



Sauk County Sheriff's Office

Sheriff Chip Meister

richard.meister@saukcountywi.gov

Chief Deputy Eric Van Den Heuvel

eric.vandenheuvel@saukcountywi.gov

1300 Lange Court

Baraboo, WI 53913

Business (800) 377-1195 (608) 356-4895

*Detective Division (608) 355-3213
www.co.sauk.wi.us*

Jail/Huber (608) 355-3210

Fax: (608) 355-3572



March 5, 2026

Captain Matt Burch
Sauk County Sheriff's Office
1300 Lange Court
Baraboo, Wisconsin 53913

Matt:

I want to personally, "Thank You", for the hard work, thoughtful planning and attention to detail, that you put into the Evergreen Lane incident.

The effort, time invested, along with the ability to organize effectively, ensuring everything ran smoothly, made a difference in our success.

Your professionalism, dedication, and commitment to serving our community do not go unnoticed. Our community is safer because of you.

Together we make a difference.

Sincerely,

Sheriff Chip Meister
Sheriff – Sauk County



**EMPLOYEE PERFORMANCE APPRAISAL
PERSONNEL DEPARTMENT
SUPERVISORY REVIEW**

Employee Information	
Name: Mathew Burch	Employee Number: 253
Department: Sheriff	Position Title: Captain - Field Services
Date in Position: 01/08/2022	Review Period: 01/08/2025 - 01/07/2026
Type of Review: ☐ 3 Month ☐ 6 Month ☒ Annual ☐ Other	
Recommend next step increase? ☒ Yes ☐ No ☐ N/A	

Supervisor Information		
Name: Eric Van Den Heuvel	Employee Number: 160	Position Title: Chief Deputy

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	

Example(s) of Strengths and Challenges:

Matt possesses the necessary job knowledge to perform required job functions.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☐	☒	☐

Example(s) of Strengths and Challenges:

Matt interacts well with various internal and external groups to include vendors, other agencies, and other County departments.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☒	☐	☐

Example(s) of Strengths and Challenges:

Matt recognizes and meets deadlines. He works ahead on routine or recurring tasks when able or when anticipating competing priorities.

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 ☐	Needs Improvement ☐	Meets Expectations ☐	Highly Effective ☒	Exceptional ☐
------------------------	---	---	--	---	---

Example(s) of Strengths and Challenges:

Matt is willing to work the number of hours required of the position and attends meetings and other commitments outside scheduled work time.

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 ☐	Needs Improvement ☐	Meets Expectations ☐	Highly Effective ☒	Exceptional ☐
------------------------	---	---	--	---	---

Example(s) of Strengths and Challenges:

Matt has established open lines of communication with subordinates, supervisors, and those he interacts with both internally and externally. His communication style conveys approachability.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☐	☒	☐

Example(s) of Strengths and Challenges:

Matt works well with a variety of groups to achieve desired results.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☒	☐	☐

Example(s) of Strengths and Challenges:

Matt is open minded in how he approaches projects or 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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☒	☐	☐

Example(s) of Strengths and Challenges:

Matt is mindful of the budget and the various needs of the different groups (including special teams) he supervises. He seeks input from others when prioritization is needed when decided what training or equipment requests to authorize.

Leadership

THE EMPLOYEE...

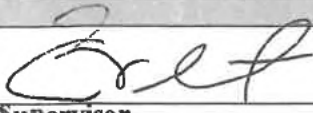
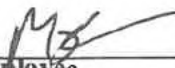
- Shows appreciation for individual, team, department, and County accomplishments
- Provides timely performance feedback and addresses inadequacies within the department
- Inspires, motivates, and coaches employees, teams, and departments to achieve desired departmental and organizational goals
- Delegates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

Performance Ratings	Ineffective	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☒	☐	☐

Example(s) of Strengths and Challenges:

PERFORMANCE GOALS AND RESULTS FOR THE PRIOR YEAR	
GOALS	
Goal Results: Matt's previous year goals were to evaluate areas for improvement, increase his knowledge of the detective and court security units, and evaluate programs and budgets to seek increased efficiency and cost savings.	
COMMENTS	
Matt has made progress in these areas. Due to the ongoing nature of these of these goals, completion is not an attainable goal, so continued improvement is the objective.	

PERFORMANCE GOALS FOR THE UPCOMING YEAR	
GOALS	
* Look for areas of improvement, development, and growth within Field Services. * Engage in active supervision of the lieutenants he oversees * Continue involvement and knowledge of Detective and Court Security units. This includes current workload, appropriateness of staffing levels, and past/present/future goals and objectives * Evaluate current and anticipated budgetary constraints, seek out savings or eliminate redundancies as needed	
COMMENTS	
Matt continues to manage and oversee traffic grants and the Emergency Response Team, in addition to his primary role. For both of those responsibilities, he should increase the participation and functioning of his subordinates for continuity of operations in his absence or to create redundancy. Matt has completed his fourth year in this role and he should evaluate current processes or ways of doing things (some of which he inherited) for areas of improvement.	

SIGNATURES			
	12/08/25		12/8/25
Supervisor	Date	Employee	Date
Department Head (If different than Supervisor)		Date	

EMPLOYEE COMMENTS



**EMPLOYEE PERFORMANCE APPRAISAL
PERSONNEL DEPARTMENT
SUPERVISORY REVIEW**

Employee Information	
Name: Mathew Burch	Employee Number: 253
Department: Sheriff	Position Title: Captain - Field Services
Date in Position: 01/08/2022	Review Period: 01/08/24 - 01/07/2025
Type of Review: ☐ 3 Month ☐ 6 Month ☒ Annual ☐ Other	
Recommend next step increase? ☒ Yes ☐ No ☐ N/A	

Supervisor Information		
Name: Eric Van Den Heuvel	Employee Number: 160	Position Title: Chief Deputy

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 ☐

Example(s) of Strengths and Challenges:

Matt has demonstrated solid job knowledge. He is able to research, discuss, and acquire new knowledge or skills as needed.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☐	☒	☐

Example(s) of Strengths and Challenges:

Matt interacts well with an increased group of people outside our agency to include vendors, other agencies, and other County departments.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☒	☐	☐

Example(s) of Strengths and Challenges:

Matt recognizes and meets deadlines. He works ahead on routine or recurring tasks when able or when anticipating competing priorities.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☐	☒	☐

Example(s) of Strengths and Challenges:

Matt is willing to work the number of hours required of the position and attends meetings and other commitments outside scheduled work time.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☐	☒	☐

Example(s) of Strengths and Challenges:

Matt has established open lines of communication with subordinates, supervisors, and those he interacts with both internally and externally. His communication style conveys approachability.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☐	☒	☐

Example(s) of Strengths and Challenges:

Matt works well with a variety of groups to achieve desired results.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☒	☐	☐

Example(s) of Strengths and Challenges:

For some tasks, Matt has continued to use the same methods as prior staff or he had previously. For other tasks, he has had to develop his own way of doing things as the issue was either new or he had not established a routine. Matt should continue to evaluate his workload for opportunities to improve upon the efficiency and effectiveness of current practices.

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 ☐	Needs Improvement ☐	Meets Expectations ☒	Highly Effective ☐	Exceptional ☐
----------------------------	--	--	--	---	--

Example(s) of Strengths and Challenges:

Matt is mindful of the budget and the various needs of the different groups (including special teams) he supervises. He seeks input from others when prioritization is needed when decided what training or equipment requests to authorize.

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 ☐	Needs Improvement ☐	Meets Expectations ☒	Highly Effective ☐	Exceptional ☐
----------------------------	--	--	--	---	--

Example(s) of Strengths and Challenges:

PERFORMANCE GOALS AND RESULTS FOR THE PRIOR YEAR
GOALS

Goal Results:

Matt's previous year goals were to evaluate areas for improvement, increase his knowledge of the detective and court security units, and evaluate programs and budgets to seek increased efficiency and cost savings.

COMMENTS

Matt has made progress in these areas. Due to the ongoing nature of these of these goals, completion is not an attainable goal, so continued improvement is the objective.

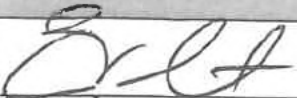
PERFORMANCE GOALS FOR THE UPCOMING YEAR

GOALS

- * Look for areas of improvement, development, and growth within Field Services.
- * Engage in active supervision of the lieutenants he oversees
- * Gain detailed knowledge of the Detective and Court Security units. This includes current workload, appropriateness of staffing levels, and past/present/future goals and objectives.
- * Evaluate current and anticipated budgetary constraints, seek out savings or eliminate redundancies as needed

COMMENTS

In addition to his general Field Services Captain job duties, Matt continues to manage and oversee traffic grants and the Emergency Response Team. For both of those responsibilities, he should increase the participation and functioning of his subordinates for continuity of operations and in preparation for his eventual reduced role. I would like to see Matt continue to become more involved in and knowledgeable in areas in which he has not previously been a member but now oversees so that he can positively contribute equally across all areas.

SIGNATURES			
	12/05/24		12/5/24
Supervisor	Date	Employee	Date
Department Head (If different than Supervisor)		Date	

EMPLOYEE COMMENTS



EMPLOYEE PERFORMANCE APPRAISAL
PERSONNEL DEPARTMENT
SUPERVISORY REVIEW

Employee Information	
Name: Mathew Burch	Employee Number: 253
Department: Sheriff	Position Title: Captain - Field Services
Date in Position: 01/08/2022	Review Period: 01/08/23 - 01/07/2024
Type of Review: ☐ 3 Month ☐ 6 Month ☒ Annual ☐ Other	
Recommend next step increase? ☒ Yes ☐ No ☐ N/A	

Supervisor Information		
Name: Eric Van Den Heuvel	Employee Number: 160	Position Title: Chief Deputy

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 ☐

Example(s) of Strengths and Challenges:

Matt has demonstrated solid job knowledge. He is able to research, discuss, and acquire new knowledge or skills as needed.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☐	☒	☐

Example(s) of Strengths and Challenges:

Matt interacts well with an increased group of people outside our agency to include vendors, other agencies, and other County departments.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☒	☐	☐

Example(s) of Strengths and Challenges:

Matt recognizes and meets deadlines. He works ahead on routine or recurring tasks when able or when anticipating competing priorities.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☐	☒	☐

Example(s) of Strengths and Challenges:

Matt is willing to work the number of hours required of the position and attends meetings and other commitments outside scheduled work time.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☐	☒	☐

Example(s) of Strengths and Challenges:

Matt has established open lines of communication with subordinates, supervisors, and those he interacts with both internally and externally. His communication style conveys approachability.

