



# UW-Madison Police Department

## Policy: 26.1

### SUBJECT: PERFORMANCE PROCEDURES

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#### POLICY:

The UW-Madison Police Department shall establish a code of conduct and appearance for its employees, and conduct an awards program.

#### DEFINITIONS:

"Domestic abuse" as defined in WI State Statute 968.075(1)(a) means any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of law amounting to first-, second- or third-degree sexual assault.
4. A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described in the first three points above.

"Sexual harassment" as defined by University of Wisconsin-Madison policy includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience or their participation in a University program or activity, (2) submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or program-related decisions affecting such an individual, or (3) creates a hostile environment.

"Unlawful harassment" means conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Such conduct may include racial or ethnic harassment. Racial or ethnic harassment may include threats, physical contact, pranks, vandalism, verbal, graphic, or written conduct directed at an individual or individuals because of their race or origin. Even if actions are not directed at specific persons, a hostile environment is created when the conduct is sufficiently severe, pervasive, or persistent so as to unreasonably interfere with or limit the ability of an individual to work, study, or otherwise participate in the activities of the University.

#### PROCEDURE:

##### 26.1.1.1 CODE OF CONDUCT

- A. The University of Wisconsin-Madison provides work rules relating to conduct considered unacceptable (see Appendix C). These rules are established so the University can attain its objectives in an orderly and efficient manner and are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct. These rules are created pursuant to Wisconsin Statute 230.34 and Wisconsin Administrative Code section ER-46. Other rules are

provided by statute, by administrative code, and by administrative procedures established by management. Additional work rules have also been established to meet special requirements of the Department. These work rules are as follows:

1. Employees shall maintain a high level of moral conduct in their personal and business affairs. Conduct unbecoming an employee shall include behavior that brings the Department into disrepute, reflects discredit upon the employee or the Department, impairs the operation or efficiency of the employee or the Department, or impairs the ability to perform as a law enforcement employee. Employees shall obey all applicable oaths of office and codes of ethics. Employees shall be courteous, civil, and respectful of their supervisors, associates, and University community members.
  2. Employees shall not commit or omit any acts that constitute a violation of any Departmental or University rule, regulation, policy, procedure, directive, or order. Employees shall be thoroughly familiar with state statutes and directives that deal specifically and generally with their assigned duties. Employees shall immediately report to their supervisors any member who does not obey any order, directive, or law.
  3. Employees shall not knowingly issue any order that violates any law, statute, University policy, or directive. Employees shall obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank. Except as otherwise provided in this directive, defiance of lawful authority or disobedience to lawful orders shall constitute insubordination. Employees shall take the following action when issued an unlawful order: advise the supervisor that the order is unlawful; advise the supervisor that the unlawful order cannot be obeyed; and file a written report of the incident with the supervisor's next level of command.
  4. Employees shall follow orders given by superiors. Employees who receive conflicting orders shall promptly and respectfully notify the appropriate supervisor. If the supervisor does not change the order to resolve such conflict, the last order given shall prevail.
  5. Employees shall avoid regular associations or dealings with persons whom they know, or should know, are under criminal investigation or have a reputation for being involved in criminal behavior, except in the performance of duty or where unavoidable because of other personal relationships.
  6. Employees shall not consume intoxicating beverages while on duty except in the performance of duty and while acting under proper and specific orders from a supervisor. Employees shall not report for duty, or be on-duty, while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants about their person, except in the performance of duty and while acting under proper and specific orders from a supervisor. Employees shall report to a Department DDR known, adverse side effects of prescription drugs they are taking that may impact and/or affect their job performance. Department of Administration (DOA) policy directs the investigation of the circumstances surrounding OWI driver's license suspensions to determine whether the employee was operating a state vehicle and/or conducting state business. The findings of this investigation shall be reported to DOA.
  7. Employees shall not make false or untrue statements during the course of their duties except as required during undercover assignments or as necessary while conducting an interview or interrogation.
- B. Employees are not allowed to conduct a private business while on duty. Employees are not authorized to use their uniform or position to influence any personal business transactions.
- C. During their on-duty time, employees are not permitted to collect discarded materials on university property. Permission is required to collect material while off duty. The removal of surplus equipment or materials from university buildings or grounds requires advance written approval of UW Purchasing Services or a receipt from UW Surplus Property and must be done on the employee's off-duty time.
- D. Employees who are on duty are expected to perform their work duties and shall not engage in prolonged periods of non-business activities such as personal reading, watching movies or shows or sporting events, streaming media, gaming, or using personal electronic devices for entertainment. Employees shall not sleep while on duty.
- E. Employees operating department vehicles shall not use personal electronic devices in a manner which distracts them from the safe operation of a department vehicle.
- F. Employees are not permitted to engage in political activities while on duty. Employees are permitted to hold elective or appointive public office provided it does not interfere with their employment.
- G. An employee may not record another employee without the knowledge of that employee outside of the scope of official duties. For the purpose of investigations, the Department may video and/or audio record without notice to employees.

