



UW-Madison Police Department

Policy: 11.1

SUBJECT: ORGANIZATIONAL STRUCTURE

EFFECTIVE DATE: 06/01/10

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STANDARD: CALEA 11.1.1

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POLICY:

The UW-Madison Police Department organizational structure shall be designed to provide the most effective and efficient delivery of service possible.

DEFINITIONS:

“Function” is the expected activity of a person or organizational component.

“Organizational component” is any organizational entity (i.e., unit, subdivision) that is staffed on a full-time basis to provide a specific function.

“Subdivision” refers to a primary operational area of the Department. A subdivision has a Department-wide function either for general police service or for specialized activity.

“Unit” refers to a functional component within a subdivision.

PROCEDURE:

11.1.1 ORGANIZATIONAL STRUCTURE AND FUNCTIONS

The following shall define procedures pertaining to organizational charts:

- A. All employees of the UW-Madison Police Department work under the authority of the Chief of Police. The Chief of Police is the administrative head of the Police Department. Under normal operations, the Chief of Police reports directly to the Vice Chancellor for Finance and Administration and is responsible for the overall planning, organizing and directing of the Police Department. During times of crisis, the Chief of Police may report directly to the Chancellor for the University or the President of the UW System.
- B. The UW-Madison Police Department is organized into five subdivisions:
 1. Field Services
 2. Special Operations
 3. Planning and Development
 4. Investigative Services
 5. Support Services
- C. The Chief of Police and Assistant Chief(s) maintain coordination between the four subdivisions.
- D. The subdivisions within the personal span of control of the Chief of Police are grouped by function. The Captains and Administrative Director of the five subdivisions (Field Services, Special Operations, Investigative Services, Planning and Development, Support) report to the Assistant Chief(s). The Executive Assistant reports directly to the Chief. The Executive Directors report directly to the Assistant Chiefs. Functional subdivisions and the reporting structure are as follows:
 1. Chief of Police
 - a. Assistant Chief – Operations
 - b. Assistant Chief – Administration and Support
 - c. Executive Assistant

I. Assistant Chief – Operations

1. Special Operations Captain

1. Specialty Services Lieutenant
 - a. Lake Rescue and Safety (LRAS) Supervisor (2)
 - i. LRAS Operators (~12)
 - b. Training and Services Coordinator
 - c. Training Sergeant
 - i. Training Unit Police Officer (TUPO)
 - ii. Logistics & Equipment Specialist

2. Special Events Lieutenant

- a. Athletics Security Supervisor
 - i. Athletics Security Officers
- b. Part-Time Sworn Officers

3. Field Services Captain

1. Day Shift Lieutenant
 - I. 1st shift Police Patrol Sergeant
 - A. 1st shift Police Patrol
 - II. Community Officers and Special Events Sergeant
 - A. Community Officers
 - B. Downtown Liaison Community Officer

2. 2nd Shift Lieutenant

- I. 2nd Shift Police Patrol Sergeant
 - A. 2nd Shift Police Patrol

3. 3rd Shift Lieutenant

- II. Power Shift Police Sergeant
 - A. Power Shift Police Patrol
- III. 3rd Shift Police Patrol Sergeant
 - A. 3rd Shift Police Patrol

4. Security Manager

- I. Chazen Operations Security Supervisor
 - A. 1st Shift Chazen Museum Operations
 - II. Shift Security Supervisor
 - A. 1st Shift Campus Routes
 - B. 1st Shift Health Sciences Operations
 - C. 1st Shift Primate Complex Operations
 - III. 2nd Shift Security Supervisor
 - A. 2nd Shift Chazen Museum Operations
 - B. 2nd Shift Campus Routes
 - C. 2nd Shift Health Sciences Operations
 - D. 3rd Shift Campus Routes
5. Law Enforcement Dispatch Manager
- I. Law Enforcement Dispatch Supervisor
 - A. Law Enforcement Dispatchers

4. Investigative Services Captain

- a. Investigative Services Sergeant
 - I. Court Liaison
 - II. Detectives
 - III. Property Custodian Police Officer

- b. Clery Director
 - I. Assistant Clery Director
- c. Director of Threat Management
- d. Joint Terrorism Task Force Detective (JTTF)
- e. Dane County Narcotics Task Force Detective (DCNTF)

5. Executive Director of Communications

II. Assistant Chief- Administration and Support

1. Administrative Director of Support Services

- a. Professional Standards Lieutenant
 - i. Accreditation & Records Supervisor
 - 1. Public Records Assistant
 - ii. Records & Data Analyst
 - iii. Personnel Sergeant
- b. Financial Manager
 - i. Purchasing, Traveling & Facilities Assistant
 - ii. Accountant II
- c. IT Manager
 - i. IT User Support Specialist
- d. HR Manager
 - i. HR Coordinator

2. Executive Director of Diversity, Equity, and Inclusion

3. Planning and Development Captain

- a. Director of Emergency Management
 - I. Emergency Management Police Officer
 - II. Emergency Management Specialists (5)
- b. Infrastructure Security Lieutenant
 - I. Infrastructure Security Sergeant
 - a) Infrastructure Security Police Officer
 - II. Infrastructure Security Supervisor
 - a) Infrastructure Security Officer (2)
 - III. Access Control Security Supervisor
 - a) Security Systems Specialist (3)
- c. Director of Security Video Operations
 - a. Video Systems Technician

- E. The responsibilities of the sworn officers on patrol shifts include providing 24-hour patrol coverage, responding to calls for service, preventing crime, solving community problems, making arrests, transporting and processing prisoners, conducting preliminary criminal investigations, testifying in court, responding to medical emergencies, performing crime prevention and community involvement activities, searching for missing persons, assisting motorists, responding to unusual occurrences, preparing incident reports, providing assistance to victims and witnesses, reporting crimes and accidents, performing traffic direction and control, and providing building security services.
- F. The responsibilities of = security officers on patrol shifts include: providing 24-hour patrol coverage, crime prevention, responding to calls for service, building security services, and providing dedicated protection and security to all University properties and personnel, as well as providing assistance at fire responses and assisting with many law enforcement activities.

