

Facilities

Supervisor Guidelines

1. Areas should be free from trash and clutter
2. Furnishings should be in good repair
3. The floor should not be used for long term storage
4. Files should be properly stored
5. Conference rooms should be left as they are found
6. Storage for supplies or new equipment should be addressed before ordering

Location - 1429 Monroe Street

Responsible Supervisor	Areas of Responsibility
LEDS/LEDM	Dispatch, 1st Floor Kitchenette , Basement
Training Sergeant	Garage, Training Room, Ammo Room
Patrol Sergeants and Night Shift Lt	One-Team-Room, Breakroom, & Intoximeter Room
Personnel Sergeant	Locker Rooms, Second Floor Equipment Room
Professional Standards Lt.	Copy/Office Supply Room
Detective Sergeant	Garage Impound, Evidence Processing & Storage, Monroe Conference Room
Day Shift Lt	Armory, Library and second floor elevator lobby
IT Tech	All IT server and storage rooms
Building Manager(s) and Back-Up Building Manager	Lobby and Mailbox Area
Assistant to the Chief	Executive Conference Room
Night Shift Security Supervisor	First floor hallways
Administrative Officer	Holding Rooms (including monthly inspections)
Director of Emergency Management	Randall Conference Room, 1 st Responders work station, Meditation Room

Location – 1433 Monroe Street

Training Sergeant	Workout Room and Smartboard Room
--------------------------	----------------------------------

Location – Health Sciences Complex

Day Shift Route Security Supervisor	Security Office
--	-----------------

Location – Camp Randall & Kohl Center

Special Events Lt.	Police Center
---------------------------	---------------

Location – School of Nursing

Director of Emergency Management	EM Storage Room
---	-----------------

Location – Chazen Security Office

Evening Security Supervisor	Security Office
------------------------------------	-----------------

Location – Community Offices

Day Shift Sergeant	LCCO
	SECO
	EHCO
	CCCO

Appendix I

	WCCO
--	------

Issued: 05/05
Revised 07/16
Reviewed 06/17
Revised: 11/17
Revised: 10/18