

## Facilities

### Supervisor Guidelines

1. Areas should be free from trash and clutter
2. Furnishings should be in good repair
3. The floor should not be used for long term storage
4. Files should be properly stored
5. Conference rooms should be left as they are found
6. Storage for supplies or new equipment should be addressed before ordering

### Location - 1429 Monroe Street

Responsible Supervisor/Manager	Areas of Responsibility
<b>Police Dispatch Supervisor/Manager</b>	Dispatch, 1st Floor Kitchenette , Basement
<b>Training Sergeant</b>	Garage, Equipment Room, Ammo Room, Locker Rooms
<b>Patrol Sergeants and Night Shift Lt</b>	One-Team-Room, Breakroom, & Intoximeter Room
<b>Personnel Sergeant</b>	Training Room
<b>Specialty Services Lieutenant</b>	Holding Rooms
<b>Financial Manager</b>	Copy/Office Supply Room
<b>Detective Sergeant</b>	Garage Impound, Evidence Processing & Storage
<b>Firearms Cadre Commander</b>	Armory
<b>Day Shift Lt</b>	Library and second floor elevator lobby
<b>IT Manager</b>	All IT server and storage rooms
<b>Building Manager(s) and Back-Up Building Manager</b>	Lobby and Mailbox Area
<b>Executive Assistant to the Chiefs' Suite</b>	Executive Conference Room
<b>Night Shift Security Supervisor</b>	First floor hallways
<b>Emergency Management Manager</b>	Randall Conference Room

### Location – 1433 Monroe Street

<b>Personnel Sergeant</b>	Workout Room and Smartboard Room
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### Location – Health Sciences Complex

<b>Day Shift Route Security Supervisor</b>	Security Office
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### Location – Camp Randall & Kohl Center

<b>Special Events Lt.</b>	Police Center
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### Location – School of Nursing

<b>Emergency Management Manager</b>	EM Storage Room
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### Location – Chazen Security Office

<b>Chazen Security Supervisor</b>	Security Office
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### Location – Lake Rescue and Safety (LRAS) Facility

<b>Specialty Services Lieutenant</b>	LRAS Facility
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Appendix I

**Location – Community Offices**

<b>Community Sergeant</b>	LCCO
	SECO
	EHCO
	CCCO
	WCCO

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Reviewed 06/17

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