- H. Acceptance of cash or any other item, given to an employee for the purpose of compromising an employee's position, is not permitted. Acceptance of gifts where there is no attempt to influence an employee's official position, such as a gift from a visiting dignitary, may be allowed, but only with permission from the Chief of Police.
- I. Employees shall submit all necessary reports on time and in accordance with established Department procedures. Reports submitted by employees shall be truthful and complete, and no employee shall knowingly enter, or cause to be entered, any inaccurate, false, or improper information. Employees shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended in accordance with established Department procedures. Employees shall not divulge the identity of persons giving confidential information, except as authorized by proper authority.
- J. A uniformed or plainclothes officer shall provide name, radio number and agency, upon request if the request does not interfere with an investigation or jeopardize the officer's safety. Plainclothes officers shall present a badge prior to taking police action. Plainclothes officers shall wear a visible form of identification when interacting with other police officers in tactical situations and special events. When a plainclothes officers are challenged by a uniformed police officer, the responsibility lies with the plainclothes officers to establish their identification and to have it acknowledged by the uniformed officer. In emergency or tactical operations where immediate identification is not feasible, the officer shall provide reasonable identification upon request as soon as possible. Officers shall verbally identify themselves when engaged in official duties while on the phone.
- K. During the Pledge of Allegiance and the National Anthem, the United States flag shall be honored with a military salute by uniformed personnel. Personnel not in uniform are to stand at attention and place their right hand over their heart. Personnel should face the flag during the Pledge of Allegiance and/or National Anthem. If there is no flag displayed, personnel should face the music.
- L. Employees are required to carry department identification cards containing the employee's photograph. Employees shall provide their name and agency contact information upon request. Employees shall verbally identify themselves over the telephone.

#### **26.1.1.2 CODE OF CONDUCT – REQUIRED NOTIFICATIONS**

- A. All employees are required to provide current home addresses and telephone numbers and to immediately report any changes through the Department Internal Website. Employees shall provide a cellular phone number or other valid phone number where they can be contacted at if they do not have a home phone number.
- B. Employees shall report to their supervisor any time they are contacted by a law enforcement officer in an official capacity, except when they are the victim of a crime. Supervisors shall report all such notifications before the end of their shift to the Professional Standards Lieutenant for tracking in the agency's personnel early warning system.
- C. Employees who operate Department vehicles as part of their duties are required to have a valid driver's license that meets UW–Madison Risk Management standards. Employees shall immediately report the suspension, revocation, or cancellation of their driver's license to their supervisor. Supervisors shall report all such notifications to the Professional Standards Lieutenant for tracking in the agency's personnel early warning system. The Professional Standards Lieutenant shall notify UW Risk Management when an employee is prohibited from legally operating a Department vehicle in the performance of duties shall and shall ensure the department conduct an annual driver's license and criminal records check on each employee.
- D. Employees who have an illness or injury occurring on duty that may affect their job performance shall immediately report such information to their supervisor. If their supervisor is not available, they shall notify the OIC. The supervisor or OIC shall report all such notifications to the Human Resources Manager and Professional Standards Lieutenant via email before the end of their shift for tracking in the agency's personnel early warning system.
- E. All property damage or injuries to other persons that occurred during or resulted from the performance of duties shall be reported using established reporting procedures.
- F. Upon initial hire, employees shall complete an Emergency Notification form and forward it to the Personnel Sergeant. This information should be reviewed by the employee and updated, as needed.

