

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

### Location – 1433 Monroe Street

<b>Training Sgt</b>	Workout Room and Smartboard Room
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### Location – Health Sciences Complex

<b>SS Carpenter</b>	Security Office
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### Location – Camp Randall & Kohl Center

<b>Special Events Lt</b>	Police Center
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### Location – School of Nursing

<b>Emergency Mgt Director</b>	Suite, Lobby Area
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### Location – Chazen Security Office

<b>Evening Security Supervisor</b>	Security Office
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### Location – Community Offices

<b>Day Shift Sgt</b>	LCCO
	SECO
	EHCO
	CCCO
	WCCO