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# University of Wisconsin–Madison Police

**Policy: 15.1**

**SUBJECT: PLANNING**

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## **POLICY:**

The University of Wisconsin–Madison Police Department shall provide for an effective and efficient management strategy for conducting planning and research activities.

## **DEFINITIONS:**

“Goal” refers to a broad statement of an intended result. Goals should be stated in ways that permit measurement of achievement.

“Objective” refers to an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a “subgoal” or element of a goal and therefore requires a shorter time to accomplish than does the complete goal.

“Plan” refers to the documented identification of methods to achieve goals or conditions.

## **PROCEDURE:**

### **15.1.1 PLANNING AND DEVELOPMENT DIVISION**

The following outlines the planning and development functions:

- A. The Mission Statement of the University Police Department is the primary and guiding document for the Department. The Planning and Development division assists in fulfilling the Department’s Mission through its activities.
- B. The Emergency Management Unit coordinates the University and community groups to ensure that the campus is prepared to respond to emergencies, recover from them, and mitigate their impacts. Crisis and disaster events require campuses to prepare for such events but also require an understanding of response capabilities and limitations. It is impossible to predict when a crisis will occur, or the extent to which it may affect campus. Through deliberate planning, preparing, and training, the University can greatly minimize losses from such events. The Emergency Management Unit is responsible for compliance with federal mandates, developing and maintaining the campus-wide University Response Plan (URP), facilitating the completion of Occupant Emergency Plans (OEP) for each campus building, and coordinating Continuity of Operations Planning (COOP) for all UW System schools. The unit provides training and information on all five (5) phases of emergency management: prevention, preparedness, response, recovery, and mitigation.
- C. The Infrastructure Security Unit is comprised of physical security and access-control staff whose duties include security surveys, crime analysis, and crime prevention, as well as risk assessment. The unit works closely with Facilities Planning and Management and UW Environmental Health and Safety, to develop plans and guidelines for security and access control systems. This Unit helps identify what resources are most critical for the University to continue to function.

### **15.1.2 PLANNING AND DEVELOPMENT PLACEMENT**

The following outlines the placement of the planning and development functions and access to the Chief of Police:

- A. The University of Wisconsin–Madison Police Department is organized into five divisions: Field Services, Support Services, Planning and Development, Investigative Services, and Administrative Services.
- B. The Chief of Police and Assistant Chief(s) maintain coordination between the five divisions.

### **15.1.3 PLANNING BY DIVISION**

The following describes the planning and research conducted by division:

- A. The captain of each division may designate personnel for planning and research of projects and/or equipment specific to that division.
- B. Planning for projects that cross divisions shall be done collaboratively between the affected divisions.

### **15.1.4 MULTIYEAR PLAN**

The following outlines the Department multiyear planning efforts:

- A. To ensure that the goals and objectives for the Department are well planned and documented to provide for adequate staffing and operational funding for future years, the Chief of Police and the management staff will develop a written multiyear plan that includes the following:
  - 1. Long-term goals and operational objectives;
  - 2. Anticipated workload and population trends;
  - 3. Anticipated personnel levels; and
  - 4. Anticipated capital improvements and equipment needs;The plan will be evaluated annually for necessary changes.
- B. Strategic priorities shall be established every five (5) years. The Vision, Mission, and Values Statements shall be reviewed during each strategic planning process.

### **15.1.5 GOALS AND OBJECTIVES**

The following provides direction in establishing goals and objectives for the Department:

- A. To ensure direction and unity of purpose and to serve as a basis for measuring progress, goals and objectives shall be established for the Department and each major organizational component. These goals shall be reviewed and updated annually.
- B. During the strategic planning phase, the Chief of Police shall formulate a comprehensive statement of department goals and objectives. The timing shall allow for the development of division-level goals and objectives.
  - 1. Subsequent to the Chief of Police issuing goals and objectives for the Department, division managers shall formulate written statements of goals and objectives for their respective divisions and each organizational component within it. This process shall include the solicitation of input from all employees to whom the goals and objectives apply.
  - 2. At the conclusion of the formulation process, the Department goals and objectives as well as those of the divisions, will be made available to all employees.

### **15.1.6 EVALUATING PROGRESS**

The following provides guidance for the evaluation of efforts of achieving goals and objectives:

- A. Each manager shall submit to the Chief of Police, via the monthly management summary, a written evaluation detailing the progress that has been made by his or her area of responsibility toward the attainment of goals and objectives.
- B. During the course of a year, the Chief of Police may require periodic updates of progress toward goals and objectives.