matt has done some community events but not as many as in the past

PERFORMANCE GOALS FOR THE UPCOMING YEAR:

Goal #1
Goal Description: Assist Officers with advancement
Target Date/Milestones: throughout the year
Measurement Criteria:
Required Skills, Tools, or Resources: work with officers to determine areas for which they would like to advance. Assist officers with locating training in these areas to help them further with their career.

Goal #2
Goal Description: Be a better supervisor for the entire department, not just my rotation
Target Date/Milestones: throughout the year
Measurement Criteria:
Required Skills, Tools, or Resources: Maintain officers trust and give guidance when needed. Be there to assist officers when needed and provide the supervision needed to help the officers be successful.

Goal #3
Goal Description: Bring more training to the PD
Target Date/Milestones: throughout the year
Measurement Criteria:

Required Skills, Tools, or Resources: Host more trainings throughout the year. This will give the department the opportunity to build a better training base with other agencies in addition to cutting down travel time/expenses for our department members.

Overall Performance: Please check the box for the corresponding description which best characterizes the employee's overall performance.

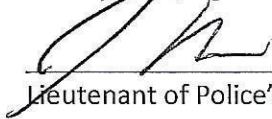
- Exceptional:** Performance that consistently far exceeds the normal requirements of the job and is clearly outstanding. *Approximately 10% to 15% of all employees perform at this level.*
- Proficient:** Performance that consistently meets the normal requirements and expectations of the job. *Approximately 85% to 90% of all employees perform at this level.*
- Marginal:** Performance does not consistently meet the normal requirements and expectations of the job and requires improvement in order to be considered. *Approximately 5% of all employees perform at this level. Employees with marginal performance will be placed on a performance improvement plan and re-evaluated in no more than six months.*

Comments: (Please Attach Any Additional Comments to the Evaluation)

Employee Comments: (Please Attach Additional Comments to the Evaluation)

SIGNATURES:

A completed, signed and dated copy of the review will be given to the employee.



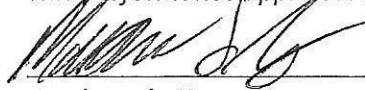
Lieutenant of Police's Signature

04-25-20

Date Reviewed

A copy of this report has been discussed with me.

This performance appraisal was discussed with me in a constructive manner. YES NO



Employee's Signature

DET. SGT

Title

4-25-20

Date


04.27.2020



MINOCQUA POLICE DEPARTMENT SELF-EVALUATION

NAME: Matthew Tate

1. Are there new responsibilities or duties that you have taken on in the past year? Please add them to the attached position description and discuss them with your supervisor.

I was promoted to Detective Sergeant, have began reviewing case files, and take care of squad maintenance.

2. List and describe your accomplishments and successes during the past year.

Promotion to Detective Sergeant. Completed multiple investigations and background investigations. I put together Emergency Response Manuals for all squads, along with hazardous material cases. I assisted Sgt Geiss with the relocation of the Chiefs / Detective Sergeant's Offices. I worked with LUHS to get a safe approved and installed; got a rifle approved and ordered for the SRO. Collected bids for squads and equipment. Have continued to review case files for the rotation I supervise and for the other rotation.

3. List and describe any job duties or goals where you had difficulty. Include why they were difficult and what may have caused the difficulty. Be specific. Also, list what assistance/resources/mentoring might help you in getting these goals accomplished.

I had difficulty managing my time throughout the year between being active as an officer, being a good supervisor, and maintaining training hours for the K-9 program. One area that was really negatively impacted was K-9 training. Part of this came from not having another officer on my shift which will be changing in the future. The other part of the issue comes from having to pick up other supervisors' slack as it impacts officers performances.

4. What training or development do you think would a) help you in performing your current job, or b) help you to develop in your career?

Leadership training. With the direction my career is going it would be good to get some leadership/development training under my belt to be the best supervisor I can be.

5. What can your supervisor do to assist you in your ability to perform your job duties to the best of your abilities?

Make sure hours are designated for K-9 training. Also, make sure other supervisors are completed their duties.

6. What specific goals can you set for the coming year to further enhance your contributions to the Department? Please list three personal development goals you would like to have for the next year.


PERSONAL CAREER/DEVELOPMENT GOALS:

Goal #1
Goal Description: Assist Officers with advancement
Target Date/Milestones: throughout the year
Measurement Criteria:
Required Skills, Tools, or Resources: work with officers to determine areas for which they would like to advance. Assist officers with locating training in these areas to help them further their career.