### **26.1.1.3 CODE OF CONDUCT – OFFICER INVOLVED DOMESTIC ABUSE**

- A. The department shall not tolerate domestic abuse committed by any of its employees.
- B. This policy applies to instances including but not limited to the following:
  - 1. Sworn department staff responding to an incident within the department's jurisdiction where any sworn law enforcement officer is the suspect or victim;
  - 2. Members of the department who are alleged to be engaging in domestic abuse behavior, regardless of department jurisdiction; and
  - 3. Members of the department who are victims of domestic abuse behavior committed by law enforcement officer(s), regardless of department jurisdiction.
- C. Responding sworn officers are expected to handle domestic abuse incidents in accordance with established training reference guides and could face disciplinary actions if they do not report, investigate, or follow procedures correctly. Moreover, this agency shall not tolerate any retaliation against any responding officers or anyone who reports an incident of officer-involved domestic abuse.
- D. Early Intervention and Education Efforts
  - 1. The department shall conduct pre-hire screening and post-conditional employment procedures to screen out candidates with a history of domestic abuse. The pre-hire screening shall consist of an application questionnaire and initial criminal history check. If it is determined the prospective candidate has engaged in domestic abuse behavior, the candidate shall be immediately screened out and not eligible for hire.
  - 2. If it is determined during the course of a background investigation that the candidate has engaged in domestic abuse behavior, they shall be immediately screened out and not eligible for hire.
  - 3. On an annual basis, as outlined in 26.1.1.2- C, the department shall conduct annual driver's license and criminal history checks, to include screening for domestic abuse incidents.
  - 4. This policy does not require employees who are victims to make a report. Department members and members' intimate partners who do not wish to report incidents as victims or participate in prosecution are strongly encouraged to contact a domestic violence advocacy group for assistance.
  - 5. Resources regarding domestic abuse shall be made available to all department personnel by electronic means.
  - 6. All employees are required to complete initial and biennial Title IX training, which includes the topic of domestic abuse.
  - 7. All department employees are required to sign off on this policy at initial hire and annually thereafter.
  - 8. Personnel aware of another employee who may be engaging in a crime(s) of domestic abuse shall notify their supervisor as soon as possible. Supervisors who become aware of an employee who may be engaging in a crime(s) of domestic abuse must notify a Captain, Assistant Chief, or the Chief who shall determine the next steps, including, but not limited to, an internal investigation, administrative suspension, etc.
  - 9. Sworn personnel are required to be eligible to carry firearms as a condition of their employment. Wisconsin and federal law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Wis. Stat. § 813.12).
  - 10. All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall immediately report any such incident or court order to a supervisor, as provided in this policy.
- E. Initial Response Guidelines

1. If the suspect or victim in a domestic violence incident is a law enforcement officer, the responding officers should be aware of the increased likelihood of the presence of a weapon.
2. Officer(s) shall follow established incident response guidelines as outlined in department training reference guides and department directive 42.3- Domestic Abuse.
3. If a law enforcement officer is arrested, the officer(s) responding shall notify the OIC and request they respond to the scene as soon as practical. The OIC shall notify the Manager on Call (MOC). The MOC or designee shall contact the employing agency as soon as practical. The MOC shall notify the Chief of Police or designee as soon as practical if a UWPD officer is arrested for domestic abuse.
4. If a UWPD officer is arrested in the department's jurisdiction, the OIC on-scene shall make arrangements to remove all department issued weapons from the arrested officer(s).
5. If an officer is arrested in a non-UWPD jurisdiction, any department member who becomes aware of the arrest shall notify the MOC as soon as possible. At the discretion and directive of the MOC and in consultation with the Chief of Police or designee, additional department issued weapons and/or equipment may be removed from the arrested officer(s).
6. The OIC shall document the incident in an incident report and document any department issued equipment and/or firearms seized or taken for safekeeping.

#### F. Victim Safety and Protection Measures

1. Officer(s) shall follow established guidelines and policies regarding victim safety and protection measures as outlined in department training reference guides and department directives 42.3- Domestic Abuse and 55.1 Victim/Witness when responding to a scene.
2. The department shall ensure that victims and witnesses are afforded access and provided resources to confidential services available through the surrounding domestic abuse advocacy groups.
3. Department members who are victims of domestic abuse shall be offered the care, support and treatment offered to other victims as outlined in department directive 55.1- Victim/Witness and 1.4- Peer Support.
4. Members shall maintain confidentiality regarding victims and witnesses of officer involved domestic violence, unless it is necessary for judicial proceedings or as otherwise in the official performance of their duties.

#### G. Post Incident Administrative and Criminal Decisions

1. Once the Department becomes aware that an employee has been involved in a domestic abuse related incident, is the subject of an order of protection or other court order related to domestic abuse and/or firearm possession, the Assistant Chief (s) and the Chief shall be informed, and an internal investigation shall be started. The internal investigation will determine if the officer violated any departmental policies and procedures.
2. If a UWPD officer is involved in a domestic abuse related incident within UWPD's jurisdiction, the Chief or designee shall request an outside agency to conduct the criminal investigation.
3. If a department member is arrested for a domestic abuse incident and/or the subject of an order of protection (restraining order), the employee must immediately surrender all Department-issued weapons to a designated supervisor, pending the outcome of an internal investigation.