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 ☐	Needs Improvement ☐	Meets Expectations ☐	Highly Effective ☒	Exceptional ☐
Example(s) of Strengths and Challenges: Matt works well with a variety of groups to achieve desired results.					

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 ☐	Needs Improvement ☐	Meets Expectations ☒	Highly Effective ☐	Exceptional ☐
Example(s) of Strengths and Challenges: For some tasks, Matt has continued to use the same methods as prior staff or he had previously. For other tasks, he has had to develop his own way of doing things as the issue was either new or he had not established a routine. Matt should continue to evaluate his workload for opportunities to improve upon the efficiency and effectiveness of current practices.					

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☒	☐	☐

Example(s) of Strengths and Challenges:

Matt is mindful of the budget and the various needs of the different groups (including special teams) he supervises. He seeks input from others when prioritization is needed when decided what training or equipment requests to authorize.

Leadership

THE EMPLOYEE...

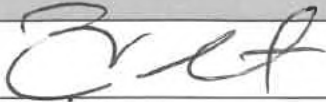
- Shows appreciation for individual, team, department, and County accomplishments
- Provides timely performance feedback and addresses inadequacies within the department
- Inspires, motivates, and coaches employees, teams, and departments to achieve desired departmental and organizational goals
- Delegates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

Performance Ratings	Ineffective	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☒	☐	☐

Example(s) of Strengths and Challenges:

PERFORMANCE GOALS AND RESULTS FOR THE PRIOR YEAR	
GOALS	
Goal Results: Matt's previous year goals were to continue to progress in his position, look for areas for improvement, supervise the two lieutenants he oversees, and to increase his knowledge of the detective and court security units. Matt has made progress in towards these goals.	
COMMENTS	
Matt has acclimated well into his position. As predicted, the previous detective lieutenant retired and Matt now supervises his replacement. Matt set expectations for that employee in his new role. Matt has expanded his involvement with the detective division but can and should continue to learn and evaluate the functioning of both the detective and court security units as he has not worked directly in those units previously.	

PERFORMANCE GOALS FOR THE UPCOMING YEAR	
GOALS	
* Look for areas of improvement, development, and growth within Field Services. * Engage in active supervision of the lieutenants he oversees * Gain detailed knowledge of the Detective and Court Security units. This includes current workload, appropriateness of staffing levels, and past/present/future goals and objectives. * Evaluate current and anticipated budgetary constraints, seek out savings or eliminate redundancies as needed	
COMMENTS	
Matt saw several short and long term projects to completion this year. In addition to his general Field Services Captain job duties, he continues to manage and oversee traffic grants and the Emergency Response Team. For both of those responsibilities, he should increase the participation and functioning of his subordinates for continuity of operations and in preparation for his eventual reduced role. In the upcoming year, I would like to see Matt challenge himself to learn more about areas outside his prior experience or current comfort zone/areas of strength.	

SIGNATURES			
	12/04/23		12/4/23
Supervisor	Date	Employee	Date
Department Head (If different than Supervisor)		Date	

EMPLOYEE COMMENTS



**EMPLOYEE PERFORMANCE APPRAISAL
PERSONNEL DEPARTMENT
SUPERVISORY REVIEW**

Employee Information	
Name: Mathew Burch	Employee Number: 253
Department: Sheriff	Position Title: Captain - Field Services
Date in Position: 01/08/2022	Review Period: 01/08/22 - 01/07/2023
Type of Review: ☐ 3 Month ☐ 6 Month ☒ Annual ☐ Other	
Recommend next step increase? ☒ Yes ☐ No ☐ N/A	

Supervisor Information		
Name: Eric Van Den Heuvel	Employee Number: 160	Position Title: Chief Deputy

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 ☐
Example(s) of Strengths and Challenges: Matt has demonstrated solid job knowledge and the ability to acquire additional skills, knowledge, or abilities associated with his new position.					

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

☐

Needs Improvement

☐

Meets Expectations

☐

Highly Effective

☒

Exceptional

☐

Example(s) of Strengths and Challenges:

Matt has expanded his regular contacts and interacts well with an increased group of people outside our agency to include vendors, other agencies, and other County departments.

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

☐

Needs Improvement

☐

Meets Expectations

☒

Highly Effective

☐

Exceptional

☐

Example(s) of Strengths and Challenges:

Matt is cognizant of deadlines and prioritizes as needed. He works ahead on routine or recurring tasks when able or when anticipating competing priorities.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☐	☒	☐

Example(s) of Strengths and Challenges:

Matt has met set deadlines. He is willing to work the number of hours required of the position and attends meetings and other commitments outside scheduled work time.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☐	☒	☐

Example(s) of Strengths and Challenges:

Matt has established open lines of communication with subordinates, supervisors, and those he interacts with both internally and externally.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☐	☒	☐

Example(s) of Strengths and Challenges:

Matt works well with a variety of groups to achieve desired results.

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	Needs Improvement	Meets Expectations	Highly Effective	Exceptional
	☐	☐	☐	☒	☐

Example(s) of Strengths and Challenges:

For some tasks, Matt has continued to use the same methods as prior staff or he had previously. For other tasks, he has had to develop his own way of doing things as the issue was either new or he had not established a routine. Matt should continue to evaluate his workload for opportunities to improve upon the efficiency and effectiveness of current practices.

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 ☐	Needs Improvement ☐	Meets Expectations ☐	Highly Effective ☒	Exceptional ☐
----------------------------	--	--	---	--	--

Example(s) of Strengths and Challenges:

Matt is mindful of the budget and the various needs of the different groups (including special teams) he supervises. He seeks input from others when prioritization is needed when decided what training or equipment requests to authorize.

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 ☐	Needs Improvement ☐	Meets Expectations ☒	Highly Effective ☐	Exceptional ☐
----------------------------	--	--	--	---	--

Example(s) of Strengths and Challenges:

PERFORMANCE GOALS AND RESULTS FOR THE PRIOR YEAR
GOALS

Goal Results:

This evaluation cycle concludes Matt's first year in this position.

COMMENTS

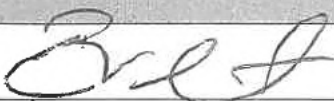
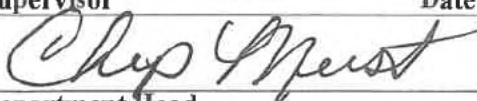
PERFORMANCE GOALS FOR THE UPCOMING YEAR
GOALS

- * Continue to progress in this position and look for areas to improve the Division under his command.
- * Provide guidance, advice, and feedback to the Lieutenants he supervises. During the upcoming year, it is likely that the current Detective Lieutenant will retire. Matt should take an active role in the on-boarding and development of the new position holder, including setting clear expectations.
- * Gain detailed knowledge of the Detective and Court Security units. This includes current workload, appropriateness of staffing levels, and past/present/future goals and objectives.

COMMENTS

Matt has done well in his new position. He inherited several projects, initiated others, and has kept these moving forward. These include the body worn camera, squad camera, and license plate reader programs. The equipment acquisition has occurred and the next steps will be implementation, including policy, procedure, and data retention. Matt has been very involved in project-related work this past year.

Matt continued some of his previous tasks including managing traffic grants, ERT Commander, and K9 supervisor. He also became Ho-Chunk liaison and has become more involved in that role as the group resumed meetings later in the year.

SIGNATURES			
	12/21/22		12/21/22
Supervisor	Date	Employee	Date
	12/21/22		
Department Head (If different than Supervisor)	Date		

EMPLOYEE COMMENTS



Employee Performance Appraisal

COUNTY OF SAUK
PERSONNEL DEPARTMENT

- ☐ 3 MONTH REVIEW
☐ INTRODUCTORY REVIEW
☒ ANNUAL REVIEW
☐ OTHER

EMPLOYEE NAME Mathew Burch		CLASSIFICATION Patrol Sergeant	POSITION NUMBER 3613
DEPARTMENT Sheriff's Dept.	SUPERVISOR Lt. Eric Van Den Heuvel	EVALUATION PERIOD AND DATE 01/06/20 – 01/05/21	RECOMMEND NEXT SCHEDULED INCREASE: XX YES ☐ NO ☐

	Below Expectations	Meets Expectations	Exceeds Expectations	
GENERAL				STATUS OF PREVIOUSLY SET OBJECTIVES
Job Knowledge		X		Matt's previous supervisory goals were to supervise and guide deputies in the field, hold monthly shift meetings, and promote the professional growth of those he supervises. Matt has provided supervision and oversight for his stack. He has held shift meetings but needs to be more consistent with the timing and content.
Productivity		X		
Quality of Work		X		
Initiative			X	
Dependability			X	
Meeting Budgets/Schedules		X		Matt's management goals included developing in his role as K9 program leader and ERT commander. He has moved both programs forward, including foundational work for succession planning for the K9 program with new K9 teams.
Fiscal/Budget Awareness		X		
Flexibility			X	
Client/Public Relations		X		
Verbal Communication		X		
Written Communication		X		NEW OBJECTIVES Supervisory Goals - Provide supervision, motivation, and guidance to his stack. - Promote professional growth for those he supervises - Conduct monthly shift meetings including continuing education for his staff Management Goals - Continue to develop and grow in roles of ERT commander and K9 program leader - Develop others within those teams through training and delegation of responsibilities - Seek additional training to further his capacity in those roles and as a Patrol Sergeant
MANAGEMENT/SUPERVISION				
Encourage Teamwork		X		
Emotional Intelligence		X		
Employee Development including Performance		X		
Meet Organizational & Individual Information Needs		X		
Delegation		X		
Planning/Controlling		X		

ACTION ITEMS FOR AREAS MARKED "BELOW EXPECTATIONS" (NEEDS IMPROVEMENT)**RECOMMENDATIONS/COMMENTS**

Matt continues to require minimal guidance, ask questions when needed, and exercises sound judgment and decision-making. He communicates well with those he supervises as well as his immediate supervisor and command staff.

