



University of Wisconsin–Madison Police

Policy: 11.1

SUBJECT: ORGANIZATIONAL STRUCTURE

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POLICY:

The University of Wisconsin–Madison Police Department organizational structure shall be designed to provide the most effective and efficient delivery of service possible.

DEFINITIONS:

“Division” refers to a primary subdivision of the Department. A division has a Department-wide function either for general police service or for specialized activity.

“Function” is the expected activity of a person or organizational component.

“Organizational component” is any organizational entity (i.e., unit, division) that is staffed on a full-time basis to provide a specific function.

“Unit” refers to a functional component within a division.

PROCEDURE:

11.1.1 ORGANIZATIONAL STRUCTURE AND FUNCTIONS

The following shall define procedures pertaining to organizational charts:

- A. All employees of the University of Wisconsin–Madison Police Department work under the authority of the Chief of Police. The Chief of Police is the administrative head of the Police Department. Under normal operations, the Chief of Police reports directly to the Vice Chancellor for Administration and is responsible for the overall planning, organizing and directing of the Police Department. During times of crisis, the Chief of Police may report directly to the Chancellor for the University or the President of the UW System.
- B. The University of Wisconsin–Madison Police Department is organized into five divisions:
 - 1. Field Services
 - 2. Support Services
 - 3. Planning and Development
 - 4. Administrative Services
 - 5. Investigative Services
- C. The Chief of Police and two Assistant Chiefs maintain coordination between the five divisions.
- D. The divisions within the personal span of control of the Chief of Police are grouped by function. The Captains of four of the five divisions (Field Services, Support, Investigative Services, Planning and Development) report to the Assistant Chiefs. The Captain of Administrative Services is a staff position that reports directly to the Chief while serving the Assistant Chiefs as needed. A Program Assistant Advanced – Confidential also reports directly to the Chief. Functional subdivisions and the reporting structure are as follows:
 - 1. Field Services Captain
 - a. Day Shift Lieutenant
 - I. 1st shift Police Patrol Sergeant
 - A. 1st shift Police Patrol
 - B. Community Police Officers
 - II. 1st Shift Security Supervisor
 - A. Day Shift Chazen Museum Operations
 - B. Day Shift Campus Routes

- III. Health Sciences Sergeant
 - A. Day Shift Health Sciences Operations
 - b. Night Shift Lieutenant
 - I. 2nd Shift Police Patrol Sergeant
 - A. 2nd Shift Police Patrol
 - II. 2nd Shift Security Supervisor
 - A. 2nd Shift Chazen Museum Operations
 - B. 2nd Shift Campus Routes
 - C. 2nd Shift Health Sciences Operations
 - III. 3rd Shift Police Patrol Sergeant
 - A. 3rd Shift Police Patrol Sergeant
 - B. 3rd Shift Police Patrol
 - C. 3rd Shift Chazen Museum Operations
 - D. 3rd Shift Campus Routes
 - E. 3rd Shift Health Sciences Operations
 - c. Special Events Lieutenant
 - d. Police Communications Manager
 - I. Police Communications Supervisor
 - A. Law Enforcement Dispatchers
- 2. Support Captain
 - a. Personnel Sergeant
 - I. Human Resources OPA
 - II. Administrative Police Officer
 - b. Business Specialist
 - c. Information Technology MoIT
 - d. IT Tech (functionally led by IT MoIT)
- 3. Planning and Development Captain
 - a. Emergency Management Lieutenant
 - I. Emergency Management Supervisor
 - A. Emergency Management Police Officer
 - B. Emergency Mgt. OPA
 - C. Emergency Service Coordinator
 - b. Infrastructure Security Lieutenant
 - I. Infrastructure Sergeant
 - A. Infrastructure Police Officer
 - II. Infrastructure Security Supervisor
 - III. Access Control Security Supervisor
 - A. Access Control OPA
 - B. Access Control Security Officer
 - IV. I.S. Technical Services Senior
- 4. Administrative Captain
 - a. Professional Standards Lieutenant
 - I. Training Sergeant
 - II. Policy and Program Analyst
 - III. Court Services OPA
 - IV. Records Manager
 - b. Staff Function for Chief's Office
 - c. Clergy Director
 - I. Assistant Clergy Director
 - d. Communication Specialist
- 5. Investigative Services Captain
 - a. Investigative Services Sergeant