4. A criminal investigation by an outside agency will determine if the officer violated any laws. If the officer is convicted of a criminal violation, they are subject to discipline in accordance with department directive 52.1.

#### **26.1.1.4 CODE OF CONDUCT – COURT ATTENDANCE**

- A. An officer shall appear for court after receiving a subpoena or verbal notification from the District Attorney’s Office.
- B. Officers required to attend court shall appear promptly at the time and place set for court action. Officers shall immediately notify the District Attorney’s Office if an emergency or other circumstance prevents them from being present.
- C. If an officer believes the case is no longer scheduled, the officer should verify the status of the case with the District Attorney’s Office.
- D. The officer shall be dressed appropriately for court.
- E. Requirements for the carry of firearms into the Dane County Courthouse include the following:
  1. Officers must be on duty and performing official duties;
  2. Officers shall wear a visible badge;
  3. Officers shall be required to state the nature of their official business;
  4. Officers in plain clothes should not expose the firearm to plain view; and
  5. Officers shall possess a Department photo ID

#### **26.1.1.5 CODE OF APPEARANCE – LOCKER ROOMS**

- A. In keeping with the University’s policy of nondiscrimination and commitment to inclusion, UWPD staff have the right to use the restroom, locker room, shower, or changing facility most safe and comfortable for them, without being harassed or questioned, regardless of gender expression or sex assigned at birth. All employees have the right to use the locker room that corresponds to their gender identity. UW–Madison students, employees, and visitors should not assume an individual’s gender identity. UW–Madison should presume that an individual is using the correct facility.
- B. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, can be provided with a reasonable alternative changing area such as the use of a private area, or using the locker room that corresponds to their gender identity before or after other employees. Any alternative arrangement for a transgender employee will be provided in a way that allows the employee to keep their transgender status confidential.
- C. No person will be compelled to use an inclusive restroom facility regardless of gender identity, gender expression, or sex assigned at birth. Patrons may use the gendered restroom that is safest and most comfortable for them in all UW–Madison facilities.
- D. UWPD strives to be an inclusive environment for everyone and a Gender-Inclusive Locker Room provides space for employees to use for lockers, uniform storage, and changing, regardless of their gender identity. A survey seeking interest from those wanting to move their lockers to this new space shall be sent to all current employees. All new employees will be provided an opportunity to select a space in the Gender-Inclusive Locker Room during their hiring orientation process. The Wellness Manager will facilitate the survey and results, while the Logistics Team will assign lockers for all three locker rooms based on the individual employee’s preference.
- E. Individuals using the Gender-Inclusive Locker Room have access to use the two, private, secure changing areas within the space. Due to the single-door entry to the locker room, and to ensure privacy for all department-members and users of the space, any changing of clothing (shirts, pants, shorts, undergarments, etc.) – whether they are uniform or non-uniform apparel – must be completed in one of the changing rooms.
- F. The Department shall act to protect the privacy of individuals who use Department locker rooms. Only Department personnel may enter and remain in a department locker room to interview or seek information from any individual in the locker room. Cameras, video recorders, or other devices intended to record or transfer images may only be used in a

department locker room during personnel or criminal investigations and only with specific approval from the Chief of Police. No person may use a recording device to capture, record, or transfer a representation of a nude or partially nude person in a department locker room.

- G. The Department offers two Gender-Inclusive restrooms on the 1<sup>st</sup> floor of 1429 Monroe Street. Gender-Inclusive restrooms area also available on both the 1<sup>st</sup> and 2<sup>nd</sup> floors of 1433 Monroe Street.

