University of Wisconsin–Madison Police

Policy: 2.2  
SUBJECT: CONTRACTS  
EFFECTIVE DATE: 06/01/10  
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STANDARD: CALEA 3.1.1, 3.1.2

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POLICY:  
The University of Wisconsin–Madison Police Department maintains guidelines for written agreements for law enforcement between the Police Department and private or non-University entities for law enforcement services.

DEFINITIONS:  
“Contract” refers to an agreement between two or more parties for the purpose of performing or not performing a specific function.  
“Detached duty” refers to assignments separate from routine service for the University of Wisconsin–Madison.

PROCEDURE:  
2.2.1 CONTRACTUAL AGREEMENTS  
The following shall provide guidelines for written agreements for law enforcement services:

A. Written agreements for law enforcement services shall be maintained by the Captain of Support Services.

B. Written agreements for law enforcement services provided by the University of Wisconsin–Madison Police Department to private or non-University entities shall include the following information:
   1. A statement of the services provided;
   2. Specific language dealing with financial agreements;
   3. Specification of records to be maintained regarding the performance of services;
   4. Language dealing with the duration, modification, and termination of the contract;
   5. Specific language dealing with legal contingencies;
   6. Stipulation that the University of Wisconsin–Madison Police Department maintains control over its personnel;
   7. Specific arrangements for the use of any equipment and/or facilities; and
   8. A procedure for review and revision, if needed, of the agreement.

2.2.2 CONTRACT FOR LAW ENFORCEMENT SERVICES EMPLOYEE RIGHTS  
The following shall provide general rules regarding officers assigned to detached duty:

A. The Chief of Police or an Assistant Chief of Police may from time to time assign officers to an outside agency to perform specialized duties or assignments.

B. All officers that are so assigned will continue to be employees of the University of Wisconsin-Madison Police Department and as such, are subject to the following:
   1. Rules, regulations, and mandates stipulated by the Department;
   2. Department directives, policies, and procedures.

C. All officers that are assigned to detached duty will retain and continue to be entitled to the following:
   1. Employment rights
   2. Promotional opportunities
   3. Fringe benefits
   4. Annual performance reviews