Goal #2
Goal Description: Be a better supervisor for the entire department, not just my rotation
Target Date/Milestones: throughout the year
Measurement Criteria:
Required Skills, Tools, or Resources: Maintain officers trust and give guidance when needed. Be there to assist officers when needed and provide the supervision needed to help officers be successful.

Goal #3
Goal Description: Bring more training to the PD
Target Date/Milestones: throughout the year
Measurement Criteria:
Required Skills, Tools, or Resources: Host more trainings throughout the year. This will give the department the opportunity to build a better training base with other agencies in addition to cutting down travel time/expenses for our department members.

SIGNATURE:



DATE:

1-17-20

**EMPLOYEE HANDBOOK
POLICY REVISION
ACKNOWLEDGEMENT FORM**

The Town of Minocqua Employee Handbook is a compilation of personnel policies, practices and procedures for Town of Minocqua employees; however, the information contained within is not intended to be all-inclusive.

Since the information, policies and benefits described in the Handbook are subject to change, I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through official notices and I understand that the revised information may supersede, modify or eliminate existing policies. Only the Minocqua Town Board of Supervisors has the authority to adopt revisions to the Handbook.

Please be advised that the following (attached) policy changes have been reviewed and approved by the Town of Minocqua Board of Supervisors on October 21st, 2014 and will take effect on January 1st, 2015. The attached revisions only affect DISPATCH EMPLOYEES and are being modified to reflect the new dispatch schedule.


I have entered into my employment relationship with the Town of Minocqua voluntarily and acknowledge that there is no specified or guaranteed length of employment. Accordingly, either I or the Town of Minocqua can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Please acknowledge receipt of these handbook revisions below and return to the Minocqua Town Office on or before March 15th, 2015.

EMPLOYEE NAME: (Printed): MATTHEW J. TAVE

EMPLOYEE SIGNATURE: 

DATE: 03-06-15

Handbook revision distributed to employee by  on 3/1/15

*Please sign & date one copy of this notice and return to the Town Clerk's office.
Retain a second copy for your reference.*

MEMO

TO: Minocqua Police Department Officers – Matthew Tate

RE: Sick Bank Conversion

DATE: January 5, 2017

FROM: Clerk Haggart and Chairman Hartzheim

The Town of Minocqua and the Minocqua Professional Police Association have come to an agreement to discontinue offering sick leave effective January 1, 2017. Sick leave, vacation time, and personal days will be pooled into one bank that will be referred to as Personal Time Off (PTO).

Sick leave hours earned before December 31, 2016 shall be frozen and converted to dollars at the employee's December 31, 2016 rate of pay. Sick leave may be used when police officers have a medical absence and have either exhausted their PTO bank or the absence qualifies under the Town's Family and Medical Leave Act (FMLA) Policy. Any unused sick leave in the bank at time of termination or retirement will be paid out into the employee's PEHP account at the employee's 12/31/16 hourly rate.

Total sick leave available as of 12/31/2016 341.8 Hours


Employee's hourly rate as of 12/31/2016 \$25.67

Value of sick bank as of 12/31/2016 \$8,774.01

Employee Acknowledgement 

Date 1-7-17

Date received by Clerk 1-9-17

Clerk's Initials 

The original form shall be maintained in the employee's personnel file by the Town Clerk. Employees should retain a copy of the form for their records.

M. TATE

Dave Jaeger

From: Ashley Aull <aullashley628@gmail.com>
Sent: Monday, August 17, 2015 12:31 PM
To: Dave Jaeger
Subject: Matthew Tate

Ashley Aull (me) My friend Tara and her mother Jessica were on our way to the gas station on low fuel scared we were going to run out before we got to the gas station. We pulled in and they were closed. We asked 2 different people if we give them cash, if they would be able to use their card to put gas in my vehicle. Both people said they didn't have a debit card on them. Then a cop pulls in and we asked him the same question. To use their debit card if we gave him cash. As he (Matthew Tate) was filling up my tank, he decided to give the money back to us (20\$) and fill up my entire gas tank for free. I seriously cannot thank him enough for how much of a big favor he did for all 3 of us.

Thank you so much for his generosity.

