



# University of Wisconsin–Madison Police

**Policy: 46.8**

**SUBJECT: PERSONAL PROTECTION TEAM**

**EFFECTIVE DATE: 11/01/13**

**REVISED DATE:**

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**POLICY:**

The University of Wisconsin–Madison Police Department Personal Protection Team provides security details to designated persons while visiting the University. The Team may be utilized during special events and or special assignments. The Team shall be utilized during dignitary or very important person visits to the University.

**PROCEDURE:**

**46.8.1 ADMINISTRATION OF PERSONAL PROTECTION TEAM**

The following shall govern procedures for the administration of the Personal Protection Team:

- A. The Personal Protection Team will be staffed by personnel who are trained, equipped and physically able to provide personal protection.
- B. [REDACTED] Only those selected members of the Athletic Liaison Program will be assigned to details involving athletic teams.
- C. The Special Events Lieutenant will serve as the Team Commander. The Team Commander will oversee all aspects of the Team. The Team Commander is responsible for assigning members to special details and ensuring training is up-to-date.
- D. The Personal Protection Team will have up to two members selected to be Team Leaders. The team leaders will assist the Team Commander in planning and detail operations. Team Leaders will also assist with training new members.

**46.8.2 PERSONNEL SELECTION & TRAINING**

The following shall govern personnel selection for the Personal Protection Team:

- A. When a vacancy exists, officers that are interested in being selected for the team should forward a letter to the Team Commander detailing their experience, qualifications and interest in the position.
- B. The selection process will include an oral interview by the Team Commander and two other Team members. The interview will include, but not be limited to information and questions in the following areas:
  - 1. Applicants will be informed of the expectations of the Team and asked to describe how they will meet these expectations.
  - 2. Applicants will be asked to explain why they are interested in being a Team member and what qualifications they will bring to the program.
  - 3. The training provided to Team members will be described and applicants will have an opportunity to ask questions.
- C. Final selection will be made by the Team Commander and the Field Services Captain.
- D. Selected candidates must successfully complete a Department approved dignitary protection training course before they are assigned to a protection detail.
- E. Personal Protection Team members must successfully complete any required in-service training for dignitary protection in order to remain on the team.

- F. Officers assigned to the Personal Protection Team are required to commit to the Team for a minimum of three years. The Department will not differentiate Team members when considering shift changes, special assignments and/or promotional opportunities.

#### **46.8.3 OPERATION OF PERSONAL PROTECTION TEAM**

The following shall govern procedures for requesting the Personal Protection Team:

- A. Any requests for use of the Team should be directed to the Team Commander. Department needs and use of the Team should always take precedent over outside requests.
- B. Requests may be generated but not limited to federal, state, local law enforcement agencies, political campaigns or controversial speakers. Once a request is received, the Team Commander or designee will conduct a threat assessment and risk analysis to determine the level of protection to be granted.
- C. Only assignments that require an officer trained in personal protection will be assigned to the Team. Other routine plain clothes/uniform assignments will be assigned through the normal overtime assignment process.
- D. The Team Commander will coordinate any billing for services provided by the Personal Protection Team.

#### **46.8.4 UNIFORM & EQUIPMENT**

The following shall govern uniform and equipment for the Personal Protection Team:

- A. The Team Commander will provide instructions as to what uniform will be worn for each assignment.
- B. In addition to normal uniform items issued to sworn personnel, Team personnel may wear an approved pin on their duty uniform or business attire worn for a specific assignment.