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# UW-Madison Police Department

## Policy: 11.4

**SUBJECT: REPORTING AND NOTIFICATIONS**

**EFFECTIVE DATE: 06/01/10**

**REVISED DATE: 10/1/16, 02/15/17; 08/16/18; 03/21/19; 04/13/20**

**STANDARD: CALEA 11.3.1-11.3.3, 11.4.1 – 11.4.3, 41.2.4, 91.1.5**

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### POLICY:

UW-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

- A. Daily Log – The Daily Log lists all calls for service including dispatch information and call disposition (except reactor checks). It is produced daily Monday-Friday (except holidays) by records staff. Saturday, Sunday, and holiday logs are produced on the next business day. Redacted logs are provided to campus partners.
- B. Daily Event Log – The Daily Event Log is a listing of all calls for service (except reactor checks) containing event ID, call nature, location, date and time, and status. It is produced Monday – Friday (except holidays) by the Law Enforcement Dispatch Manager or designee, and is posted on the Department web page.
- C. Clery Crime and Fire Log – The Clery Crime and Fire Log is a listing of all crimes that are reported, in the past 60 calendar days, to UWPD or UWPD Clery personnel that occur on Clery geography and in UWPD’s patrol jurisdiction, and all UW-Madison residential housing fires. The Log contains the UWPD event ID if applicable, report number if applicable, date and time reported, date and time occurred, location of offense, offense reported, and disposition if known. The Log is updated at least every 2 business days, excluding holidays, by the Assistant Clery Director or designee, and is posted on the Department web page. Case disposition changes, if known are updated within 2 business day of the change.
- D. 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 every morning.
- E. Case Assignments shall be tracked in the Records Management System (RMS) which is designed to track which detective or officer is assigned follow up on a particular case and the status of that follow-up.
- F. Incident Based Report (IBR) – The IBR is completed monthly for submission to Wisconsin Department of Justice (DOJ). Records staff generate the report and the Investigative Services Captain or designee verifies the report.
- G. Crime Analysis Report – This report is produced by the Investigative Services Captain or designee. It contains information relating to Group A IBR crimes on campus on a quarterly and annual basis. 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 department crime prevention efforts.

- H. Fleet Mileage Report – The Logistics & Equipment Specialist compiles this report each month to show squad car usage. This report is disseminated through the chain of command including the Training Sergeant.
- I. Emergency Management and Continuity of Operations Report – this report details the progress of emergency management and COOP planning at the UW system campuses and associated sites. It is sent to senior UWPD management and the UW System Administrative Office on an annual basis.
- J. Detoxification Data Report – This report is compiled monthly by the Records & Data Analyst and is provided to the Chief of Police.
- K. Hospital Police Case Report – This report is compiled by the Law enforcement Dispatch Manager (LEDM) or designee monthly. The purpose is to brief the hospital Security Director on police cases. This report is disseminated to the Hospital Security Director, Field Services Captain and other department staff members as deemed appropriate.
- L. 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 made available to department staff members.
- M. Annual Report – This report is completed annually by 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.
- N. Intelligence Briefings – These briefings are compiled by a 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.
- O. Budget Report – This report is prepared by the Department Senior Accountant monthly, contains expenditures to date and the anticipated year-end budget amount, and is provided to the Chief of Police.
- P. Traffic Enforcement Evaluation Report – This report is prepared by the Field Services Captain or designee and provides an analysis of the Department’s traffic enforcement activity and is made available to department staff members. The purpose is to provide data and recommendations to deploy resources for reducing traffic crashes through traffic law enforcement.

**11.4.2 FORMS ACCOUNTABILITY**

- 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, 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 Unit 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 shall use and process the forms.
  - 3. All forms shall 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 shall be maintained in the following manner:
  - 1. Serialized citations for parking, traffic, criminal, and administrative code violations shall be utilized.
  - 2. Any serialized form that is lost or destroyed shall be reported to a supervisor immediately.
  - 3. The Court Liaison 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(S)/REVIEW SYSTEM**

- A. The Professional Standards Lieutenant or designee 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.

- B. Time-sensitive accreditation standards requiring periodic reports/submissions shall be closely monitored by the department's Accreditation Manager. Follow-up notices shall be generated and disseminated to ensure timely submissions on critical time-sensitive reports.

#### **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, MOC or designee shall notify the office of the coroner or medical examiner of the appropriate county 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 shall 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 (MOC) notification:
  - 1. Homicide or attempted homicide on campus or in immediate campus area;
  - 2. Serious injury, use of an AED, use of Naloxone, or death from accident, illness or suicide that occurs on campus or in the immediate campus area;
  - 3. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> degree sexual assault;
  - 4. Aggravated battery with serious injury;
  - 5. Robbery;
  - 6. Burglary in excess of \$10,000, identified pattern of burglaries and/or burglary 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 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.
  - 20. Virus and/or malicious attack on department IT resources
- C. The incidents listed are not completely exhaustive. Other incidents or circumstances may warrant notification of the MOC. As a general rule, the MOC should be notified of any incident that would bring the University of Wisconsin or its Police Department to the attention of the general public or news media, if there is an immediate or imminent life safety concern involving persons in crisis that is threatening to the campus community, and/or would meet the criteria for a Clery Timely Warning or Alert. The MOC shall decide if the incident meets the criteria and requires activation of

the Emergency Operations Plan (EOP.)

- D. The Officer in Charge (OIC) or designee) is responsible for determining if the MOC should be contacted. The OIC or designee has the responsibility of contacting the MOC for incidents requiring notification.
- E. The MOC shall 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 MOC or designee shall 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 can respond to police headquarters or the incident scene or consult with the MOC.
- H. The MOC or designee 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 shall 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 shall 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 necessary maintenance after normal business hours, the officer in charge of the incident shall request the Communications Center to notify the appropriate Department via Integrated Communications Services (ICS.)