Matt was very busy this summer into fall with ERT deployments related to civil unrest out of county. He also assisted with fundraising and planning related to succession planning of the K9 program. Matt's K9 partner Ranger is nearing the end of his patrol career and Matt will transition from handler to leader of the Sheriff's Office K9 program where his knowledge and experience will benefit new handlers.

Matt provides direction and leadership and performs some administrative tasks related to his position within the Emergency Response Team (ERT) and K9 program and has done very well with these relatively new responsibilities. I would like to see Matt balance the time commitment required of these assignments with his duties as sergeant, ensuring that both roles are given the time and attention needed to achieve superior results and high performing teams.

Matt's stack would benefit from him being more consistently present and involved in calls for service. This would ensure that his stack is functioning at a high level and enhance their working relationship. Matt should also work to keep his personnel engaged and motivated in traffic enforcement, criminal patrol, and community policing efforts.

SUPERVISOR SIGNATURE



Date

12/16/20

EMPLOYEE COMMENTS

EMPLOYEE SIGNATURE



Date

12/16/20

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.



Employee Performance Appraisal

COUNTY OF SAUK
PERSONNEL DEPARTMENT

- ☐ 3 MONTH REVIEW
☐ INTRODUCTORY REVIEW
☒ ANNUAL REVIEW
☐ OTHER

EMPLOYEE NAME Sgt. Matthew Burch		CLASSIFICATION Patrol Sergeant	POSITION NUMBER C42 Step 3
DEPARTMENT Sheriff's Department	SUPERVISOR Lt. James Hodges	EVALUATION PERIOD AND DATE 01/05/18 to 01/05/19	RECOMMEND NEXT SCHEDULED INCREASE: XX YES ☐ NO

	Below Expectations	Meets Expectations	Exceeds Expectations	
GENERAL				STATUS OF PREVIOUSLY SET OBJECTIVES
Job Knowledge		X		Matt was promoted to Patrol Sergeant on January 5, 2018. He is assigned to the Dayshift B Stack and supervises a staff of 8 patrol deputies.
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 Departmental Goals -Continue to supervise deputies in the field. -Create a system of monthly shift meetings to personally pass along information and gain feedback from staff. -Organize a professional development plan with each of his staff. Professional Development Goals -Attend formal supervisory type training that provides skills in both supervision and leadership. -Develop a formal succession plan for the K9 program.
Written Communication		X		
Interpersonal Skills		X		
MANAGEMENT/SUPERVISION				
Encourage Teamwork		X		
Emotional Intelligence		X		
Employee Development including Performance Evaluations		X		
Meet Organizational & Individual Information Needs		X		
Delegation		X		
Planning/Controlling		X		

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

RECOMMENDATIONS/COMMENTS

Since being promoted to sergeant, Matt has worked with minimal guidance in his supervisory role. He will ask questions as needed and has the self-confidence to make decisions on his own.

Matt has conducted several pursuit reviews, internal investigations, and had coaching sessions with staff members. He appears to be respected and well received by his staff.

I would like to see Matt obtain formal training to give him the proper skills to develop his supervisory role.

SUPERVISOR SIGNATURE Lt. James E. Hodges

12/21/2018

EMPLOYEE COMMENTS

EMPLOYEE SIGNATURE

Date

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.

**AGREEMENT FOR PURCHASE OF DOG
(RETIRED SAUK COUNTY SHERIFF'S OFFICE CANINE)
BY FORMER HANDLER**

The Undersigned, Mathew Burch ("Purchaser"), agrees to buy, and the County of Sauk ("County") agrees to sell, the County's dog, named Ranger, which is now in Mathew Burch's possession ("Purchaser"). Purchaser has been Ranger's handler since the purchase of Ranger. Both the County and Purchaser recognize that the sale or transfer of Ranger to a person other than Purchaser could potentially expose the County to liability based upon the possibility Ranger may fail to respond to and obey a new owner/handler and may attack a new owner/handler or others based upon prior training. The parties also agree that the age of Ranger and his current physical condition preclude any further service with the County. It is therefore the County's intent to sell Ranger to Mathew Burch in consideration of the following:

- 1) Purchaser has requested to take possession of said dog, to which they have previously been assigned as handler in the Sauk County Sheriff's Office Canine Program.
- 2) Purchaser agrees to assume full personal, financial, and legal responsibility for maintenance and care of the animal, including any expenses for veterinary treatments, from this day forward. Purchaser understands and anticipates that veterinary treatment will be necessary. Purchaser promises to provide a good home to the animal and to provide at their expense, such food, grooming, personal attention, veterinary treatment, and other care as may be necessary and humane to assure a peaceful and happy retirement for the animal.
- 3) In exchange for the transfer of ownership of the animal from Sauk County to Purchaser, Purchaser agrees to release from liability and hold harmless Sauk County, the Sauk County Sheriff's Office, and any employee of Sauk County free from any further obligation or liability to Purchaser, Purchaser's family, Purchaser's heirs, assignees, executors, or administrators for an personal injury or property loss or damage which may be caused by, relating to, or involving the animal.
- 4) Purchaser agrees to indemnify Sauk County for any claim, liability, loss, damage, cost, or expense for lawsuits, claims, fines, or judgements arising by reason of personal injury or property loss or damage cause, relating to, or involving the animal from this day forward.
- 5) Purchaser agrees not to further transfer ownership of said dog to any other party except the County.
- 6) The County agrees to sell said dog to Purchaser for the sum of one dollar (\$1.00), plus the covenant and promise set forth in the preceding paragraphs.
- 7) This Agreement constitutes the sole agreement and governing document regarding the transfer of owners of said dog. No other agreements, assurances, or promises exist or have been made by either party.
- 8) The parties further agree to be bound by the terms and condition set forth in the attached Exhibit A.

PURCHASER:

Date:

Sgt. MS D
Deputy

COUNTY OF SAUK

Date: 5/25/21

[Signature]
Sheriff

Exhibit A
STANDARD CLAUSES
Retired K9 contract

1. **Effective Date.** The effective date of this Agreement shall be the date of the last signature.
2. **Survival.** The warranties, representations and covenants of this Agreement shall survive completion of the Services under this agreement or any termination of this Agreement.
3. **Notices.** Any legal notice required by this Agreement shall be made in writing to the address specified below:

County: Sauk County Clerk
 505 Broadway
 Baraboo, WI 53913

With a copy to: Sauk County Sheriff
 1300 Lange Court
 Baraboo, WI 53913

Purchaser: Mathew Burch
 

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of the parties.

4. **Termination, Breach of Contract.** In the event of a breach of this contract by Purchaser County may, in its sole discretion, declare this contract to be terminated. Upon such termination, County shall provide written notice to the other party within a reasonable amount of time. Upon termination Ranger shall be returned to the County. This right shall be in addition to any and all other rights and remedies hereunder and at law or in equity. Exercise of this right shall not constitute a waiver of any other rights or remedies hereunder or at law or in equity.

5. **Waiver.** A waiver by either of the parties of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

6. **Successors and Assigns.** The parties each bind themselves and their successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, the partners, in the case of an LLC its members. to the other party to this Agreement and to the successors, executors, administrators, permitted assigns, legal representatives and partners of such other party in respect to all provisions of this Agreement.

7. **No Construction Against Either Party.** This agreement is the product of negotiations between the parties and was either reached with the advice of legal counsel or the opportunity to obtain legal counsel, and shall not be construed against either party.

8. **Multiple Originals.** This contract may be executed in multiple originals, each of which together shall constitute a single agreement.

9. **Captions.** The parties agree that in this contract, captions are used for convenience only and shall not be used in interpreting or construing this contract.

10. **Statutory Protections.** It is agreed by the parties that nothing in this contract, including but not limited to indemnification and hold harmless clauses, shall in any way constitute a waiver on the part of the County of any immunity, liability limitation or other protection available to the County under any applicable statute or other law. To the extent that any provision of this contract is found by any court of competent jurisdiction to conflict with any such legal protection, then whichever protections, either statutory or contractual, provide a greater benefit to the County shall apply unless the County elects otherwise.

11. **Open Records Law Compliance.** Purchaser understands and agrees that, because County is a party to this contract, provisions of the Wisconsin Open Records Law and other laws relating to public records may apply to records kept by Purchaser and/or the County. Purchaser agrees to fully comply with such laws, and to cooperate with County in its compliance with such laws. Cooperation shall include, but not be limited to, the provision of records, or copies of records to County or others upon the request of county. Compliance and cooperation of Purchaser shall be at its sole cost and expense.

12. **Governing Law, Jurisdiction and Venue.** This contract shall be construed and interpreted in accordance with the laws of the State of Wisconsin, without giving effect to any choice or conflict of laws provision or rule, whether of the State of Wisconsin or any other jurisdiction that would cause the application of laws of any jurisdiction other than those of the State of Wisconsin. The parties hereby irrevocably submit to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this contract. The parties further agree that the venue for any legal proceedings related to this contract shall be Sauk County, Wisconsin. The foregoing shall not be construed to limit the rights of a party to enforce a judgment or order of the above court in any other jurisdictions.

13. **Competence, Solvency.** Purchaser warrants and represents that it is sufficiently experienced and competent to provide, perform and complete all services in full compliance with and as required by or pursuant to this contract. Purchaser represents and warrants that it is financially solvent, and has the financial resources necessary to provide, perform and complete the duties and functions in full compliance with and as required by this contract. Purchaser shall provide, perform and complete all services contemplated by this contract in an expeditious and proper.

14. **Amendment.** No amendment of this Contract shall be binding unless in writing and signed by all of the parties.

15. **Compliance with Laws.** The parties agree to comply with all applicable Federal, State and local codes, regulations, standards, ordinances, and other laws.

16. **Electronic Signing.** It is agreed by the parties that either party or both may, by email, provide the other party with a copy of this contract, in PDF form or otherwise, showing the signatures of, or on behalf of the sending party, with such signatures being as binding as original signatures, regardless of whether the other party signs in the same fashion, or by using original ink signatures. For the purposes of this section, "signatures" may be original written signatures, photocopies of signatures, or signatures added to a contract or through the addition by a signing party of a typed or electronically added signature.



