



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; 11/08/24

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POLICY:

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

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