



University of Wisconsin–Madison Police

Policy: 11.4

SUBJECT: REPORTING AND NOTIFICATIONS

EFFECTIVE DATE: 06/01/10

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STANDARD: CALEA 11.4.1 – 11.4.5, 41.2.4, 91.1.5

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POLICY:

University of Wisconsin–Madison Police Department reporting processes shall provide an organized means for disseminating information to the appropriate personnel in a timely and efficient manner.

DEFINITIONS:

“Notification” refers to the communication of, or the delivery of, an intended message.

PROCEDURE:

11.4.1 ADMINISTRATIVE REPORTING PROGRAM

The following establishes a listing of all administrative reports generated by Department personnel:

- A. Daily Log – The Daily Log lists all calls for service including dispatch information and call disposition. It is produced daily Monday-Friday by records personnel. Saturday and Sunday logs are produced on Monday and holidays are produced on the next business day. The log is placed on the Department Intranet for viewing by any Department member. Redacted logs are provided to the Dean of Students, Risk Management, and Housing.
- B. Daily Call Log – The Daily Call Log is a listing of all calls for service containing call nature, location, date and time. It is produced Monday–Friday by records personnel and serves as the log of Clery reportable offenses. This log is also available to the public on the Department web page.
- C. Daily Briefing Sheet – The briefing sheet is completed daily by Law Enforcement Dispatchers (LEDs) with input from officers and officer completed dispositions, which contain information of significance. The purpose of this document is to ensure information that is pertinent to daily operations or ongoing incidents is provided to Department members. This sheet is distributed to supervisors and managers Monday–Friday, with the Monday report containing weekend information.
- D. Case Assignments will be tracked in RMS using the investigator dashboard module which is designed to track which detective or officer is assigned follow up on a particular case and the status of that follow-up.
- E. Uniform Crime Report (UCR) – The UCR is completed monthly for submission to Wisconsin Department of Justice (DOJ). Records personnel generate the report and the Investigative Services Lieutenant verifies the report.
- F. Monthly Crime Report – This report is produced by the Administrative Captain. It contains information relating to class 1 UCR crimes on campus over the month, six months, and year. The report is distributed to all management staff and Field Services personnel and is used to guide patrol activities and aid in the identification of problems that may be appropriate for Problem Oriented Policing projects.
- G. Fleet Mileage Report – The Administrative Officer compiles this report each month to show squad car usage. This report is disseminated through the chain of command including Training Sergeant and Personnel Sergeant.
- H. Continuity of Operations Progress Report – this report details the progress of COOP planning at the University and is sent to the state of Wisconsin Continuity of Government Director and the University of Wisconsin System Vice President on a quarterly basis.

- I. Detoxification Data Report – This report is compiled monthly by the Chief’s Assistant and is provided to the Chief of Police.
- J. Hospital Police Case Report – This report is compiled by the Police Communications Manager (PCM) or designee monthly. The purpose is to brief the hospital Security Director on police cases. This report is disseminated to the hospital Security Director, and Field Services Captain.
- K. Traffic Stop Report – Annually, records staff generates traffic stop reports. These reports include the race, gender, and ethnicity of all traffic contacts. These reports are distributed to the Chief, Operations Assistant Chief, and Field Services Captain.
- L. Annual Report – This report is completed annually by a committee of Department members with assignments for portions given to various Department members. It covers activities of the Department for the year as well as yearly crime and activity statistics.
- M. Intelligence Briefings – These briefings are compiled by the Intelligence Detective on an as-needed basis. The purpose is to convey specific information on animal rights, protests, terrorism, or any other topic of concern. The briefings are disseminated to all Department managers.
- N. Budget Report – This report is prepared by the Department University Business Specialist monthly, contains expenditures to date and the anticipated year-end budget amount, and is provided to the Chief of Police.
- O. Traffic Enforcement Evaluation Report – This report is prepared by the Day Shift Field Services Lieutenant and provides an analysis of the Department’s traffic enforcement activity and is provided to the Chief of Police and Field Services Captain. The purpose is to provide data and recommendations to deploy resources for reducing traffic crashes through traffic law enforcement.