Sauk County Sheriff's Office

Sheriff Chip Meister

rmeister@co.sauk.wi.us

Chief Deputy Jeff Spencer

jspencer@co.sauk.wi.us



1300 Lange Court • Baraboo, WI 53913

Business (800) 377-1195 • (608) 356-4895 • Detective Division (608) 355-3213 • Jail/Huber (608) 355-3210 • Fax (608) 355-3572
www.co.sauk.wi.us

July 8, 2019

Sergeant Matt Burch
Sauk County Sheriff's Office
1300 Lange Court
Baraboo, WI 53913

Re: K9 Program

Dear Matt,

Due to the upcoming retirement of Captain Mike Stoddard I am appointing you to be in charge of the K9 Program.

I wish to thank you for your continued dedication to the K9 Program and hope you will find this a challenging and rewarding aspect to your career. Please coordinate the transfer of duties with Mike Stoddard.

Good luck and congratulations.

Sincerely,

Chip Meister, Sheriff



Sauk County Sheriff's Office

Sheriff Chip Meister

rmeister@co.sauk.wi.us

Chief Deputy Jeff Spencer

jspencer@co.sauk.wi.us



1300 Lange Court • Baraboo, WI 53913

Business (800) 377-1195 • (608) 356-4895 • Detective Division (608) 355-3213 • Jail/Huber (608) 355-3210 • Fax (608) 355-3572
www.co.sauk.wi.us

July 8, 2019

Sergeant Matt Burch
Sauk County Sheriff's Office
1300 Lange Court
Baraboo, WI 53913

Re: ERT Team

Dear Matt,

Due to the upcoming retirement of current ERT Team Commander Captain Mike Stoddard I am appointing you as the new team commander for the Sauk County ERT Team.

I wish to thank you for your continued dedication to the ERT Team and hope you will find this a challenging and rewarding aspect to your career. Please coordinate the transfer of duties with Captain Mike Stoddard.

Good luck and congratulations.

Sincerely,

Chip Meister, Sheriff



Sauk County Sheriff's Office

Sheriff Chip Meister

rmeister@co.sauk.wi.us

Chief Deputy Jeff Spencer

jspencer@co.sauk.wi.us

1300 Lange Court • Baraboo, WI 53913

Business (800) 377-1195 • (608) 356-4895 • Detective Division (608) 355-3213 • Jail/Huber (608) 355-3210 • Fax (608) 355-3572
www.co.sauk.wi.us



December 20, 2017

Deputy Matt Burch
Sauk County Sheriff's Office
1300 Lange Court
Baraboo, WI 53913

Re: Patrol Vacancy

Dear Matt,

Congratulations! You have been promoted to the position of Sergeant to fill the vacancy left by the retirement of Jeff Tobin. Your promotion is effective as of January 5, 2018. I wish you every success with your new responsibilities and welcome you to the administrative staff. I know you'll continue to be an asset to the Field Services Division and to the Sheriff's Office in general.

Captain Stoddard will be in contact with you to set a date to move to the new rotation.

If you should have any further questions, please let me know. Congratulations Matt and good luck in your new position.

Sincerely,

Chip Meister, Sheriff

Cc: Mike Stoddard



Employee Performance Appraisal

COUNTY OF SAUK
PERSONNEL DEPARTMENT

- ☐ 3 MONTH REVIEW
☐ INTRODUCTORY REVIEW
☒ ANNUAL REVIEW
☐ OTHER

EMPLOYEE NAME Deputy Matthew Burch		CLASSIFICATION Deputy Sheriff	POSITION NUMBER
DEPARTMENT Sheriff	SUPERVISOR Sgt. J. Tobin	EVALUATION PERIOD AND DATE 01/01/16 – 12/31/16	RECOMMEND NEXT SCHEDULED INCREASE: ____YES ____NO

	Below Expectations	Meets Expectations	Exceeds Expectations	
GENERAL		X		STATUS OF PREVIOUSLY SET OBJECTIVES Deputy Burch has become more active in his traffic enforcement. Deputy Burch has become more of a leader on 2 nd shift. He serves as a resource to the numerous new deputies.
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 Burch may benefit from FTO training or possibly a leadership course. He should continue to increase his traffic enforcement numbers.
Written Communication		X		
Interpersonal Skills			X	
MANAGEMENT/SUPERVISOR		NA		
Encourage Teamwork		NA		
Emotional Intelligence		NA		
Employee Development including Performance		NA		
Meet Organizational & Individual Information Needs		NA		
Delegation		NA		
Planning/Controlling		NA		

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

RECOMMENDATIONS/COMMENTS

Deputy Burch is a K-9 deputy and member of ERT. He has been very flexible with his schedule over the past year due to staffing challenges. He is willing to assist co-workers without being asked. He is an asset to the shift.

Crashes: 16, Arrests: 17, Citations: 225, Incidents: 382, Warnings: 117

SUPERVISOR SIGNATURE

Jeff R. #11

Date

02/14/17

EMPLOYEE COMMENTS

EMPLOYEE SIGNATURE

MSA

Date

2/14/17

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.

SAUK COUNTY PAYROLL CHANGE REPORT

Name: Burch, Matthew	Emp: 253
Position/Title: Patrol Deputy	Grade/Step: See below
Date in Current Position: 03/01/05	Date of Hire w/Sauk County: 03/01/05

DEPARTMENT AUTHORIZED CHANGES:

Requires Department Signature

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

PERSONNEL DEPARTMENT AUTHORIZED CHANGES:

Requires Personnel Department Signature

Effective Date:	Change Requested:	From:	To:
03/01/15	Rate	Gr 5 St 4 \$24.48	Gr 5 St 5 \$24.96
	Job Position		
	Job Status (LOA, FT PT)		
	LTE⇒Regular		
	Out of Class Pay		
	Performance Appraisal		
	Reclassification		
	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.

	SHERIFF	03/01/15
Authorized Signature	Title	Date

Received in Accounting	Date

COPIES TO: County payroll, Personnel, Department payroll.



Employee Performance Appraisal

COUNTY OF SAUK
PERSONNEL DEPARTMENT

- ☐ 3 MONTH REVIEW
☐ INTRODUCTORY REVIEW
☒ ANNUAL REVIEW
☐ OTHER

EMPLOYEE NAME Deputy Matthew Burch		CLASSIFICATION Deputy Sheriff	POSITION NUMBER
DEPARTMENT Sheriff	SUPERVISOR Sgt J Tobin	EVALUATION PERIOD AND DATE 01/01/15-12/31/15	RECOMMEND NEXT SCHEDULED INCREASE: ☒ YES ☐ NO

	Below Expectations	Meets Expectations	Exceeds Expectations	
GENERAL	☐	☒	☐	STATUS OF PREVIOUSLY SET OBJECTIVES Deputy Burch does a nice job of keeping up to date on changes to laws regarding use of K-9's. Deputy Burch does assume the role of shift leader when appropriate. He directs junior deputies at scenes as well as guides them. Deputy Burch did work on K-9 person and article search techniques over the past year with some success. I would like to see this continue.
Job Knowledge	☐	☒	☐	
Productivity	☐	☒	☐	
Quality of Work	☐	☒	☐	
Initiative	☐	☒	☐	
Dependability	☐	☒	☐	
Meeting Budgets/Schedules	☐	☒	☐	
Fiscal/Budget Awareness	☐	☒	☐	
Flexibility	☐	☐	☒	
Client/Public Relations	☐	☐	☒	
Verbal Communication	☐	☐	☒	NEW OBJECTIVES Deputy Burch should expand his role as mentor to new deputies as we see an increase of new employees on 2nd shift. Deputy Burch should evaluate new but proven K-9 training techniques that may enhance our K-9 program. Increase traffic enforcement, (citations, warnings, etc).
Written Communication	☐	☒	☐	
Interpersonal Skills	☐	☒	☐	
MANAGEMENT/SUPERVISOR	☐	☒	☐	
Encourage Teamwork	☐	☒	☐	
Emotional Intelligence	☐	☒	☐	
Employee Development including Performance Evaluations	☐	☒	☐	
Meet Organizational & Individual Information Needs	☐	☒	☐	
Delegation	☐	☒	☐	
Planning/Controlling	☐	☒	☐	



Employee Performance Appraisal

COUNTY OF SAUK
PERSONNEL DEPARTMENT

- ☐ 3 MONTH REVIEW
☐ INTRODUCTORY REVIEW
☒ ANNUAL REVIEW
☐ OTHER

EMPLOYEE NAME Deputy Matthew Burch		CLASSIFICATION Deputy Sheriff	POSITION NUMBER
DEPARTMENT Sheriff	SUPERVISOR Sgt. J. Tobin	EVALUATION PERIOD AND DATE 01/01/14-12/31/14	RECOMMEND NEXT SCHEDULED INCREASE: ____ YES ____ N/A ____ NO

	Below Expectations	Meets Expectations	Exceeds Expectations	
GENERAL				STATUS OF PREVIOUSLY SET OBJECTIVES Not available.
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 - Continue to stay up-to-date on laws affecting K-9's. - Take a more active role as shift leader in the absence of a supervisor. - Dedicate more time to develop person and article search techniques.
Written Communication		X		
Interpersonal Skills		X		
MANAGEMENT/SUPERVISION				
Encourage Teamwork		X		
Emotional Intelligence		X		
Employee Development including Performance Evaluations		X		
Meet Organizational & Individual Information Needs		X		
Delegation		X		
Planning/Controlling		X		

#11
02/20/15

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

N/A

RECOMMENDATIONS/COMMENTS

Deputy Burch has expressed an interest in joining ERT. He has been a K-9 deputy for approximately 6 years and his partner is nearing retirement, so he is starting to look at the possibility of replacing him. Deputy Burch is very dedicated to the K-9 program. He remains available at all hours of the day and night to assist in any way he can. He demonstrates leadership by scheduling local as well as regional K-9 trainings. Deputy Burch received at least one citizen thank you that I was made aware of in 2014. Deputy Burch is active in traffic enforcement.

Crashes: 25, Arrests: 10, Citations: 230, Incidents: 526, Warnings: 49

EMPLOYEE COMMENTS

EMPLOYEE SIGNATURE

NTS B # 9106

Date

2/20/15

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.

