

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
PCS	Dispatch, 1st Floor Coffee/Copy Room, Court Services Hall, Basement
Training Sgt	Garage
Patrol Sgts	One Team Room, PTO Office, 1429 Monroe Street Breakroom, & Intoximeter Room
Personnel Lt	Locker Rooms, Second Floor Equipment Room, Radio/Supply room 270
Investigative Serv. Capt.	Detective Storage, Impound, Evidence Processing & Storage, Conference Room 205
Day Shift Lt	Armory, Library and second floor elevator lobby
IT Tech	All IT server and storage rooms located in basement, on first or second floor
Night Shift Lt	One Team Room, PTO Office, Lunch/break room, and Intoximeter Room
Assistant to the Chief	Lobby, mailbox area, first floor hall by back stairs
Administrative Officer	Holding Rooms (including monthly inspections)

Location – 1433 Monroe Street

Infrastructure Sgt	Workout Room and Smartboard Room
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Location – Health Sciences Complex

HSC Sgt	Security Office
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Location – Camp Randall & Kohl Center

Special Events Lt	Police Center
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Location – School of Nursing

Emergency Mgt Lt.	Conference Space, Lobby Area
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Location – Chazen Security Office

Evening Security Supervisor	Security Office
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Location – Community Offices

Day Shift Sgt	LCCO
	SECO
	EHCO
	CCCO
	WCCO

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