



UW-Madison Police Department

Policy: 11.4

SUBJECT: REPORTING AND NOTIFICATIONS

EFFECTIVE DATE: 06/01/10

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STANDARD: CALEA 11.3.1-11.3.3, 11.4.1 – 11.4.3, 41.2.4, 91.1.5

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POLICY:

UW-Madison Police Department reporting processes shall provide an organized means for disseminating information to the appropriate personnel in a timely and efficient manner.

DEFINITIONS:

“Notification” refers to the communication of, or the delivery of, an intended message.

PROCEDURE:

11.4.1 ADMINISTRATIVE REPORTING PROGRAM

- A. Daily Log – The Daily Log lists all calls for service including dispatch information and call disposition (except reactor checks). It is produced daily Monday-Friday (except holidays) by records staff. Saturday, Sunday, and holiday logs are produced on the next business day. Redacted logs are provided to campus partners.
- B. Daily Event Log – The Daily Event Log is a listing of all calls for service (except reactor checks) containing event ID, call nature, location, date and time, and status. It is produced Monday – Friday (except holidays) by the Law Enforcement Dispatch Manager or designee, and is posted on the Department web page.
- C. Clery Crime and Fire Log – The Clery Crime and Fire Log is a listing of all crimes that are reported, in the past 60 calendar days, to UWPD or UWPD Clery personnel that occur on Clery geography and in UWPD’s patrol jurisdiction, and all UW-Madison residential housing fires. The Log contains the UWPD event ID if applicable, report number if applicable, date and time reported, date and time occurred, location of offense, offense reported, and disposition if known. The Log is updated at least every 2 business days, excluding holidays, by the Clery Coordinator or designee, and is posted on the Department web page. Case disposition changes, if known are updated within 2 business day of the change.
- D. Daily Briefing Sheet – The briefing sheet is completed daily by Law Enforcement Dispatchers (LEDs) with input from officers and officer completed dispositions, which contain information of significance. The purpose of this document is to ensure information that is pertinent to daily operations or ongoing incidents is provided to Department members. This sheet is distributed to supervisors and managers every morning.
- E. Case Assignments shall be tracked in the Records Management System (RMS) which is designed to track which detective or officer is assigned follow up on a particular case and the status of that follow-up.
- F. Incident Based Report (IBR) – The IBR is completed monthly for submission to Wisconsin Department of Justice (DOJ). Records staff generate the report and the Investigative Services Captain or designee verifies the report.
- G. Crime Analysis Report – This report is produced by the Investigative Services Captain or designee. It contains information relating to Group A IBR crimes on campus on a quarterly and annual basis. The report is distributed to all Management Staff and Field Services personnel and is used to guide patrol activities and aid in the identification of problems that may be appropriate for department crime prevention efforts.

- H. Fleet Mileage Report – The Logistics & Equipment Specialist compiles this report each month to show squad car usage. This report is disseminated through the chain of command including the Training Sergeant.
- I. Emergency Management and Continuity of Operations Report – this report details the progress of emergency management and COOP planning at the UW system campuses and associated sites. It is sent to senior UWPD management and the UW System Administrative Office on an annual basis.
- J. Hospital Police Case Report – This report is compiled by the Law Enforcement Dispatch Manager (LEDMD) or designee monthly. The purpose is to brief the hospital Security Director on police cases. This report is disseminated to the Hospital Security Director, Field Services Captain and other department staff members as deemed appropriate.
- K. Traffic Stop Report – Annually, records staff generates traffic stop reports. These reports include the race, gender, and ethnicity of all traffic contacts. These reports are made available to department staff members.
- L. Annual Report – This report is completed annually by Department members with assignments for portions given to various Department members. It covers activities of the Department for the year as well as yearly crime and activity statistics.
- M. Intelligence Briefings – These briefings are compiled by a detective on an as-needed basis. The purpose is to convey specific information on animal rights, protests, terrorism, or any other topic of concern. The briefings are disseminated to all Department managers.
- N. Budget Report – This report is prepared by the Financial Manager monthly, contains expenditures to date and the anticipated year-end budget amount, and is provided to the Chief of Police.
- O. Traffic Enforcement Evaluation Report – This report is prepared by the Field Services Captain or designee and provides an analysis of the Department's traffic enforcement activity and is made available to department staff members. The purpose is to provide data and recommendations to deploy resources for reducing traffic crashes through traffic law enforcement.