#### **26.1.1.6 CODE OF APPEARANCE – UNIFORM**

This section provides guidelines for the wearing of uniforms and civilian clothing while on duty. While these guidelines provide specific parameters and restrictions, no appearance protocol can cover all contingencies or opinions as to whether or not one's particular personal appearance is "professional". Final discretionary authority as to what is allowable or prohibited under these appearance guidelines rests with the Chief of Police:

- A. The uniform is to be worn as issued, except for necessary alterations to ensure proper fit. No modifications, additions, or deletions of any uniform articles are allowed without permission of the Chief or designee.
- B. Employees shall keep an extra uniform available in their locker.
- C. Unless instructed otherwise, uniformed employees are granted discretion as to what authorized uniform shirt, uniform trousers, hats and outerwear to wear.
- D. The police officer uniform includes:
  - 1. An optional navy-blue tie;
  - 2. An optional navy or black turtleneck or t-shirt (mandatory if visible under the uniform shirt); and
  - 3. Dark socks and black footwear.
  - 4. An optional external ballistic vest carrier. Only department approved external carriers may be worn. If the external carrier is worn, identification and insignia normally worn on the uniform shirt shall be worn on the external carrier except the collar brass, which is to be worn on the shirt collar. The following items are approved for carry on external vests:
    - Taser
    - Radio
    - Tourniquet
    - Flashlight
    - IFAK
    - Velcro name patch (upper front corner) and approved "UW-MADISON POLICE" Velcro identifier (back of vest/coats)

Handguns, handcuffs, OC, baton, and other miscellaneous items must remain on the duty belt.
- E. The police officer dress uniform, excluding those in the Honor Guard, includes:
  - 1. Dress pants;
  - 2. A long-sleeve shirt;
  - 3. A navy-blue tie;
  - 4. 8-point hat;
  - 5. Dark socks and black footwear; and
  - 6. Command staff shall receive command staff coat and white long sleeve shirt.
- F. The security uniform includes:
  - 1. An optional black tie;
  - 2. An optional black turtleneck or t-shirt (mandatory if visible under the uniform shirt); and
  - 3. Dark socks and black footwear.
  - 4. An optional external ballistic vest carrier. Only department approved external carriers may be worn. If the external carrier is worn, identification and insignia normally worn on the uniform shirt shall be worn on the external carrier instead, with the exception that collar brass continue to be worn on the shirt collar.

- G. The security dress uniform includes:
1. Dress pants;
  2. A long-sleeve shirt;
  3. A black tie; and
  4. Dark socks and black footwear.
- H. The law enforcement dispatcher uniform includes:
1. A department approved polo shirt;
  2. Khaki pants; and
  3. Dark socks and black footwear.
- I. The law enforcement dispatcher dress uniform includes:
1. Dress pants;
  2. A long-sleeve shirt;
  3. A navy-blue tie; and
  4. Dark socks and black footwear.
- J. Shorts that are issued by the Department are an optional item for security officers and police officers. They are an option while conducting patrol work or working a security route or for community officers doing routine work. For events, the special order shall indicate whether officers assigned to outside work may wear shorts. Shorts are not authorized for persons working primarily indoors. Shorts shall not be authorized for most athletic events, except for perimeter assignments that are away from the event site. Bicycle unit shorts may not be used interchangeably with standard uniform shorts.
- K. Insignia authorized for regular duty uniforms are listed below. Employees may be permitted to wear other insignia with the permission of the Field Services Captain. See the photos in Appendix G for guidance in the placement of items on the uniform. All items must be placed on the uniform as pictured. If the items do not all fit in the location as pictured, optional items should not be worn so that there is enough space for required items.
1. Tie tack or clasp (required when wearing tie);
  2. Collar emblems (required at all times);
  3. Name bar (required at all times);
  4. Metal or embroidered badge (required at all times);
  5. Department issued whistle with attached whistle chain (optional);
  6. UW Police photo ID badge (required for personnel at the HSC);
  7. Departmental awards ribbons (required at all times);
  8. American flag pin (optional);
  9. Years of service bar (optional, only issued after 5 years of service);
  10. Years of service sleeve stripes (optional with one stripe for each 4 years of sworn law enforcement service with any law enforcement agency);
  11. Badge cover in honor of officers killed in the line of duty (required when authorized and during the time frame designated by the Chief of Police or designee)
  12. Up to two approved specialized unit's insignia (optional).
- L. While in a paid status, representing UWPD, or engaged in activities sponsored by or through UWPD (i.e., Shop with a cop, Polar Plunge, department meetings, etc.), UWPD employees may not display symbols, advertisements, signs, characters, or graphic representations of clubs, groups, movements, businesses, or organizations that are or support social, political, religious, affinity, service, fraternal, functional missions or ideals. This does not include branded, authorized department clothing, offered through department purchasing options such as hats and boots that have original manufacturer tags that are only related to the manufacturer. Items employees may not visibly wear in violation of this directive include but are not limited to bracelets, jewelry, watchbands, necklaces, rings, pins, clothing, etc. Rings displaying affiliation or accomplishments with schools, academic achievements, or sports team accomplishments may be worn. Final discretion lies with the Chief of Police.
- M. To show support for recognition/awareness days, weeks, or months, the Chief of Police may authorize the wearing of silicone style bracelets/bands for any member of the department during identified recognition/awareness days, weeks, or months. The only authorized bracelets/bands that may be worn will be provided by UWPD. Wearing of the bracelets/bands will be voluntary. The bracelets/bands may only be worn during times designated by the Chief of Police



for each of the identified and department supported recognition/awareness times.