Ashley R. Aull

David Geiss

From: Dave Jaeger
Sent: Saturday, July 16, 2016 8:19 AM
To: David Geiss
Subject: Fwd: Feedback via the Minocqua Police Department Contact Us Form [#96]

Please print this off and put it on my desk
Chief
Get [Outlook for iOS](#)

----- Forwarded message -----
From: "**Krystal SCHNEIDEWIND**" <burst@emailmeform.com>
Date: Sat, Jul 16, 2016 at 2:24 AM -0500
Subject: Feedback via the Minocqua Police Department Contact Us Form [#96]
To: "Dave Jaeger" <DJaeger@minocquapd.com>

Name*: Krystal SCHNEIDEWIND
Email*: krystalschneidewind@gmail.com
Contact Number*: 19206760899
Subject*: Thank You

Message*: Can you please pass on our many thanks to Officer M. Tate and the amazing dispatcher that was working Friday night 7/15/16. We are not from here and our 7yo son cut his face open on a rock. I called them to help us with directions to the closest ER. Within 3 min the dispatcher sent us a police officer who lead us to the ER. The dispatcher also called ahead to let the hospital know we were enroute. While it turned out to be only 7 stitches - the Minocqua PD and Minocqua Dispatcher made an unsettling situation easier to wade through.
Again THANK YOU! Your help was very much appreciated :)
The Schneidewind Family

Visitor IP: 66.190.5.91



ONEIDA COUNTY SHERIFF'S OFFICE



Grady M. Hartman
Sheriff

Daniel L. Hess
Chief Deputy

September 19, 2018

Police Chief Jaeger,

I wanted to send you a note of appreciation for Officer Matthew Tate and his partner Jennings. On September 18, 2018, Oneida County received a call of a crash in the township of Lake Tomahawk. The subjects fled at the scene. Officer Tate and Jennings responded per our request and were able to track and locate both subjects. Officer Tate then assisted by going to the hospital and obtaining a signed release of medical information from one of the subjects who was injured during the crash. With that medical release the driver of the vehicle was charged with a felony offense. At the start of the next shift, Officer Tate and Jennings were requested to return to the scene and assist in location evidence of what is believed to be a burglary that had occurred 10 minutes prior to the subject's crashing the vehicle.

Officer Tate's quick response and the tracking by Jennings was outstanding investigative work. I believe these subjects would have escaped the scene without their prompt assistance. Officer Tate and Jennings have proven to me to be a very effective and valuable resource. I want to express my appreciation for allowing them to be available and assist us on a moment's notice.

Sincerely,

Deputy Dan Semmerling
Oneida County Sheriff's Office

OFFICER TATE

P-FILE

cc: Captain Tyler Young
Sergeant Brad Fogerty

CATHERINE V. MARDEROSIAN
8536 Bo-Di-Lac Drive North, Minocqua, WI 54548
H: (715) 588-1484
mardo64@yahoo.com

December 5, 2018

Officer Matt Tate
Minocqua Police Department
418 E. Chicago Avenue
Minocqua, WI 54548

Dear Officer Tate:

I would like to thank you so much for coming to Lakeland Area Bus this morning to give your presentation. It was so informative!

Without a doubt, I'm sure you realized exceptionally quickly how clueless many of our drivers are about drugs, vaping, etc. I suppose its par for the course when a bus company has as many retirees for employees as LABS does!

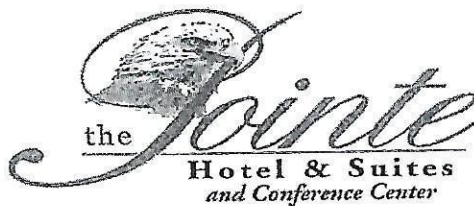
Thank you again for your time, information and your great sense of humor that you successfully weaved throughout the meeting.

Sincerely,



Cathy Marderosian
Route 11
MHLT & LUHS

MATT'S
P-FILE



January 14, 2019

Chief David Jaeger
Minocqua Police Department
418 East Chicago Avenue
Minocqua, WI 54548

Dear Chief Jaeger,

This letter is being sent to recognize the professionalism of Officer Matt Tate Saturday night, January 12, 2019 pertaining to a drug incident and individual arrests that occurred at The Pointe Hotel & Suites, 8269 US Highway 51 South, Minocqua, Wisconsin.

