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# UW-Madison Police Department

**Policy: 15.1**

**SUBJECT: PLANNING**

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

**REVIEWED DATE: 09/01/14; 11/26/18**

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**STANDARD: CALEA 15.1.1 – 15.2.2**

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## **INDEX:**

- 15.1.1 PLANNING AND DEVELOPMENT DIVISION FUNCTIONS
- 15.1.2 PLANNING AND DEVELOPMENT PLACEMENT
- 15.1.3 PLANNING BY DIVISION
- 15.1.4 STRATEGIC PLAN
- 15.1.5 GOALS AND OBJECTIVES
- 15.1.6 EVALUATING PROGRESS

## **POLICY:**

The UW-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 “sub-goal” 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 FUNCTIONS:**

- A. The Mission Statement of the UW-Madison 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 Emergency Operations Plan (EOP), 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, use of access control and video surveillance systems, 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, video surveillance, and access control systems. This Unit helps identify what resources are most critical for the University to protect in order to continue operating.

### **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 UW-Madison Police Department is organized into four sub-divisions: Field Services, Planning and Development, Support Services, and Investigative Services.
- B. The Chief of Police and Assistant Chief(s) maintain coordination between the four sub-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 STRATEGIC PLAN**

- 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 shall develop a written strategic plan that includes the following:
  - 1. Long-term goals and operational objectives;
  - 2. Anticipated workload in relation to population trends;
  - 3. Anticipated personnel levels; and
  - 4. Anticipated capital improvements and equipment needs;
  - 5. Collaborative systems review
- B. The plan shall be evaluated annually for necessary changes.
- C. Strategic priorities shall be established every 3-5 years. The Vision, Mission, and Values Statements shall be reviewed during each strategic planning process.

#### **15.1.5 GOALS AND OBJECTIVES**

- 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 or designee 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 or designee 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, shall be made available to all employees.

#### **15.1.6 EVALUATING PROGRESS**

- A. Each manager shall submit to the Captain of the respective sub-division information detailing the progress that has been made by their area of responsibility toward the attainment of goals and objectives. The Captains shall report on progress at the Chief-Captain meetings which are held at least monthly.
- B. During the course of a year, the Chief of Police may require periodic updates of progress toward goals and objectives.