b. Detectives

- E. The day-shift patrol consists of sworn officers who are managed by the Day Shift Lieutenant. The second and third patrol shifts consist of sworn officers and non-sworn security officers. The unit is managed by the Night Shift Lieutenant.
- F. The responsibilities of the sworn officers on patrol shifts include providing 24-hour patrol coverage, responding to calls for service, preventing crime, solving community problems, making arrests, transporting and processing prisoners, conducting preliminary criminal investigations, testifying in court, responding to medical emergencies, performing crime prevention and community involvement activities, searching for missing persons, assisting motorists, responding to unusual occurrences, preparing incident reports, providing assistance to victims and witnesses, reporting crimes and accidents, performing traffic direction and control, and providing building security services.
- G. The responsibilities of the non-sworn officers on patrol shifts include: providing 24-hour patrol coverage, crime prevention, responding to calls for service, building security services, and providing dedicated protection and security to all University properties and personnel, as well as providing assistance at fire responses and assisting with many law enforcement activities.
- H. The Detective Bureau consists of sworn officers. This Bureau is directly supervised by the Investigative Services Captain. The responsibilities of the Bureau include conducting follow-up investigations, testifying in court, collecting and disseminating criminal intelligence information, conducting background investigations, collecting and preserving evidence, managing criminal case files, assessing and managing threats, providing assistance to victims and witnesses, interacting with local, state, and federal criminal justice authorities, conducting University investigations, and facilitating crime prevention and community involvement activities.
- I. The Court Services Program Assistant reports to the Professional Standards Lieutenant. This position is responsible for submitting cases to the district attorney's office, appearing in court on behalf of the Department, forwarding information from the District Attorney's Office to the appropriate persons, and tracking open Department cases through the court system.
- J. Special Events are managed by the Special Events Lieutenant, who is functionally responsible for the following: all aspects of planning, managing and resource allocation of all "special events" that require utilization of both sworn and non-sworn Department personnel.
- K. The Health Sciences Unit consists of sworn and non-sworn officers. The day shift is managed by the Day Shift Lieutenant. The second and third shifts are managed by the Night Shift Lieutenant. The responsibilities of the Unit include providing 24-hour patrol coverage to the Health Sciences Complex, responding to calls for service, access control, and providing dedicated protection and security to the Health Sciences Complex properties and personnel, as well as providing assistance at fire responses and assisting with many law enforcement activities. This Unit also assists with providing protection and security to all University properties and personnel.
- L. The Human Resources and Business Units consist of sworn and non-sworn personnel. This Unit is managed by the Support Services Captain with subdivisions managed by the Personnel Sergeant. Responsibilities of this Unit include coordinating vehicle maintenance management, hiring and promotional processes, recruitment efforts, human resources, budget, purchasing and complaint processing.
- M. The Communications Center consists of non-sworn personnel. It is overseen by the Police Communications Manager. Responsibilities of the Communications Center include providing 24-hour operation of the UW-Madison Police Department Communications Center, evaluating and acting upon information and requests concerning public safety, law enforcement for the University in general, and coordinating activities between police and security units, other law enforcement agencies, fire departments, emergency medical units, and other governmental agencies.
- N. The Records Unit consists of non-sworn personnel. It is overseen by the Professional Standards Lieutenant. The Unit is responsible for entering data into the records system, ensuring accuracy of information in the system, and responding to requests for information contained in the records system, including Open Record requests.

- O. The Information Technology Unit consists of non-sworn personnel. The Unit is overseen by the Information/Network Services Specialist, a management team member. Responsibilities include providing technology support to the UW–Madison Police Department, maintaining computer-aided dispatch, maintaining an automated central records system, providing hardware technology integration, Department web site management, and facilitating the computerized flow of information.
- P. The Emergency Management Unit consists of sworn and non-sworn personnel. This Unit is managed by the Emergency Management Lieutenant. The responsibilities of this Unit include facilitating and managing the development of plans for crisis, emergency response, continuity of operations, continuity of government, evacuation, logistics, pandemic, large population events, and other emergency response plans.
- Q. The Infrastructure Security Unit consists of sworn and non-sworn personnel. This Unit is managed by the Infrastructure Security Unit Lieutenant. The responsibilities of this Unit include coordinating the assessment of risk and vulnerabilities to critical or sensitive facilities on the University and managing the migration of campus departments to electronic access control.
- R. The Professional Standards Unit consists of sworn and non-sworn personnel and is managed by the Professional Standards Lieutenant. The responsibilities of the unit include managing accreditation standards, gathering and/or documenting proofs of compliance for accreditation, coordinating the annual review of the written directives manual and reviewing use of force situations.
- S. The Training Unit consists of sworn personnel. The Unit is managed by the Professional Standards Lieutenant. The responsibilities of the unit include planning and coordinating all Department in-service training, coordinating the training of all Department personnel, maintaining training records for all personnel, coordinating training brought into the department for external providers and the coordination of in-house training provided in classroom, briefing or electronic settings. This unit works closely with the Human Resources and Business Units of Support Services.

11.1.2 ORGANIZATIONAL CHART

The following provides general guidelines for organizational charts:

- A. The organizational structure of the Department is depicted graphically on an organizational chart, which is reviewed and updated as necessary. The chart reflects the functional responsibility, the chain of command and the lines of authority and communication for each organizational component and/or subdivision thereof.
- B. The organizational chart shall be made accessible to all personnel.