- N. Badge covers will be the only item worn on the uniform (dispatch, police, and security) in recognition of an awareness week or days including National Police Week or when authorized for an officer death. The badge cover may be a solid black band or a single blue line through a black band. During these authorized times, non-uniformed employees may wear a department issued black bracelet/band or a black bracelet/band with a blue line. The wearing of a thin blue line flag (any representation or portion of the United States flag with a blue line on it, recolored in black, white, and blue) is not authorized to be displayed by an employee under any circumstance while in paid status.
- O. Symbolism related to the approved recognition/awareness events will not appear on squad cars, motorcycles, boats, etc. nor in public spaces in UWPD facilities (hallways, conference rooms, lobby, restrooms, etc.). The United States flag, the Wisconsin flag, UW flag, or Law Enforcement Memorial flag will be the only flags flown on the flagpole.
- P. When uniformed personnel are assigned to wear civilian clothing, clothing shall be appropriate to that assignment. Clerical, management, and administrative personnel shall wear business casual attire unless other attire is approved by their supervisor. Detective personnel shall be allowed to wear civilian clothing appropriate to their assignments, which shall normally be business casual attire. Plainclothes officers shall be required to have a uniform at the Department at all times.
- Q. A list of all items and identification issued to each employee is maintained. The Department shall provide each employee with all items currently issued and available. Issued items remain the property of the Department. Unserviceable items (i.e., badges, uniforms, patches) should be disposed of in a manner that limits their potential for being misused.
- R. Each person is responsible for their issued radio. Problems experienced with the radio should be reported to the radio repair group using the “radio” email group on interdepartmental email.

#### **26.1.1.7 CODE OF APPEARANCE – STANDARDS**

All members of the department are visible representatives of the University of Wisconsin-Madison and its Police Department. A neat, clean, and well-groomed appearance is required of all employees during work hours. The following shall govern general appearance standards:

- A. Hair should be groomed and present a professional appearance. Uniformed personnel with hair that is long enough to obstruct their vision should secure their hair in such a way so as not to interfere with their line of sight. Facial hair may be worn, provided the appearance is neat and well groomed, and does not prevent or interfere with issued safety equipment.
- B. The uniform shall be well maintained, clean, and unwrinkled. Shoes and equipment shall be well maintained.
- C. Tattoos may be required to be kept covered if they are political, have a potential negative impact to the Department, or have potentially offensive words, terms, logos, pictures, cartoons, or slogans. Visible tattoos on the ears, head, or face are prohibited. Visible tattoos on the neck area are prohibited unless approved by the Chief of Police.
- D. Fingernails shall be professional in appearance and not be of a length that interferes with the safe and successful performance of one’s job responsibilities.
- E. Jewelry:
  - 1. Jewelry worn shall be professional and may not have potentially offensive words, terms, logos, pictures, cartoons, or slogans.
  - 2. Earlobe hoops or plugs that are used to enlarge piercing holes in excess of 5mm in the earlobes are not allowed.
  - 3. Officers and uniformed civilians shall not wear more than two earrings on each ear. They shall not be larger than 10mm each.
- F. All personnel may wear one piece of visible body piercing jewelry (other than previously allowed earrings), no larger than 5mm that is professional in appearance, does not pose a safety risk, and does not interfere with the employee’s job performance.

### 26.1.2 AWARDS PROGRAM

The following establishes a procedure to publicly recognize members of the community, employees of other organizations, and Department employees who exhibit exceptional efforts toward the safety and security of the UW–Madison community.