11.4.2 FORMS ACCOUNTABILITY

- A. The Administrative Director of Support Services or designee, is responsible for developing and implementing procedures to ensure the accountability of all Department forms, including the establishment of a written record of all forms, and subsequent form revisions. A master electronic file of each form in use shall be maintained. The forms management function is designed to ensure that only necessary and essential forms are retained in use and that all others are eliminated.
 - 1. The Support Services Unit shall be responsible for overseeing the development and modification of all Department forms, excluding forms supplied by another agency or the courts that are for Department use, as well as forms controlled by another level of government.
 - 2. The review process for new or modified forms shall include personnel in the components who shall use and process the forms.
 - 3. All forms shall be reviewed and evaluated as needed.
 - 4. The final approval for all new or modified forms shall rest with the Chief of Police or designee.

11.4.3 ACCREDITATION REPORT(S)/REVIEW SYSTEM

- A. The Professional Standards Lieutenant or designee shall be responsible for overseeing the Department's efforts regarding performing and documenting activities mandated by applicable accreditation standards. Performing and documenting these activities, however, are the responsibility of all Department personnel.
- B. Time-sensitive accreditation standards requiring periodic reports/submissions shall be closely monitored by the department's Accreditation Manager. Follow-up notices shall be generated and disseminated to ensure timely submissions on critical time-sensitive reports.

11.4.4 FIRST RESPONDER NOTIFICATIONS

The following establishes procedures for first responder notifications in emergency situations:

- A. The Department has obligations to make notification to other agencies in the event of certain emergencies. These notifications serve to meet statutory obligations, restore essential services, effect emergency repairs, and keep the public informed.
- B. In all cases of deaths that do not occur under the direct supervision of medical authorities, the MOC or designee shall notify the office of the coroner or medical examiner of the appropriate county without unnecessary delay.
- C. Various occurrences may require the assistance of outside resources. These may include down power or telephone lines, broken water mains, malfunctioning traffic control signals, and/or hazardous road conditions. On-scene officers shall make the determination of additional assistance needed to remedy or alleviate these situations and request the Communications Center to make notification to appropriate personnel including:
 - 1. Emergency medical services/fire department, including Hazardous materials teams; and
 - 2. Facilities Planning and Management

11.4.5 INTERNAL AND/OR UNIVERSITY NOTIFICATION(S)

The following outlines incidents that warrant internal and/or University notification:

- A. The purpose of incident notification is to provide an organized means for notification within the Department and to provide a trained, consistent Department response. Notification of incidents assists managers in preparing and coordinating University and Department responses. As a general rule, the MOC should be notified of any incident that would bring the University of Wisconsin-Madison or its' Police Department to the attention of the general public or news media, an immediate or imminent life safety concern involving persons in crisis that is threatening to the campus community, and/or would meet the criteria for a Clery Timely Warning or Alert. The overall impact of the incident on the campus community's safety, public image, and/or multiple campus or community stakeholders should also be considered. The MOC shall decide if the incident meets the criteria and requires activation of the Emergency Operations Plan (EOP.)
- B. The incidents listed below are not completely exhaustive. Other incidents or circumstances may warrant notification of the MOC. Examples of incidents requiring Manager On-Call (MOC) notification:
 - 1. Homicide or attempted homicide on campus or in immediate campus area;
 - 2. Great Bodily Harm (defined by WI § 939.22(14) as bodily injury which creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury), use of an AED, use of Naloxone, or death from accident, illness or suicide that occurs on campus or in the immediate campus area;
 - 3. 1st, 2nd, 3rd and 4th degree sexual assault;
 - 4. Battery resulting in Great Bodily Harm to a UW-Affiliated individual
 - 5. Robbery;
 - 6. Burglary in excess of \$10,000, identified pattern of burglaries and/or burglary of a high profile location;
 - 7. Hostage situation;
 - 8. All working fires or fires with injury or apparent damage in excess of \$10,000 and any suspected arson;
 - 9. Hazardous materials incidents with injury or serious risk of injury;
 - 10. Natural disasters;
 - 11. University Hospital prisoner escape;
 - 12. University Hospital Administration requests of police for activation of their disaster plans;
 - 13. Any protest that requires police presence;
 - 14. Any bomb threat;
 - 15. Suspected drug or alcohol use by a UW-Madison employee on duty;
 - 16. Incidents involving regulated select agents;
 - 17. Surrender of any newborn child to a department member;
 - 18. Department member taking another police officer into physical custody.
 - 19. Virus and/or malicious attack on University IT resources
 - 20. Substantial (defined by WI § 939.22(38) as bodily injury that causes a laceration that requires stitches, staples, or a tissue adhesive; any fracture of a bone; a broken nose; a burn; a petechia; a temporary loss of consciousness, sight or hearing; a concussion; or a loss or fracture of a tooth), or Great Bodily Harm, or medical distress, as a result of UWPD-related, or on-campus-related, law enforcement action.
 - 21. Confirmation of a missing person per department directive 42.5