- G. The Investigative Services Unit consists of sworn and non-sworn personnel. The Detective Bureau is supervised by the Investigative Services Captain. The responsibilities of the Bureau include conducting follow-up investigations, testifying in court, collecting and disseminating criminal intelligence information, conducting background investigations, collecting and preserving evidence, managing criminal case files, assessing and managing threats, providing assistance to victims and witnesses, interacting with local, state, and federal criminal justice authorities, conducting University investigations, Clery Act compliance, threat intervention management, and facilitating crime prevention and community involvement activities.
- H. The Court Liaison reports to the Investigative Services Sergeant. This position is responsible for submitting cases to the district attorney's office, appearing in court on behalf of the Department, forwarding information from the District Attorney's Office to the appropriate persons, and tracking open Department cases through the court system.
- I. Special Operations includes Special Events which are managed by the Special Events Lieutenant, who is functionally responsible for the following: all aspects of planning, managing and resource allocation of all "special events" that require utilization of both sworn and non-sworn Department personnel. The Special Events Lieutenant is also designated as the Security Director for all Athletic Department facilities. Special Operations also includes Special Services which are managed by the Specialty Services Lieutenant, who is functionally responsible for the Lake Rescue and Safety, K9, and Motorcycle units as well as the Department-wide training unit and fleet management.
- J. The Health Sciences Unit consists of non-sworn officers and is managed by the Security Manager. The responsibilities of the Unit include providing on site security coverage to the Health Sciences Complex, responding to calls for service, access control, and providing dedicated protection and security to the Health Sciences Complex properties and personnel. This unit is supplemented and supported by sworn patrol. This Unit also assists with providing protection and security to all University properties and personnel.
- K. The Support Services Unit consists of sworn and non-sworn personnel. This Unit is managed by the Administrative Director of Support Services. Recruitment, hiring, and HR functions are managed by the Professional Standards Lieutenant. The Professional Standards Lieutenant manages records management, accreditation, data analysis, response to resistance reviews, internal investigations, and complaint processing. The Administrative Director of Support Services also directly manages the functions of IT, budget, and finance.
- L. The Communications Center consists of non-sworn personnel. It is overseen by the Law Enforcement Dispatch Manager. Responsibilities of the Communications Center include providing 24-hour operation of the UW–Madison Police Department Communications Center, evaluating and acting upon information and requests concerning public safety, law enforcement for the University in general, and coordinating activities between police and security units, other law enforcement agencies, fire departments, emergency medical units, and other governmental agencies.
- M. The Records Unit consists of non-sworn personnel. It is overseen by the Professional Standards Lieutenant. The Unit is responsible for entering data into the records system, ensuring accuracy of information in the system, and responding to requests for information contained in the records system, including Open Record requests.
- N. The Information Technology Unit consists of non-sworn personnel. The Unit is overseen by the IT Manager, a management team member. Responsibilities include providing technology support to the UW–Madison Police Department, maintaining computer-aided dispatch, maintaining an automated central records system, providing hardware technology integration, IT project management, disaster and recovery, and facilitating the computerized flow of information.
- O. The Emergency Management Unit consists of sworn and non-sworn personnel. This Unit is managed by the Director of Emergency Management. The responsibilities of this Unit include facilitating and managing the development of plans for crisis, emergency response, continuity of operations, continuity of government, evacuation, logistics, pandemic, large population events, and other emergency response plans.
- P. The Infrastructure Security Unit consists of sworn and non-sworn personnel. This Unit is managed by the Infrastructure Security Unit Lieutenant. The responsibilities of this Unit include coordinating the assessment of risk and vulnerabilities to critical or sensitive facilities on the University and managing the migration of campus departments to electronic access control.

- Q. The Professional Standards Unit consists of sworn and non-sworn personnel and is managed by the Professional Standards Lieutenant. The responsibilities of the unit include managing accreditation standards, gathering and/or documenting proofs of compliance for accreditation, coordinating the annual review of agency written directives and reviewing use of force situations.
- R. The Training Unit consists of sworn and non-sworn personnel. The Unit is managed by the Specialty Services Lieutenant. The responsibilities of the unit include planning and coordinating all Department in-service training, coordinating the training of all Department personnel, maintaining training records for all personnel, coordinating training brought into the department for external providers and the coordination of in-house training provided in classroom, briefing or electronic settings.

11.1.2. ORGANIZATIONAL CHART

- A. The organizational structure of the Department is depicted graphically on an organizational chart, which is reviewed and updated as necessary. The chart reflects the functional responsibility, the chain of command and the lines of authority and communication for each organizational component and/or subdivision thereof.
- B. The organizational chart shall be made accessible to all personnel and the public, upon request.