- A. Any department member and/or member of the general public can submit award nominations for the department's established award categories. Nominations and accompanying documentation can be submitted via electronic means and/or other means as deemed necessary. Award nominations shall be accepted from any Department member and/or from the general public. This information shall be forwarded to the Director of Communications for electronic storage.
- B. The Chief shall appoint and establish an Awards Committee from volunteers on an annual basis. The Awards Committee shall consider nominations for the current calendar year. The committee shall consist of five to seven persons, with at least one person represented from police, security, community members, and one from dispatch, supervision or support staff.
- C. The Chair of the Committee shall be selected by the Chief or designee. The Awards Committee shall be charged with the following responsibilities.
  - 1. Planning the ceremony for the following spring;
  - 2. Reviewing the nominations; and
  - 3. Forwarding all nominations and recommendations for awards to the Chief.
- D. The Chief or designee shall review the nominations and report back to the Committee.
- E. The Awards Ceremony shall be held in the spring following the award year.
- F. The Committee should, when possible, inform individuals that they are recipients of an award and the nature of the award.
- G. A final list of all awards and recipients shall be provided by the committee to the Professional Standards Lieutenant for annual reporting to the public of department complaints and commendations regarding its employees.
- H. There are nine award categories to honor employees, organizations, and citizens for their exceptional efforts. They are as follows:
  - 1. **Commendation for Valor.** Awarded to Department members who knowingly and rationally demonstrate uncommon courage and/or bravery; or an action that places a department employee in grave personal danger; or an outstanding performance of duty demanding the highest expression of integrity, including sacrificing peer approval. Recipients of this award shall receive a medal in the form of a pin to be worn on the uniform or lapel, a medal suspended on a ribbon for wearing at formal occasions, a shadow box display containing a Department patch, and an engraved metal plate bearing the recipient's name and citation.
  - 2. **Lifesaving.** Awarded to Department members who knowingly and directly act to save a life or lives even in the event that the attempt was unsuccessful. Recipients of this award shall receive a ribbon and a wooden plaque bearing an engraved metal plate bearing the recipient's name and citation.
  - 3. **Meritorious Service Commendation.** Awarded to Department members for outstanding service above and beyond the call of duty, for highly creditable acts serving the community, for major protection of property, for consistently demonstrating highly professional performance over an extended period of time, or for demonstrating uncommon perseverance in an ongoing investigation. Recipients of this award shall receive a ribbon and a Wisconsin-shaped wooden plaque bearing an engraved metal plate bearing the recipient's name and citation.
  - 4. **Excellent Service Commendation.** Awarded to Department members for excellent service above and beyond the norm in the performance of everyday duties; or for exhibiting a high standard of job performance in a single incident, investigation, or exceptional arrest; or for training others with dedication and concern in an effort to improve the Department's operations; or for submitting for consideration a device or method that is adopted to increase efficiency in an administrative or tactical procedure. Recipients of this award shall receive a ribbon and a

wooden plaque bearing an engraved plate bearing the recipient's name and citation. The plaque shall also have several small plates on which the year(s) of award shall be engraved.

5. **Community Service Commendation.** Awarded to Department members for community service above and beyond the norm in the performance of everyday duties; or for being instrumental in developing and implementing a new program of crime prevention, community service, or other activity to enhance public safety on campus; or for maintaining sustained and consistently exceptional community relations. Recipients of this award shall receive a ribbon and a wooden plaque bearing an engraved plate bearing the recipient's name and citation. The plaque shall also have several small plates on which the year(s) of award shall be engraved.
6. **Chief's Award.** Presented to a member or members of the community who have assisted a member of the Department or have performed commendable acts such as lifesaving. Recipients of this award shall receive a wooden plaque bearing a metal plate with their name and the citation.
7. **Professional Service Award.** This award is designed to acknowledge a non-sworn employee's outstanding contributions to law enforcement, the Department and/or the community through a project, program, or event which contributes to the highest degree of professional excellence. The employee's actions during the service were above and beyond regular, expected work, and/or the service required considerable devotion of time to complete. This award is primarily awarded to non-sworn employees. Recipients of this award shall receive a ribbon (if applicable) and a wooden plaque bearing an engraved plate bearing the recipient's name and citation. The plaque shall also have several small plates on which the year(s) of award shall be engraved.
8. **Problem Solving Award.** Awarded to members of the UW-Madison Police Department who have been determined to find solutions to a problem, through commitment, initiative, creativity, and fortitude. They utilized the problem-solving approach to identify a problem(s) that have negatively impacted the UW-Madison campus and surrounding areas. Through their resolve they have effectively managed to change the course of the issue and continue to monitor its successes and failures, to ensure the identified problem does not continue.
9. **Pillars for Reaching HIGHER Award:** It is important that our recognition program be aligned with a department's mission and core values to help create a positive work environment for employees, increase employee performance, engage employees, improve employee morale, and to give our employees positive reinforcement for meeting our broader community focused goals. In an effort to improve this alignment, the awards committee recommended developing award pillars that coincide with our Reaching HIGHER philosophy. The following six pillars are the result of the committee recommendation:
  - a. **HONOR** – The goal of this Pillar is to recognize the team member who most fulfills the responsibilities of our profession with magnanimity and reverence for all members of our community. Nominees should consistently demonstrate calmness under pressure; deep respect for their community, coworkers and profession; and a noble generosity. Possible metrics may include, but are not limited to, volunteer projects, special community focused outreach, exceptional community service, and uncommon service to the community and coworkers.
  - b. **INTEGRITY** – The goal of this Pillar is to recognize the team member who best represents commitment to cultivating and upholding public trust through honest, moral, and ethical behavior that is above all reproach. Possible metrics may include compliments from the community, public outreach efforts, public training, service as a liaison, and ethical behavior in the face of uncomfortable odds.
  - c. **GUARDIANSHIP** – The goal of this Pillar is to recognize the team member who most dedicated themselves to our role as guardians of our community, the nobility of our charge, and to the preservation of democratic ideals. Possible metrics may include exceptional community policing, strengthening community through active and inclusive community collaboration, and providing training and other outreach opportunities.
  - d. **HEALTH** – The goal of this Pillar is to recognize leaders for exploring, supporting, and employing healthy-minded practices that promote individual, organizational, and community well-being. It is important for this individual to show they understand that a healthy community is a safe community. Possible metrics may include, but are not limited to, volunteer hours, community-based projects, activities that improve the health of our community (i.e., bicycle safety training, waste reduction, green activities,

