UW-Madison Police Department

Policy: 2.2

SUBJECT: CONTRACTS

EFFECTIVE DATE: 06/01/10  REVISED DATE: N/A
STANDARD: CALEA 3.1.1, 3.1.2  REVIEWED DATE: 04/30/16, 02/01/17; 07/01/18; 02/15/19; 02/21/20; 02/01/21; 01/19/22; 02/28/23

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POLICY:
The UW-Madison Police Department maintains guidelines for written agreements for law enforcement services between the Police Department and private or non-University entities.

DEFINITIONS:
“Contract” refers to an agreement between two or more parties for the purpose of performing or not performing a specific function.

“Detached duty” refers to assignments separate from routine service for the University of Wisconsin–Madison.

PROCEDURE:

2.2.1 CONTRACTUAL AGREEMENT GUIDELINES
A. Written agreements for law enforcement services shall be maintained by the Administrative Director of Support Services.
B. Written agreements for law enforcement services provided by the UW-Madison Police Department to private or non-University entities shall include the following information:
   1. A statement of the services provided;
   2. Specific language dealing with financial agreements;
   3. Specification of records to be maintained regarding the performance of services;
   4. Language dealing with the duration, modification, and termination of the contract;
   5. Specific language dealing with legal contingencies;
   6. Stipulation that the UW-Madison Police Department maintains control over its personnel;
   7. Specific arrangements for the use of any equipment and/or facilities; and
   8. A procedure for review and revision, if needed, of the agreement.

2.2.2 CONTRACT FOR LAW ENFORCEMENT SERVICES EMPLOYEE RIGHTS
The following shall provide general rules regarding officers assigned to detached duty:

A. The Chief of Police or an Assistant Chief of Police may from time to time assign officers to an outside agency to perform specialized duties or assignments.
B. All officers that are assigned to detached duty shall continue to be employees of the UW-Madison Police Department and are subject to the following:
   1. Rules, regulations, and mandates stipulated by the Department;
   2. Department directives, policies, and procedures.
C. All officers that are assigned to detached duty shall retain and continue to be entitled to the following:
   1. Employment rights
   2. Promotional opportunities
   3. Fringe benefits
   4. Annual performance reviews