22. UWPD staff intervening or requesting assistance to intervene per department directive 1.2.
- C. The Officer in Charge (OIC) or designee is responsible for determining if the MOC should be contacted. The OIC or designee has the responsibility of contacting the MOC for incidents requiring notification.
- D. The MOC shall decide whether to notify the Chief or other management team members.
- E. The Chief shall be notified in all cases of deaths occurring on campus or in the immediate campus area and all student deaths regardless of where they occur.
- F. **Internal Notifications:**
 1. Management Team - There are multiple circumstances in which it would be beneficial for the entire Management Team to be notified of an incident that resulted in a MOC notification and/or follow up. The MOC shall use the following criteria to determine if the Management Team should be promptly notified:
 - a. Any incident that would bring the University of Wisconsin-Madison or UWPD to the attention of the general public, news media, or campus partners, an immediate or imminent life safety concern, involving a person(s) in crisis, is threatening to the campus community, and/or would meet the criteria of a Clery crime.
 - b. MOCs shall utilize reasonable discretion about these notifications but shall carefully consider the timeliness, potential additional UWPD and campus partner(s) follow up needs, and broader implications than just the resolution of the specific incident.
 - c. When the MOC decides a notification to the entire management team is justified and desirable, the following responsibilities apply:
 - i. The MOC shall send an internal UWPD email to the entire Management Team and any other internal stakeholders as deemed appropriate as soon as possible.
 1. This is intended to be a very basic summary, not a report.
 - ii. The MOC shall make a MOC Log entry as soon as practical
 2. Chiefs – The MOC shall make a notification to the Chief or an Assistant Chief in the following circumstances:
 - a. The incident involved death or serious injury to anyone and occurred on campus, or to a student or staff member off-campus, resulted in immediate media attention, or upon MOC discretion.
 - i. The MOC shall call or text (with confirmation) the Chiefs or an Assistant Chief. Email notification alone is not sufficient.
- G. The MOC or designee shall have the responsibility of ensuring that the Strategic Communications is notified of every incident listed above, except for (15), (17), (19), (18), and (22). The role of Strategic Communications is to contact other University departments, faculty, and staff who need the information and to serve as a resource to those persons. Examples are
 1. The Chancellor or designee;
 2. Facilities, Planning and Management or Physical Plant Director or designee;
 3. The Dean of Students or designee.
 4. UW-Housing
 5. University Health Services
- H. Strategic Communications shall be contacted and given initial information on incident type, location, and emergency personnel on scene. If more information is needed, Strategic Communications staff can respond to police headquarters or the incident scene or consult with the MOC.
- I. The MOC or designee shall document the incident in the MOC log.

11.4.6 OTHER AGENCY NOTIFICATION(S)

The following outlines incidents that warrant notification of other agencies:

- A. If a police officer executes planned legal action or conducts any investigative work outside of Dane County, the OIC of the action shall ensure that the law enforcement agency of jurisdiction is informed of the action, except in situations in which confidentiality cannot be risked.
- B. If an investigating officer becomes aware that an active-duty member of the armed forces, or a civilian employee of the military acting within the scope of their employment, is involved in an accident resulting in death, or injury requiring hospitalization, and military authorities have not been notified by other means, refer to department directive 61.1.3 (G).

- C. If a police officer executes unplanned legal action or conducts any unplanned investigative work outside of Dane County, the OIC of the action shall ensure that the law enforcement agency of jurisdiction is informed of the action as soon as possible. Notifications shall include:
 - 1. Time and location(s) of the event;
 - 2. Name of the supervisor in charge of the action;
 - 3. Method of contacting the supervisor in charge;
 - 4. Nature of the event, e.g., search warrant;
 - 5. Assessment of the potential for problems; and
 - 6. Assistance, if any, that may be requested of the agency of jurisdiction.
- D. In the event of a death on campus, the OIC of the scene shall notify the Dane County Medical Examiner's Office. The following information should be provided:
 - 1. Victim's name, if known;
 - 2. Location of scene;
 - 3. Contact telephone number of the officers; and
 - 4. Any information known at the time that shall assist the medical examiner/coroner.
- E. In the event that an urgent response is required from a non-law enforcement department, such as the Madison Fire Department, the Physical Plant, or UW Environmental Health and Safety, the OIC of the incident shall contact the dispatch. The LED shall notify the appropriate department and request their assistance.
- F. If an incident requires the Physical Plant or another University department to respond for necessary maintenance after normal business hours, the OIC of the incident shall request the Communications Center to notify the appropriate Department via Integrated Communications Services (ICS.)