[Signature] #11
02/20/15

SAUK COUNTY PAYROLL CHANGE REPORT

Name: Mathew Burch	Call#: 9106 Emp: 253
Position/Title: Patrol Deputy	Grade/Step: See below
Date in Current Position: 03/01/05	Date of Hire w/Sauk County: 03/01/05

DEPARTMENT AUTHORIZED CHANGES:

Requires Department Signature

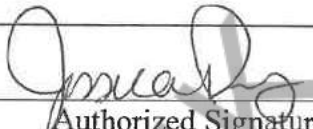
Effective Date:	Change Requested:	From:	To:
	Name		
	Account #		
05/03/13	Address		
	Phone #		
	Family Status		

PERSONNEL DEPARTMENT AUTHORIZED CHANGES:

Requires Personnel Department Signature

Effective Date:	Change Requested:	From:	To:
	Rate		
	Job Position		
	Job Status (LOA, FT PT)		
	LTE⇒Regular		
	Out of Class Pay		
	Performance Appraisal		
	Reclassification		
	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.

	OFFICE MANAGER	05/03/13
Authorized Signature	Title	Date

Received in Accounting	Date

COPIES TO: County payroll, Personnel, Department payroll.

SAUK COUNTY PAYROLL CHANGE REPORT

Name: Matthew Burch	Call#: 9106 Emp#: 253
Position/Title: Patrol	Grade/Step: See below
Date in Current Position: 11/27/2007	Date of Hire w/Sauk County: 03/01/2005

DEPARTMENT AUTHORIZED CHANGES:

Requires Department Signature

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

PERSONNEL DEPARTMENT AUTHORIZED CHANGES:

Requires Personnel Department Signature

Effective Date:	Change Requested:	From:	To:
03/01/2010	Rate	Gr 5 St 3 / \$21.67	Gr 5 St 4 / \$22.48
	Job Position		5 yr Longevity
	Job Status (LOA, FT PT)		
	LTE⇒Regular		
	Out of Class Pay		
	Performance Appraisal		
	Reclassification		
	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.

 Authorized Signature	Chief Deputy Title	3/3/2010 Date
---	-----------------------	------------------

Received in Accounting	Date

COPIES TO: County payroll, Personnel, Department payroll.



Heroes in Our Midst
Jeff Tobin to: Sheriff's Department

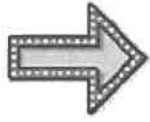
03/14/2009 09:53 PM

On 03/13/09 at 7:31pm Deputy Vertein and Trooper Zahn responded at a house fire on Coon Bluff Road. The house was engulfed with flames and the 2 officers were checking the exterior when they heard screams coming from the back door area. They found the 56 year old female resident lying at the base of the steps, just a few feet from the house. They were able to get to her and drag her to safety. Both officers were later treated for some minor smoke inhalation. The homeowner is still in the hospital. Things would have been much worse for her without these officers' quick action.

I also have to mention that Deputy Burch was able to save the homeowner's cat as well!

Law enforcement has gotten some black eyes in the press lately. This is one time that the good guys come out on top. Make sure you let these guys know how proud you are of the actions they took to save that woman's life.

Lt. Tobin



Jeff Tobin/LE/SCG
06/03/2008 10:06 AM

To Sheriff's Department
cc
bcc
Subject Atta Boy(s)

Last night dispatch received a 911 hangup from a cellphone, (one of many). There was nothing on the other end as the caller hung up before dispatch could even answer the phone. Scott Simonds was able to get the callback number, but when he called the phone it went straight to voicemail. Scott was able to use the mapping program and determine that the call came from a house just west of Johnson Road on STH 33. Matt Burch located the house in question and found there had been a domestic there. The female victim had tried to call 911 from her cellphone, but the male had smashed it before she could call. He also pulled the landline phone out of the wall. The male was holding her there and not allowing her to leave. The only reason we got that 911 call was because the victim was able to dial 911 on the male's phone and hang up quickly while he was distracted, hoping we would find her. When Matt arrived the male was acting as if nothing had happened, but Matt didn't take things for face value and, after a thorough investigation, made an arrest.

I just wanted everyone to know what a great job Scott and Matt did in investigating a seemingly bogus or accidental call. It just goes to show...a little extra effort can result in big gains. Excellent job!

Lt. Tobin



Sauk County Sheriff's Office

Sheriff Randy M. Stammen

**1300 Lange Court
Baraboo, WI 53913**

**Business (800) 377-1195 • (608) 356-4895 • Detective Division (608) 355-3213 • Jail/Huber (608) 355-3210 • Fax (608) 355-3572
www.co.sauk.wi.us**

December 6, 2007

**Matthew Burch
Sauk County Sheriff's Office
1300 Lange Court
Baraboo, WI 53913**

Dear Matt,

Your date for transfer to Field Service - Patrol Division will be Monday, December 10th. You should report to Deputy Boese at 6:30 AM on that day. When you were first notified of the transfer, on November 27th, you were told that this was temporary appointment. Since that time the appointment has been made permanent.

Good luck in your new duties.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin J. Fults".

Kevin J. Fults, Captain

**cc: Captain Hafemann
Sgt. Jon Hanson
personnel**

SAUK COUNTY PAYROLL CHANGE REPORT

Date:

Name: Matthew Burch	Employee #: 253 Call# 9106
Position/Title: Patrol	Grade/Step: See Below
Date in Current Position: 11/27/2007	Date of Hire w/Sauk County: 03/01/2005

DEPARTMENT AUTHORIZED CHANGES:

Requires Department Signature

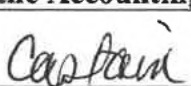
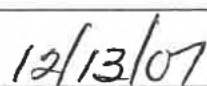
Effective Date:	Change Requested:	From:	To:
	Name		
11/27/2007	Account #	10020235	10020225
	Address		
	Phone #		
	Family Status		

PERSONNEL DEPARTMENT AUTHORIZED CHANGES:

Requires Personnel Department Signature

Effective Date:	Change Requested:	From:	To:
11/27/2007	Rate	Gr 4 St 3 / \$ 19.08	Gr 5 St 3 / \$19.94
"	Job Position	Jailer 8.5 hr shifts	Patrol 8.5 hr shifts
"	Job Status (LOA, FT PT)	FT	FT
	LTE⇒ Regular		
	Out of Class Pay		
	Performance Appraisal		
	Reclassification		
	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.

		
Authorized Signature	Title	Date

Received in Accounting	Date

COPIES TO: Sheriff, Chief Deputy, Captain(s), Lieutenant(s), Sergeant(s), Dispatch, Employee, County payroll, Personnel, Department payroll.



Sauk County Sheriff's Office

Sheriff Randy M. Stammen

**1300 Lange Court
Baraboo, WI 53913**

**Business (800) 377-1195 • (608) 356-4895 • Detective Division (608) 355-3213 • Jail/Huber (608) 355-3210 • Fax (608) 355-3572
www.co.sauk.wi.us**

November 27, 2007

Matthew Burch
Sauk County Sheriff's Department
1300 Lange Court
Baraboo, WI 538913

Dear Matt:

This is to notify you that you're being temporarily appointed to the Patrol Division. Deputy Joel Vodak has accepted a temporary assignment to the Detective Division and you'll be filling his patrol slot.

Your temporary transfer to Patrol will take place sometime in mid-December and I anticipate you're actual start on the road will happen in late December. Chief Deputy Meister and Captain Fults will be in touch with you to give you specific information on this assignment.

I'm sure you'll do a good job of carrying out the duties that will be assigned to you.

Sincerely,

A handwritten signature of Randy Stammen in black ink.

Randy Stammen, Sheriff
Sauk County, Wisconsin

RMS:bem

CC: Chief Deputy Meister
Captain Fults
Captain Hafemann

SAUK COUNTY PAYROLL CHANGE REPORT

Name: Matthew Burch	Call#: 9345 Emp#: 253
Position/Title: Jailer	Grade/Step: See below
Date in Current Position: 03/01/2005	Date of Hire w/Sauk County: 03/01/2005

DEPARTMENT AUTHORIZED CHANGES:

Requires Department Signature

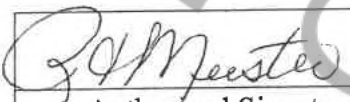
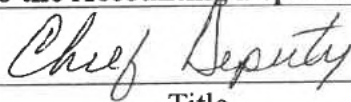
Effective Date:	Change Requested:	From:	To:
	Name		
	Account #		
	Address		
	Phone #		
	Family Status		

PERSONNEL DEPARTMENT AUTHORIZED CHANGES:

Requires Personnel Department Signature

Effective Date:	Change Requested:	From:	To:
03/01/2007	Rate	Gr 4 St 2/\$ 18.17	Gr 4 St 3 /\$ 18.57
	Job Position		2 yr Longevity
	Job Status (LOA, FT PT)		
	LTE⇒Regular		
	Out of Class Pay		
	Performance Appraisal		
	Reclassification		
	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.

 Authorized Signature	 Title	3/7/07 Date
---	--	----------------

Received in Accounting	Date

COPIES TO: County payroll, Personnel, Department payroll.



Employee Performance Appraisal

COUNTY OF SAUK
PERSONNEL DEPARTMENT

- ☐ 3 MONTH REVIEW
☐ INTRODUCTORY REVIEW
☒ ANNUAL REVIEW
☐ OTHER

EMPLOYEE NAME Mathew Burch		CLASSIFICATION Patrol Sergeant	POSITION NUMBER 3613
DEPARTMENT Sheriff's Dept.	SUPERVISOR Lt. Eric Van Den Heuvel	EVALUATION PERIOD AND DATE 01/06/19 – 01/05/20	RECOMMEND NEXT SCHEDULED INCREASE: XX YES _____ NO

	Below Expectations	Meets Expectations	Exceeds Expectations	
GENERAL				STATUS OF PREVIOUSLY SET OBJECTIVES
Job Knowledge		X		Matt's previous departmental goals were to supervise deputies in the field, hold monthly shift meetings, and organize a professional development plan for each of his of staff members. Matt has provided supervision and leadership for his stack. He has held shift meetings but needs to be consistent with the timing and content.
Productivity		X		
Quality of Work		X		Matt's professional development goals were to attend formal supervisory training and develop a succession plan for the K9 program. Matt attended a supervisory class and has assisted in developing future plans for the K9 program.
Initiative			X	
Dependability			X	NEW OBJECTIVES
Meeting Budgets/Schedules		X		
Fiscal/Budget Awareness		X		Supervisory Goals
Flexibility			X	
Client/Public Relations		X		• Provide supervision, oversight, and guidance to his stack • Promote professional growth for those he supervises • Conduct monthly shift meetings including continuing education for his staff
Verbal Communication		X		
Written Communication		X		Management Goals
Interpersonal Skills		X		
MANAGEMENT/SUPERVISON				• Continue to develop and grow in new roles as ERT Commander, K9 Program Leader, and Highway Safety Grant Coordinator • Seek additional training to further his capacity in those roles and as a Patrol Sergeant • Develop others within those teams through delegation of responsibilities
Encourage Teamwork		X		
Emotional Intelligence		X		
Employee Development including Performance		X		
Meet Organizational & Individual Information Needs		X		
Delegation		X		
Planning/Controlling		X		

ACTION ITEMS FOR AREAS MARKED "BELOW EXPECTATIONS" (NEEDS IMPROVEMENT)**RECOMMENDATIONS/COMMENTS**

Matt continues to require minimal guidance, ask questions when needed, and exercises sound judgment and decision-making. He has undertaken additional administrative duties. He communicates well with those he supervises as well as his immediate supervisor and command staff.

