



# UW-Madison Police Department

**Policy: 46.8**

**SUBJECT: PERSONAL PROTECTION TEAM**

**EFFECTIVE DATE: 11/01/13**

**REVISED DATE: 09/18/19**

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**POLICY:**

The UW-Madison Police Department Personal Protection Team provides security details to designated persons while visiting the University. The Team may be utilized during special events and/ or special assignments. The Team shall be utilized during dignitary or VIP visits to the University.

**PROCEDURE:**

**46.8.1 ADMINISTRATION OF PERSONAL PROTECTION TEAM**

- A. [REDACTED] nly those selected members of the Athletic Liaison Program shall be assigned to details involving athletic teams.
- B. The Special Events Lieutenant shall serve as the Team Commander. The Team Commander shall oversee all aspects of the Team. The Team Commander is responsible for assigning members to special details and ensuring training is current.
- C. The Personal Protection Team shall have up to two members selected to be Team Leaders. The team leaders shall assist the Team Commander in planning and detail operations. Team Leaders shall also assist with training new members.

**46.8.2 PERSONNEL SELECTION & TRAINING**

- A. When a vacancy exists, information regarding the vacancy shall be distributed electronically to all qualifying department personnel. Officers that are interested in being selected for the team should forward a letter to the Team Commander detailing their experience, qualifications and interest in the position.
- B. The selection process shall include an oral interview by the Team Commander and two other Team members.
- C. Final selection shall be made by the Team Commander and the Field Services Captain.
- D. Selected candidates must successfully complete a Department approved dignitary protection training course before they are assigned to a protection detail.
- E. Personal Protection Team members must successfully complete any required in-service training for dignitary protection in order to remain on the team.
- F. Officers assigned to the Personal Protection Team are required to commit to the Team for a minimum of three years. The Department shall not differentiate Team members when considering shift changes, special assignments and/or promotional opportunities.

**46.8.3 OPERATION OF PERSONAL PROTECTION TEAM**

- A. Any requests for use of the Team should be directed to the Team Commander. Department needs and use of the Team should always take precedent over outside requests.
- B. Requests may be generated but not limited to federal, state, local law enforcement agencies, political campaigns or controversial speakers. Once a request is received, the Team Commander or designee shall conduct a threat assessment and risk analysis to determine the level of protection to be granted.

- C. Only assignments that require an officer trained in personal protection shall be assigned to the Team. Other routine plain clothes/uniform assignments shall be assigned through the normal overtime assignment process.
- D. The Team Commander shall coordinate any billing for services provided by the Personal Protection Team.

#### **46.8.4 UNIFORM & EQUIPMENT**

- A. The Team Commander shall provide instructions as to what uniform shall be worn for each assignment.
- B. In addition to normal uniform items issued to sworn personnel, team personnel may wear an approved pin on their duty uniform or business attire worn for a specific assignment.