You are aware of the particulars of this incident; the purpose of this letter is to inform you that I feel Officer Tate did a great job clearly communicating his intentions to me always keeping me informed. His leadership, coordination and organization of his fellow department officer, Woodruff Police Department officers and Vilas and Oneida County Sheriff Department officers were outstanding. Officer Tate's willingness to keep me informed of the necessary processes that he and fellow officers would implement in making initial contact with the suspects in question was well received by me, and outstanding. His and fellow officer's actions did not impose on, but safeguarded, other hotel guests. His surveillance of our property prior to support officers being present was outstanding. From my perspective, Officer Tate's professionalism was nothing less than superior!

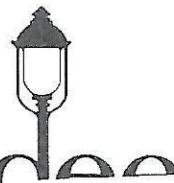
Our ability to communicate between each other was as well superior. I believe the on duty dispatcher's name was Ashley and she did a great job as the "go-between" communicator between me and Officer Tate while he was in the patrol vehicle. Her actions were highly commendable!

It's important that I communicate this with you. I and my hotel staff are truly thankful and appreciative of your departments concern, professionalism, and the actions taken for a successful outcome. High praise for your department is in order!

Best regards,

Buck Drossart
General Manager

Village of
West Dundee
Department



555 South Eighth Street, West Dundee, Illinois
Telephone 847-551-3810 FAX 847-
Quad Com 847-428-8784 (24 hrs.)

Officer
Tate
"P" file

February 21, 2020

Chief David Jaeger
Minocqua Police Department
418 Chicago Avenue
PO Box 346
Minocqua, WI 54548

Dear Chief Jaeger,

On behalf of the Village of West Dundee Police Department, I wish to extend my sincere thanks and appreciation to your Department and especially to Detective Sergeant Matthew Tate, Officer Benjamin Burrows, and Officer Kaleb Punzel for their professional assistance and contributions towards the identification, arrest, and charging of suspects involved in a 2019 felony theft case (WDPD #19-6951).

During December 2019, our resident/victim welcomed the two suspects into her home after her business partner vouched for them as friends. The suspects rummaged through her belongings and stole diamond stud earrings (valued at approximately \$9,500.00), and a ring (valued at approximately \$7,800.00). The earrings were recovered in the neighboring town of Elgin, IL after being pawned by the female suspect on 12/29/19. It was learned the two suspects (siblings) had ties to Minocqua, WI and had traveled there on 12/30/19.

West Dundee Investigations reached out to the Minocqua Police Department for assistance. Det. Sgt. Tate organized an assist plan and maintained constant contact with West Dundee PD. Ofc. Punzel tracked down the female suspect and obtained a statement contradictory to the evidence in this case. Without having to make a request, Det. Sgt. Tate advised he had Ofc. Burrows canvass local pawn shops and located the stolen ring. The male suspect was identified as being the one to pawn the ring. Relevant evidence was collected by Minocqua PD.

Nationwide arrest warrants were obtained for both suspects on 02/18/20. On 02/19/20, Woodruff Ofc. Schowalter apprehended the male suspect. On 02/20/20, Oneida County Deputy Bethany Tate and Deputy John Keckeisen apprehended the female suspect.

Because of the above officer's and deputy's dedication to law enforcement and their willingness to assist another jurisdiction, victim stolen property was recovered, suspects were located, apprehended, and are now being brought to justice. Please extend our sincere thanks to those mentioned in this letter. If we can ever be of any assistance, please feel free to contact me.

Respectfully,

Anthony M. Gorski
Chief of Police
West Dundee Police Department



MINOCQUA POLICE DEPARTMENT

DAVID J JAEGER
CHIEF OF POLICE

P.O. BOX 346
418 E. CHICAGO AVE.
MINOCQUA, WI, 54548

PHONE: (715) 356-3234
FAX: (715) 356-1482
EMAIL: djaeger@minocquapd.com

June 30, 2020

David Jaeger
Chief of Police
Minocqua Police Department
418 E Chicago Ave
Minocqua, WI 54548

Chief Jaeger,

Please accept this letter as notice that I will be resigning from my position of Detective Sergeant and Canine handler two weeks from today's date. My final day will be Tuesday July 14, 2020.

Thank you for the opportunities that you and the Minocqua Police Department have granted me over the last seven years. It has been with great pleasure to work alongside officers at the Minocqua Police Department and I will always appreciate the experience and knowledge I gained during my time here. Although this decision was difficult, it is a strategic career move for my future in law enforcement.

If I can do anything to help with your transition in finding my replacement, please let me know.

Best wishes,

Matthew J. Tate