Through organizational change and turnover, Matt has assumed additional responsibilities this year. He was appointed Emergency Response Team Commander and K9 Team Leader and chosen to coordinate Highway Safety Grants. Matt has delegated some of the workload, particularly for ERT, to others in leadership positions. I would like to see this continue so Matt can dedicate the required time to shift supervision, staff development, and patrol work. Matt has also become the senior patrol sergeant and serves as a resource for the other sergeants. Matt continues to serve as a K9 handler with his K9 partner Ranger. I would like to see Matt seek out opportunities for K9 utilizations during his shift.

I would like to see Matt continue to progress and grow in his new assignments and continue to seek out new opportunities while remaining active in patrol supervision and duties.

SUPERVISOR SIGNATURE



Date

12/27/19

EMPLOYEE COMMENTS

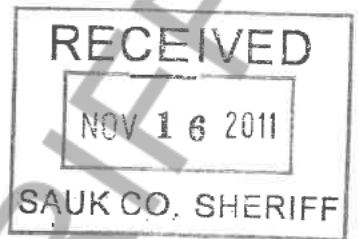
EMPLOYEE SIGNATURE



Date

12/27/19

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.



Sauk Co. Sheriff's Department,

My family would like to extend our appreciation to everyone involved in locating our son Benjamin on Tuesday night, November 9, 2011 and into Wednesday November 10, 2011. My wife and I saw what a professional job was done by everyone involved, from dispatchers all the way up to Sheriff Meister. Everyone was caring, courteous and extremely helpful. We would especially like to commend Deputy Matt Burch for going above and beyond his normal duty. He is an asset to the department. The Sauk County Sheriff's Department has renewed our sense of security in the community, always knowing you are there to assist us in time of need.

Extremely thankful,

Jon Cummings
Judy Cummings

Jon & Judy Cummings



BARABOO POLICE DEPARTMENT
135 Fourth Street
Baraboo, Wisconsin 53913

Mark R. Schauf, Chief of Police

Telephone (608) 355-2720



www.cityofbaraboo.ci

To: Sheriff Meister
Sauk County Sheriff's Department
1300 Lange Court
Baraboo, WI 53913

From: Lieutenant Meicher
Baraboo Police Department
135 4th Street
Baraboo, WI 53913

Reference: Sauk Co. K-9 Deputy Burch

I wanted to pass along our appreciation to Deputy Burch and K-9 for assisting our department recently. On October 14th, 2011, a bank Robbery occurred at Harris Bank located at 1159 8th Street. With the help of your deputies, detectives and K-9, we were able to arrest the suspect and recovered the money stolen from the bank. Deputy Burch conducted a lengthy track on foot which led to the suspect and later his jacket he left behind in a residential area.

On October 24, 2011, we again asked for Deputy Burch and K-9 to assist our department to look for an elderly male with Alzheimer's disease that had left his care facility. Deputy Burch immediately responded and began checking the area with the K-9, the male was later located.

Too often we are asked to help other departments and that it's "just our job". We at the Baraboo Police Department truly appreciate your department's assistance in these and many other cases we have worked together on. Please pass along our sincere appreciation to Deputy Burch for assisting with these cases and a job well done.

Sincerely,

Lt. Kenneth Meicher



Sauk County Sheriff's Office

Sheriff Randy M. Stammen

*1300 Lange Court
Baraboo, WI 53913*

*Business (800) 377-1195 • (608) 356-4895 • Detective Division (608) 355-3213 • Jail/Huber (608) 355-3210 • Fax (608) 355-3572
www.co.sauk.wi.us*

02/24/08

Deputy Matt Burch has successfully completed the Sauk County Sheriff's Department Field Training Program. Deputy Burch's training consisted of learning the disciplines in the following areas:

Interpersonal Relationships
Jurisdictional Geography and Orientation
Motor Vehicle Operation and Use of Emergency Equipment
Telecommunications Protocols and Skills
Directed Patrol Strategies and SIFA
Patrol Tactics
Criminal Statutes/Ordinances
Information Processing and Case Building
Problem Solving and Decision Making
Traffic Enforcement and Accident Scene Management/Investigation

Deputy Burch is currently assigned to second shift patrol, and he began his solo patrol duties on 02/24/08.

Sgt. Jon A. Hanson
Field Training Supervisor

Sauk County Sheriff's Office

Performance Evaluation

Employee's Name: *Matthew Burch*

Job Title: Patrol Deputy

Dates of Evaluation: 01/01/2012 - 12/31/2012

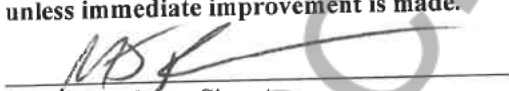
Date of Hire: 03/01/2005

The following general definitions apply to each category:

SATISFACTORY: The performance meets the minimum requirements of job performance.

NEEDS IMPROVEMENT: The performance needs immediate improvement.

UNSATISFACTORY: The performance is deficient enough to justify disciplinary action unless immediate improvement is made.


Employee Signature

Employee's signature does not constitute agreement but acknowledgment of evaluation reasoning discussion.

Supervisor's Signature: 

Date: 04/06/13

Quality of Work: Extent of accuracy, thoroughness and effectiveness on the job. S_X_NI_U__

Quantity of Work: Volume of work regularly produced. Speed & consistency of output. S_X_NI_U__

Dependability: Extent to which one can be counted on to carry out instructions, be on the job, & fulfill responsibilities. S_X_NI_U__

Job Attitude: Amount of enthusiasm & interest shown in work. S_X_NI_U__

Adaptability: Performance on a variety of assignments. S_X_NI_U__

Job Knowledge : Amount of information & understanding possessed by employee. S_X_NI_U__

Judgment: Decisions and actions based upon sound reasoning. S_X_NI_U__

Initiative: Extent to which one is a "self starter" in obtaining objectives on the job. S_X_NI_U__

Effectiveness in Dealing with People: Cooperation and effective interaction with people. S_X_NI_U__

Sauk County Sheriff's Office

Supervisor Comments: (Goals & Objectives)

Matt is the current K-9 deputy for the Sauk County Sheriff's Office. Matt and his K-9 partner, Cooper have done well in their duties which include narcotics searches, article searches as well as person tracks. Matt and Cooper have teamed up to make several felony arrests over the last year, both for this department as well as in response to requests from other local departments. Matt and Cooper have also assisted in the location of several missing persons. Matt and Coopers general duties are patrol related, responding as requested by other deputies or other departments officers working interdictions stops. They also team up with the drug task force during drug search warrants.

Matt has a good attitude toward his work duties and does not complain about the extra hours worked due to the responsibilities of having control of the department K-9. This also includes the training time spent with Cooper. Matt keeps current on his training and K-9 case law and is not afraid to assist and help teach other area K-9 teams. Matt also responds voluntarily to other calls for service as they are dispatched.

In 2012, utilizing reports available at time of evaluation, Matt has handled 696 complaints, investigated 10 accidents, issued 246 traffic citations, made 12 criminal arrests, wrote 31 ordinance violations, issued 118 written traffic warnings *It should be noted that in the 696 complaints listed above - a large amount of these complaints are "K-9 Numbers" or assists for other officers in utilization of the K-9 - Cooper.

As a goal for Matt, I would like him work on organizing more interdictions whether formal or informal within his own shift. I would also like to see Matt possibly attend an advanced interdiction and or drug recognition course and a Hotel / Motel Parcel Interdiction course.

Sauk County Sheriff's Office

Performance Evaluation

Employee's Name: *Matthew Burch*

Job Title: Patrol Deputy

Dates of Evaluation: 01/01/2011 - 12/31/2011

Date of Hire: 03/01/2005

Quality of Work: Extent of accuracy, thoroughness and effectiveness on the job.

S X NI U

Quantity of Work: Volume of work regularly produced. Speed & consistency of output.

S X NI U

Dependability: Extent to which one can be counted on to carry out instructions, be on the job, & fulfill responsibilities.

S X NI U

The following general definitions apply to each category:

SATISFACTORY: The performance meets the minimum requirements of job performance.

Job Attitude: Amount of enthusiasm & interest shown in work.

S X NI U

NEEDS IMPROVEMENT: The performance needs immediate improvement.

Adaptability: Performance on a variety of assignments.

S X NI U

UNSATISFACTORY: The performance is deficient enough to justify disciplinary action unless immediate improvement is made.

Job Knowledge : Amount of information & understanding possessed by employee.

S X NI U


Employee Signature

Employee's signature does not constitute agreement but acknowledgment of evaluation reasoning discussion.

Judgment: Decisions and actions based upon sound reasoning.

S X NI U


Supervisor's Signature:

Initiative: Extent to which one is a "self starter" in obtaining objectives on the job.

S X NI U

Date: 02/11/12

Effectiveness in Dealing with People: Cooperation and effective interaction with people.