environmental protection, fitness-based activities, etc.). Possible metrics may include projects/programs that expose the community to law enforcement, promote healthy employees and community members, and build a collaborative approach to problem solving.

- e. **EMPATHY** – The goal of this Pillar is to recognize the team member who most engages others with empathy and consideration. This team member must be dedicated to the fair, consistent, and passionate treatment of all people. This team member must demonstrate the importance of showing empathy to people as a way to curtail violence, and increase positive outcomes. Possible metrics may include steps taken to create a comfortable/friendly atmosphere, either internally for employees or externally for the community; taking steps clearly designed to build trust, rapport and cooperation; and taking steps to develop others or lead with a service-oriented focus.
- f. **RESPECT** – The goal of this Pillar is to recognize the team member who shows the value of diversity, believes in the dignity of all people, and respects individual and constitutional rights. Possible metrics may include, but are not limited to, developing and managing programs that build mutual respect between the community and the department, exceptional examples of treating people with dignity and respect, and efforts to build stronger relationships within the department and community.
- g. There shall be a master plaque for each award category. Metal plates engraved with each recipient's name and date of award shall be placed on the appropriate plaque.

### **26.1.3 SEXUAL AND OTHER FORMS OF UNLAWFUL HARASSMENT IN THE WORKPLACE**

- A. It is the policy of the Board of Regents of the University of Wisconsin-Madison, consistent with its efforts to foster an environment of respect for the dignity and worth of all students and staff of the University of Wisconsin Madison, that unlawful harassment, to include sexual harassment, of students and employees of the University of Wisconsin System is unacceptable and impermissible conduct that shall not be tolerated.
- B. The department shall comply with University of Wisconsin-Madison's Sexual Harassment policy, which includes reporting and training requirements and is referenced here: <https://policy.wisc.edu/library/UW-146>
- C. Persons who feel that they have been sexually harassed and wish further information or assistance in filing a complaint are encouraged to contact a Captain or a Title IX Coordinator.
- D. The University provides several means by which other forms of unlawful harassment can be reported, including means by which such behavior can be reported if the offending party is in the complainant's chain of command. Persons believing, they have been subjected to unlawful harassment may elect to proceed informally by bringing the complaint directly to the attention of their supervisor (if not the offending party) or by filing a formal complaint with the Title IX Coordinator.
- E. Immediate and thorough investigations shall be conducted of any allegations of harassment in the workplace. Effective and appropriate disciplinary action may be issued in any case in which such allegations can be substantiated. Retaliation against persons who file complaints, who provide information related to a complaint, or who otherwise participate in an informal or formal complaint process is a violation of university policy. Such action is cause for disciplinary action.
- F. The department shall comply with the provisions regarding sexual violence and sexual harassment investigatory outcomes for current or former employees which is referenced in UW Madison Office of Human Resources Policy 21.01 Employee Personnel Files.
- G. Harassment training shall be conducted with all department personnel at initial hire and the department shall provide training updates at a minimum, biennially, thereafter.