11.4.2 FORMS ACCOUNTABILITY

The following establishes procedures pertaining to Department-generated forms:

- A. The Support Services Captain, or designee, is responsible for developing and implementing procedures to ensure the accountability of all Department forms, including the establishment of a written record of all forms, form numbers, and subsequent form revisions. A master electronic file of each form in use shall be maintained. The forms management function is designed to ensure that only necessary and essential forms are retained in use and that all others are eliminated.
 - 1. The Support Services Section shall be responsible for overseeing the development and modification of all Department forms, excluding forms supplied by another agency or the courts that are for Department use, as well as forms controlled by another level of government.
 - 2. The review process for new or modified forms shall include personnel in the components who will use and process the forms.
 - 3. All forms will be reviewed and evaluated as needed.
 - 4. The final approval for all new or modified forms shall rest with the Chief of Police or designee.
- B. Accountability of certain Department reports and forms will be maintained in the following manner:
 - 1. Serialized receipts shall be utilized for all cash financial transactions.
 - 2. Serialized citations for parking, traffic, criminal, and administrative code violations shall be utilized.
 - 3. Any serialized form that is lost or destroyed shall be reported to a supervisor immediately.
 - 4. The Court Services Officer is responsible for audits of skipped or missing citations and is to notify the Field Services Captain, in writing, of these citations so that follow-up can be initiated.

11.4.3 ACCREDITATION REPORT/REVIEW SYSTEM

The following establishes general guidelines for the accreditation process:

- A. The Professional Standards Lieutenant shall be responsible for overseeing the Department’s efforts regarding performing and documenting activities mandated by applicable accreditation standards. Performing and documenting these activities, however, are the responsibility of all Department personnel. An electronic task management system will be utilized for tracking the submission of accreditation materials.

- B. Time-sensitive accreditation standards requiring periodic reports/submissions will be closely monitored using task management software. Follow-up notices will be generated and disseminated to ensure timely submissions.
- C. Periodic updates to accreditation files may be done by supervisory personnel who specialize in the topic of particular standards (forensics, records, etc.).
- D. Significant uses of force reports (including pursuits, spike strip deployment, strip searches, etc.) should be forwarded to the Accreditation Manager.

11.4.4 FIRST RESPONDER NOTIFICATIONS

The following establishes procedures for first responder notifications in emergency situations:

- A. The Department has obligations to make notification to other agencies in the event of certain emergencies. These notifications serve to meet statutory obligations, restore essential services, effect emergency repairs, and keep the public informed.
- B. In all cases of deaths that do not occur under the direct supervision of medical authorities, the office of the coroner of the appropriate county will be notified without unnecessary delay.
- C. Various occurrences may require the assistance of outside resources. These may include downed power or telephone lines, broken water mains, malfunctioning traffic control signals, and/or hazardous road conditions. On-scene officers will make determination of additional assistance needed to remedy or alleviate these situations and request the Communications Center to make notification to appropriate personnel including:
 1. Emergency medical services/fire department, including Hazardous materials teams; and
 2. Facilities Planning and Management

11.4.5 INTERNAL AND/OR UNIVERSITY NOTIFICATION(S)

The following outlines incidents that warrant internal and/or University notification:

- A. The purpose of Incident Notification is to provide an organized means for notification within the Department and to provide a trained, consistent Department response. Notification of incidents assists managers in preparing and coordinating University and Department responses.
- B. List of incidents requiring manager on-call and back-up manager on-call notification:
 1. Homicide or attempted homicide on campus or in immediate campus area;
 2. Serious injury, use of an AED, or death from accident, illness or suicide that occurs on campus or in the immediate campus area;
 3. First, second, or third-degree sexual assault;
 4. Aggravated battery with serious injury;
 5. Robbery;
 6. Burglary in excess of \$10,000 or of a high profile location;
 7. Hostage situation;
 8. All working fires or fires with injury or apparent damage in excess of \$10,000;
 9. Any suspected arson with other than minor damage;
 10. Hazardous materials incidents with injury or serious risk of injury;
 11. Natural disasters;
 12. University Hospital prisoner escape;
 13. University Hospital Administration requests of police for activation of their disaster plans;
 14. Any protest that will require police presence;
 15. Any bomb threat;
 16. Suspected drug or alcohol use by an employee on duty;
 17. Incidents involving regulated select agents;
 18. Surrender of any newborn child to a Department member;
 19. Department member taking another police officer into physical custody.
- C. The incidents listed are not completely exhaustive. Other incidents or circumstances may warrant notification of the Manager on Call. As a general rule, any incident that would bring the University of Wisconsin or its Police Department

to the attention of the general public or news media would warrant notification of the Manager on Call. The Manager on Call will decide if the incident meets the criteria and requires activation of the University Response Plan.

- D. The Officer in Charge (OIC) and Law Enforcement Dispatcher on duty is responsible for determining if the Manager on Call should be contacted. The OIC or LED has the responsibility of paging the Manager on Call for incidents requiring notification.
- E. The manager on call will decide whether to notify the Chief or other management team members if necessary. The Chief shall be notified in all cases of deaths occurring on campus or in the immediate campus area and all student deaths regardless of where they occur.
- F. The OIC and the Law Enforcement Dispatcher have the responsibility of ensuring that the University Communications is notified of every incident listed above, except for (16), (17), and (19). The role of UW Communications is to contact other University departments, faculty, and staff who need the information and to serve as a resource to those persons. Examples are
 - 1. The Chancellor or designee;
 - 2. Facilities, Planning and Management or Physical Plant Director or designee;
 - 3. The Dean of Students or designee.
- G. UW Communications shall be contacted and given initial information on incident type, location, and emergency personnel on scene. If more information is needed, UW Communications staff will respond to police headquarters or the incident scene or consult with the Manager on Call.
- H. When managers other than the Manager on Call contact dispatch, they are to be informed of any incident addressed in this procedure.
- I. The Law Enforcement Dispatcher shall send an internal email to the management group advising them of any incident that is included in the Department Internal and/or University Notifications list.

11.4.6 OTHER AGENCY NOTIFICATION(S)

The following outlines incidents that warrant notification of other agencies:

- A. If a police officer executes planned legal action or conducts any investigative work outside of Dane County, the officer in charge of the action shall ensure that the law enforcement agency of jurisdiction is informed of the action, except in situations in which confidentiality cannot be risked.
- B. If a police officer executes unplanned legal action or conducts any unplanned investigative work outside of Dane County, the officer in charge of the action shall ensure that the law enforcement agency of jurisdiction is informed of the action as soon as possible. Notifications will include:
 - 1. Time and location(s) of the event;
 - 2. Name of the supervisor in charge of the action;
 - 3. Method of contacting the supervisor in charge;
 - 4. Nature of the event, e.g., search warrant;
 - 5. Assessment of the potential for problems; and
 - 6. Assistance, if any, that may be requested of the agency of jurisdiction.
- C. In the event of a death on campus, the officer in charge of the scene shall notify the Dane County Medical Examiner's Office. The following information should be provided:
 - 1. Victim's name, if known;
 - 2. Location of scene;
 - 3. Contact telephone number of the officers; and
 - 4. Any information known at the time that will assist the medical examiner/coroner.
- D. In the event that an urgent response is required from a non-law enforcement department, such as the Madison Fire Department, the Physical Plant, or UW Environmental Health and Safety, the officer in charge of the incident should ask the Communications Center to contact the appropriate Department for notification.

- E. If an incident requires the Physical Plant or another University department to respond for non-critical maintenance after normal business hours, the officer in charge of the incident shall request the Communications Center to notify the appropriate Department via the University Central Answering Response Service or e-mail.