

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, 2 nd floor Radio storage and work room
Training Sgt.	Garage and Training Room
Patrol Sgts and Night Shift Lt	One-Team-Room, PTO Office, Breakroom, & Intoximeter Room
Personnel Sgt	Locker Rooms, Second Floor Equipment Room, Garage
Professional Standards Lt.	Copy/Office Supply Room
Investigative Serv. Sgt.	Detective Storage, 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 and Monroe Conference Room
Night Shift Security Supervisor	First floor hallways
Administrative Officer	Holding Rooms (including monthly inspections)
Emergency Mgt Dir.	Randall Conference Room, 1 st Responders work station, Meditation Room

Location – 1433 Monroe Street

Training Sgt.	Workout Room and Smartboard Room
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Location – Health Sciences Complex

Day Shift Route Security Supervisor	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. Director	EM Storage Room
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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

Appendix I

	CCCO
	WCCO

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