S X NI U

Sauk County Sheriff's Office

Supervisor Comments: (Goals & Objectives)

Matt is the current K-9 deputy for the Sauk County Sheriff's Office. Matt and his K-9 partner, Cooper have done well in their duties which include narcotics searches, article searches as well as person tracks. Matt and Cooper have teamed up to make several felony arrests over the last year, both for this department as well as in response to requests from other local departments. Matt and Cooper have also assisted in the location of several missing persons. Matt and Coopers general duties are patrol related, responding as requested by other deputies or other departments officers working interdictions stops. They also team up with the drug task force during drug search warrants.

Matt has a good attitude toward his work duties and does not complain about the extra hours worked due to the responsibilities of having control of the department K-9. This also includes the training time spent with Cooper. Matt keeps current on his training and K-9 case law and is not afraid to assist and help teach other area K-9 teams. Matt also responds voluntarily to other calls for service as they are dispatched.

In 2011, utilizing reports available at time of evaluation, Matt has handled 636 complaints, assisted 32 other deputies / officers, investigated 13 accidents, issued 157 traffic citations, made 23 criminal arrests, wrote 19 ordinance violations, issued 65 written traffic warnings and 1 Civil Process paper. *It should be noted that in the 636 complaints listed above - a large amount of these complaints are "K-9 Numbers" or assists for other officers in utilization of the K-9 - Cooper.

As a goal for Matt, I would like him work on organizing more interdictions whether formal or informal within his own shift. I would also like to see Matt possibly attend an advanced interdiction and or drug recognition course and a Hotel / Motel Parcel Interdiction course.

Sauk County Sheriff's Office

Performance Evaluation

Employee's Name: *Matthew Burch*

Job Title: Patrol Deputy

Dates of Evaluation: 01/01/2010- 12/31/2010

Date of Hire: 03/01/2005

Quality of Work: Extent of accuracy, thoroughness and effectiveness on the job. S _X_ I _ U _

Quantity of Work: Volume of work regularly produced. Speed & consistency of output. S _X_ NI _ U _

Dependability: Extent to which one can be counted on to carry out instructions, be on the job, & fulfill responsibilities. S _X_ NI _ U _

Job Attitude: Amount of enthusiasm & interest shown in work. S _X_ NI _ U _

Adaptability: Performance on a variety of assignments. S _X_ NI _ U _

Job Knowledge : Amount of information & understanding possessed by employee. S _X_ NI _ U _

Judgment: Decisions and actions based upon sound reasoning. S _X_ NI _ U _

Initiative: Extent to which one is a "self starter" in obtaining objectives on the job. S _X_ NI _ U _

Effectiveness in Dealing with People: Cooperation and effective interaction with people. S _X_ NI _ U _

The following general definitions apply to each category:

SATISFACTORY: The performance meets the minimum requirements of job performance.

NEEDS IMPROVEMENT: The performance needs immediate improvement.

UNSATISFACTORY: The performance is deficient enough to justify disciplinary action unless immediate improvement is made.



Employee Signature

Employee's signature does not constitute agreement but acknowledgment of evaluation reasoning discussion.

Supervisor's Signature:



Date: 02/11/11

Sauk County Sheriff's Office

Supervisor Comments: (Goals & Objectives)

Matt continues to progress as a patrol deputy. Matt has been the department K-9 deputy for approximately one year. Matt and his K-9 "Cooper" have excelled in these duties. Matt and Cooper's work as a team have led to several felony arrests over the last year. Matt and Cooper's general duties are patrol related, responding as requested by other deputies or officers working interdiction traffic stops. Matt and Cooper are also used quite frequently on drug search warrants as well as being deployed on area searches for missing people.

Matt keeps a good attitude toward his work duties. Matt is assigned as a "rover" car during his shift hours, but at times is requested to cover an area while other deputies are busy on complaints. Matt has shown he is a team player when he is asked to do this even though his primary duties are K-9 work. Matt also voluntarily responds to calls for service when he is the closest deputy and other deputies are not available.

Matt stays abreast of case law in reference to his work duties. Matt is also kept quite busy with K-9 training meetings and assignments.

As a goal for Matt, I would like to see him to continue to expand his knowledge as a K-9 deputy through training and classroom work. A suggested course for Matt would be an advanced drug interdiction course.

Comments:

Sauk County Sheriff's Office

Performance Evaluation

Employee's Name: Matthew Burch

Job Title: Patrol Deputy

Dates of Evaluation: 01/01/09 to 01/01/10

Date of Hire: 03/01/05

Quality of Work: Extent of accuracy, thoroughness and effectiveness on the job. S X NI U

Quantity of Work: Volume of work regularly produced. Speed & consistency of output. S X NI U

Dependability: Extent to which one can be counted on to carry out instructions, be on the job, & fulfill responsibilities. S X NI U

Job Attitude: Amount of enthusiasm & interest shown in work. S X NI U

Adaptability: Performance on a variety of assignments. S X NI U

Job Knowledge : Amount of information & understanding possessed by employee. S X NI U

Judgment: Decisions and actions based upon sound reasoning. S X NI U

Initiative: Extent to which one is a "self starter" in obtaining objectives on the job. S X NI U

Effectiveness in Dealing with people: Cooperation and effective interaction with people. S X NI U

The following general definitions apply to each category:

SATISFACTORY: The performance meets the minimum requirements of job performance.

NEEDS IMPROVEMENT: The performance needs immediate improvement.

UNSATISFACTORY: The performance is deficient enough to justify disciplinary action unless immediate improvement is made.

MS B
Employee Signature

Employee's signature does not constitute agreement but acknowledgment of evaluation reasoning discussion.

Supervisor's Signature:

Det. Jim A. Hansen

Date: 2 / 4 / 10

Matt has been progressing well as a patrol deputy, he has a good work ethic and handles directives for assignments without complaint. Matt enjoys traffic and interdiction patrol. Matt recently completed training in handling a K-9 in North Carolina. He and his partner "Cooper" have already been making a positive impact for the sheriff's department.

Matt keeps a good attitude toward his work duties and takes his job seriously. Matt gets along well with other members of the shift.

Sauk County Sheriff's Office

Matt currently works a "power shift" in which he spends part of his patrol time on the midnight shift.

I hope to see Matt to continue his positive work performance and to continue to gain knowledge and skills needed in the position of K-9 handler.

Comments: _____

Sauk County Sheriff's Office

Performance Evaluation

Employee's Name: Matthew Burch

Job Title: Patrol Deputy

Dates of Evaluation: 01/01/08 to 01/01/09

Date of Hire: 03/01/05

Quality of Work: Extent of accuracy, thoroughness and effectiveness on the job.

S X NI U

Quantity of Work: Volume of work regularly produced. Speed & consistency of output.

S X NI U

Dependability: Extent to which one can be counted on to carry out instructions, be on the job, & fulfill responsibilities.

S X NI U

The following general definitions apply to each category:

SATISFACTORY: The performance meets the minimum requirements of job performance.

Job Attitude: Amount of enthusiasm & interest shown in work.

S X NI U

NEEDS IMPROVEMENT: The performance needs immediate improvement.

Adaptability: Performance on a variety of assignments.

S X NI U

UNSATISFACTORY: The performance is deficient enough to justify disciplinary action unless immediate improvement is made.

Job Knowledge : Amount of information & understanding possessed by employee.

S X NI U

MJ Burch
Employee Signature
Employee's signature does not constitute agreement but acknowledgment of evaluation reasoning discussion.

Judgment: Decisions and actions based upon sound reasoning.

S X NI U

Supervisor's Signature:

Det. J. A. Hansen

Initiative: Extent to which one is a "self starter" in obtaining objectives on the job.

S X NI U

Effectiveness in Dealing with people: Cooperation and effective interaction with people

S X NI U

Date: 01/19/09

Matt completed field training for the patrol division on 02/24/08. Matt is progressing well as a patrol deputy.

Matt stays active throughout his patrol shifts. Matt handles his calls for service in a professional and timely manner. Matt has a good work ethic and handles directives for assignments without complaint. Matt enjoys traffic patrol and stays busy with self initiated field activities when the call load is low.

Matt has a good attitude toward his work duties and takes his job seriously. Matt also gets along well with other members of the shift.

Sauk County Sheriff's Office

*Matt takes the initiative to ask questions to improve his work performance.
I would like to see Matt enrolled in a drug interdiction and field interview
techniques training class this coming year.
I hope to see Matt continue with the path he is taking and continue to increase
his job knowledge in his patrol deputy duties.*

Comments: _____

Sauk County Sheriff's Office

Performance Evaluation

COPY

Employee's Name: **Burch, Matthew J.**

Job Title: Deputy/Jailor

Dates of Evaluation: 01-01-2007 until 11-26-2007

Date of Hire: 03-01-2005

Quality of Work: Extent of accuracy, thoroughness and effectiveness on the job. S (X) NI () U ()

Quantity of Work: Volume of work regularly produced. Speed & consistency of output. S (X) NI () U ()

Dependability: Extent to which one can be counted on to carry out instructions, be on the job, & fulfill responsibilities. S (X) NI () U ()

The following general definitions apply to each category:

SATISFACTORY: The performance meets the minimum requirements of job performance.

NEEDS IMPROVEMENT: The performance needs immediate improvement.

UNSATISFACTORY: The performance is deficient enough to justify disciplinary action unless immediate improvement is made.

Job Attitude: Amount of enthusiasm & interest shown in work. S (X) NI () U ()

Adaptability: Performance on a variety of assignments. S (X) NI () U ()

Job Knowledge: Amount of information & understanding possessed by employee. S (X) NI () U ()

Judgment: Decisions and actions based upon sound reasoning. S (X) NI () U ()

Initiative: Extent to which one is a "self starter" in obtaining objectives on the job. S (X) NI () U ()

Effectiveness in Dealing with People: Cooperation and effective interaction with people. S (X) NI () U ()

MB Burch
Employee Signature

Employee's signature does not constitute agreement but acknowledgment of evaluation reasoning discussion.

Supervisor's Signature:

L. M. Z. #28

Date: 2 / 11 / 08

Supervisor Comments (Goals & Objectives): On 11-27-2007 Deputy Burch was promoted to patrol/road deputy and, therefore, this evaluation covers work activities as a security deputy from 01-01-2007 through 11-26-2007.

Deputy Burch is dependable, well versed in his job tasks and knowledgeable in all duty position and/or post responsibilities. During periods of low shift activity, the deputy volunteers to conduct unscheduled searches of inmate housing areas as well as requesting to address additional work such as EM Program inmate home and Huber inmate work site checks. He is weapon certified

Sauk County Sheriff's Office

Performance Evaluation

and readily accepts inmate transport duties without complaint. Deputy Burch demonstrates considerable knowledge regarding warrant service and the issuing of scripts/citations to inmates. And, he displays an appropriate and applicable sense of humor.

Employee Comments (may enter additional comments on back of page or separate report):

Sauk County Sheriff's Office

Performance Evaluation

COPY

Employee's Name: **Burch, Matthew J.**

Job Title: Deputy/Jailor

Dates of Evaluation: 03-02-2006 until 12-31-2006

Date of Hire: 03-01-2005

Quality of Work: Extent of accuracy, thoroughness and effectiveness on the job. S (X) NI () U ()

Quantity of Work: Volume of work regularly produced. Speed & consistency of output. S (X) NI () U ()

Dependability: Extent to which one can be counted on to carry out instructions, be on the job, & fulfill responsibilities. S (X) NI () U ()

The following general definitions apply to each category:

SATISFACTORY: The performance meets the minimum requirements of job performance.

Job Attitude: Amount of enthusiasm & interest shown in work. S (X) NI () U ()

NEEDS IMPROVEMENT: The performance needs immediate improvement.

Adaptability: Performance on a variety of assignments. S (X) NI () U ()

UNSATISFACTORY: The performance is deficient enough to justify disciplinary action unless immediate improvement is made.

Job Knowledge: Amount of information & understanding possessed by employee. S (X) NI () U ()

Mat Burch
Employee Signature

Employee's signature does not constitute agreement but acknowledgment of evaluation reasoning discussion.

Judgment: Decisions and actions based upon sound reasoning. S (X) NI () U ()

Supervisor's Signature:

Sgt Kathy Brandt

Initiative: Extent to which one is a "self starter" in obtaining objectives on the job. S (X) NI () U ()

Date: 3/3/07

Effectiveness in Dealing with People: Cooperation and effective interaction with people. S (X) NI () U ()

Supervisor Comments (Goals & Objectives): No job performance deficiencies and/or concerns were observed or evident during this evaluation cycle. Moreover, Deputy Burch has demonstrated that he is a team player who can effectively interact with his peers, supervision and the inmates under his supervision. He addresses all duty responsibilities whether routine, ancillary and/or extraordinary without complaint and/or the need for continual prompting from the supervisory staff.

Employee Comments (may enter additional comments on back of page or separate report):

Sauk County Sheriff's Office

Performance Evaluation

COPY

Employee's Name: **Burch, Matthew J.**

Job Title: Deputy/Jailor

Dates of Evaluation: 03-01-2005 until 06-01-2005

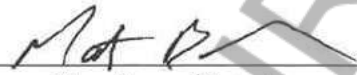
Date of Hire: 03-01-2005

The following general definitions apply to each category:

SATISFACTORY: The performance meets the minimum requirements of job performance.

NEEDS IMPROVEMENT: The performance needs immediate improvement.

UNSATISFACTORY: The performance is deficient enough to justify disciplinary action unless immediate improvement is made.



Employee Signature

Employee's signature does not constitute agreement but acknowledgment of evaluation reasoning discussion.

Supervisor's Signature:



Date: 6/16/05

Quality of Work: Extent of accuracy, thoroughness and effectiveness on the job. S (X) NI () U ()

Quantity of Work: Volume of work regularly produced. Speed & consistency of output. S (X) NI () U ()

Dependability: Extent to which one can be counted on to carry out instructions, be on the job, & fulfill responsibilities. S (X) NI () U ()

Job Attitude: Amount of enthusiasm & interest shown in work. S (X) NI () U ()

Adaptability: Performance on a variety of assignments. S (X) NI () U ()

Job Knowledge: Amount of information & understanding possessed by employee. S (X) NI () U ()

Judgment: Decisions and actions based upon sound reasoning. S (X) NI () U ()

Initiative: Extent to which one is a "self starter" in obtaining objectives on the job. S (X) NI () U ()

Effectiveness in Dealing with People: Cooperation and effective interaction with people. S (X) NI () U ()

Supervisor Comments (Goals & Objectives): This is Deputy Burch's first probationary job performance review since his date of hire. The deputy successfully completed the mandatory Jail Officer Certification Academy during this evaluation cycle and he is now eligible to be certified as a jail officer with the State of Wisconsin. Deputy Burch also successfully completed the field training component of his probationary status and has been approved to work all duty posts within the County Jail and Huber Center.

Employee Comments (may enter additional comments on back of page or separate report):

Sauk County Sheriff's Office

Performance Evaluation

COPY

Employee's Name: **Burch, Matthew J.**

Job Title: Deputy/Jailor

Dates of Evaluation: 06-01-2005 until 09-01-2005

Date of Hire: 03-01-2005

Quality of Work: Extent of accuracy, thoroughness and effectiveness on the job. S (X) NI () U ()

Quantity of Work: Volume of work regularly produced. Speed & consistency of output. S (X) NI () U ()

Dependability: Extent to which one can be counted on to carry out instructions, be on the job, & fulfill responsibilities. S (X) NI () U ()

The following general definitions apply to each category:

SATISFACTORY: The performance meets the minimum requirements of job performance.

NEEDS IMPROVEMENT: The performance needs immediate improvement.

UNSATISFACTORY: The performance is deficient enough to justify disciplinary action unless immediate improvement is made.

Job Attitude: Amount of enthusiasm & interest shown in work. S (X) NI () U ()

Adaptability: Performance on a variety of assignments. S (X) NI () U ()

Job Knowledge: Amount of information & understanding possessed by employee. S (X) NI () U ()

M. Burch
Employee Signature
Employee's signature does not constitute agreement but acknowledgment of evaluation reasoning discussion.

Judgment: Decisions and actions based upon sound reasoning. S (X) NI () U ()

Supervisor's Signature:

Initiative: Extent to which one is a "self starter" in obtaining objectives on the job. S (X) NI () U ()

M. J. Olsen, Sgt
Date: 09/22/05

Effectiveness in Dealing with People: Cooperation and effective interaction with people. S (X) NI () U ()

Supervisor Comments (Goals & Objectives): This is Deputy Burch's second three month probationary job performance review since his date of hire. On 06-07-2005 the Wisconsin Law Enforcement Standards Board certified Deputy Burch as a jail officer in the state of Wisconsin. Moreover, no job performance deficiencies were observed or evident during this evaluation cycle and the deputy continues to progress through his probationary status at a satisfactory pace.

Employee Comments (may enter additional comments on back of page or separate report):

Sauk County Sheriff's Office

Performance Evaluation

COPY

Employee's Name: **Burch, Matthew J.**

Job Title: Deputy/Jailor

Dates of Evaluation: 12-01-2005 until 03-01-2006

Date of Hire: 03-01-2005

Quality of Work: Extent of accuracy, thoroughness and effectiveness on the job. S (X) NI () U ()

Quantity of Work: Volume of work regularly produced. Speed & consistency of output. S (X) NI () U ()

Dependability: Extent to which one can be counted on to carry out instructions, be on the job, & fulfill responsibilities. S (X) NI () U ()

The following general definitions apply to each category:

SATISFACTORY: The performance meets the minimum requirements of job performance.

Job Attitude: Amount of enthusiasm & interest shown in work. S (X) NI () U ()

NEEDS IMPROVEMENT: The performance needs immediate improvement.

Adaptability: Performance on a variety of assignments. S (X) NI () U ()

UNSATISFACTORY: The performance is deficient enough to justify disciplinary action unless immediate improvement is made.

Job Knowledge: Amount of information & understanding possessed by employee. S (X) NI () U ()


Employee Signature
Employee's signature does not constitute agreement but acknowledgment of evaluation reasoning discussion.

Judgment: Decisions and actions based upon sound reasoning. S (X) NI () U ()

Supervisor's Signature:



Initiative: Extent to which one is a "self starter" in obtaining objectives on the job. S (X) NI () U ()

Date: 3/13/06

Effectiveness in Dealing with People: Cooperation and effective interaction with people. S (X) NI () U ()

Supervisor Comments (Goals & Objectives): This is Deputy Burch's forth and final 3 month probationary job performance review. The deputy has met all issued probationary status goals and objectives and is herein released from probationary status effective 03-01-2006.

Employee Comments (may enter additional comments on back of page or separate report):

Sauk County Sheriff's Office

Performance Evaluation

COPY

Employee's Name: **Burch, Matthew J.**

Quality of Work: Extent of accuracy, thoroughness and effectiveness on the job. S (X) NI () U ()

Job Title: Deputy/Jailor

Dates of Evaluation: 09-01-2005 until 12-01-2005

Quantity of Work: Volume of work regularly produced. Speed & consistency of output. S (X) NI () U ()

Date of Hire: 03-01-2005

The following general definitions apply to each category:

Dependability: Extent to which one can be counted on to carry out instructions, be on the job, & fulfill responsibilities. S (X) NI () U ()

SATISFACTORY: The performance meets the minimum requirements of job performance.

Job Attitude: Amount of enthusiasm & interest shown in work. S (X) NI () U ()

NEEDS IMPROVEMENT: The performance needs immediate improvement.

Adaptability: Performance on a variety of assignments. S (X) NI () U ()

UNSATISFACTORY: The performance is deficient enough to justify disciplinary action unless immediate improvement is made.

Job Knowledge: Amount of information & understanding possessed by employee. S (X) NI () U ()

M. Burch
Employee Signature

Judgment: Decisions and actions based upon sound reasoning. S (X) NI () U ()

Employee's signature does not constitute agreement but acknowledgment of evaluation reasoning discussion.

Supervisor's Signature:

Initiative: Extent to which one is a "self starter" in obtaining objectives on the job. S (X) NI () U ()

Sgt Kathy Brandt

Effectiveness in Dealing with People: Cooperation and effective interaction with people. S (X) NI () U ()

Date: 12/13/05

Supervisor Comments (Goals & Objectives): This is Deputy Burch's third three month probationary job performance review since his date of hire. The deputy continues to progress through his probationary status at a satisfactory pace and no job performance deficiencies were observed or evident during this evaluation cycle.

Employee Comments (may enter additional comments on back of page or separate report):