

# UW Whitewater Police



## Organization and Administration

Number: 11.1	No. Pages: 4		
Special Instructions: CALEA 11.1.1, 11.3.1			
Approved By: Chief Kiederlen	Effective Date: 8/7/2007	Revised Date: 10/24/2022	Revision number: 6

### I. Purpose

The purpose of this General Order is to provide a written description of UW-Whitewater Police Department's organization and administration.

### II. Definitions

**Authority:** The power to make decisions. Decisions can be related to the use of resources, or to do or not to do something. Authority can be delegated.

**Commensurate:** Corresponding in size or degree; in proportion.

**Delegate:** To entrust a task or responsibility to another person, typically one who is less senior than oneself.

**Responsibility:** The obligation of a subordinate person to properly perform an assigned duty. When a superior assigns a job to their subordinate, it becomes the responsibility of the subordinate to complete that job.

### III. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that to support organization and administration of the agency, there will be clear application of basic organizational principles, such as organizing by function and delineating responsibility and authority. It is further our policy that employees at every level within UWWPD shall have the authority to make the decisions required for the effective execution of their responsibilities.

### IV. Procedures

#### A. Categories of Personnel (11.1.1)

##### 1. Sworn Personnel

- a. UW-Whitewater Police Department (UWWPD) incorporates the following order of rank into its organization for sworn personnel: Chief, Assistant Chief, Lieutenant, Detective and Police Officer.
- b. The Chief is the director of the department and shall be responsible for the overall control and supervision of all personnel.

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- c. The Assistant Chief is directly under the Chief and supervises the Lieutenants and Parking Services.
  - d. The Lieutenants are further designated as supervisory personnel and directly supervise Police Officers.
  - e. Sworn personnel holding the rank of Police Officer shall have no supervisory authority, although they may organize and direct the work efforts of department employees during the normal day-to-day operations when members of the management team are off-duty.
2. Non-Sworn Personnel: UWWPD incorporates the following titles into its organization for non-sworn personnel:
    - a. Administrative Specialist
    - b. b. Administrative Assistant
    - c. Program Assistant
    - d. Student Worker (Intern, Work-study, etc.)
    - e. Campus Service Officers (CSOs)
    - f. Parking Services Employees

## **B. Organizational Structure and Functions (11.1.1)**

1. The department is organized into three divisions:
  - a. Administrative Services
  - b. Police Operations
  - c. Parking Services
2. Administrative Services is responsible for the following functions:
  - a. Role, responsibilities and relationships;
  - b. Organization, management and administration;
  - c. Personnel structure and process;
  - d. Auxiliary and technical services.
  - e. Administrative personnel, such as Parking Manager, Administrative Specialist and Administrative Assistants and Program Assistants hold positional authority granted through the Chief. These individuals, while not normally incorporated within the rank structure, are often charged with tasks which would require Police Officers, Campus Service Officers, and others, to follow their direction or orders. All employees are expected to know and understand the importance of recognizing these actions.
3. Police Operations is responsible for the following general functions:
  - a. Law Enforcement Operations;
  - b. Operations Support (Crime Prevention, Community Involvement, etc.);
  - c. Traffic Operations;
  - d. Investigative Services;
  - e. Patrol; and
  - f. Training.
4. Parking Services is responsible for the following functions:

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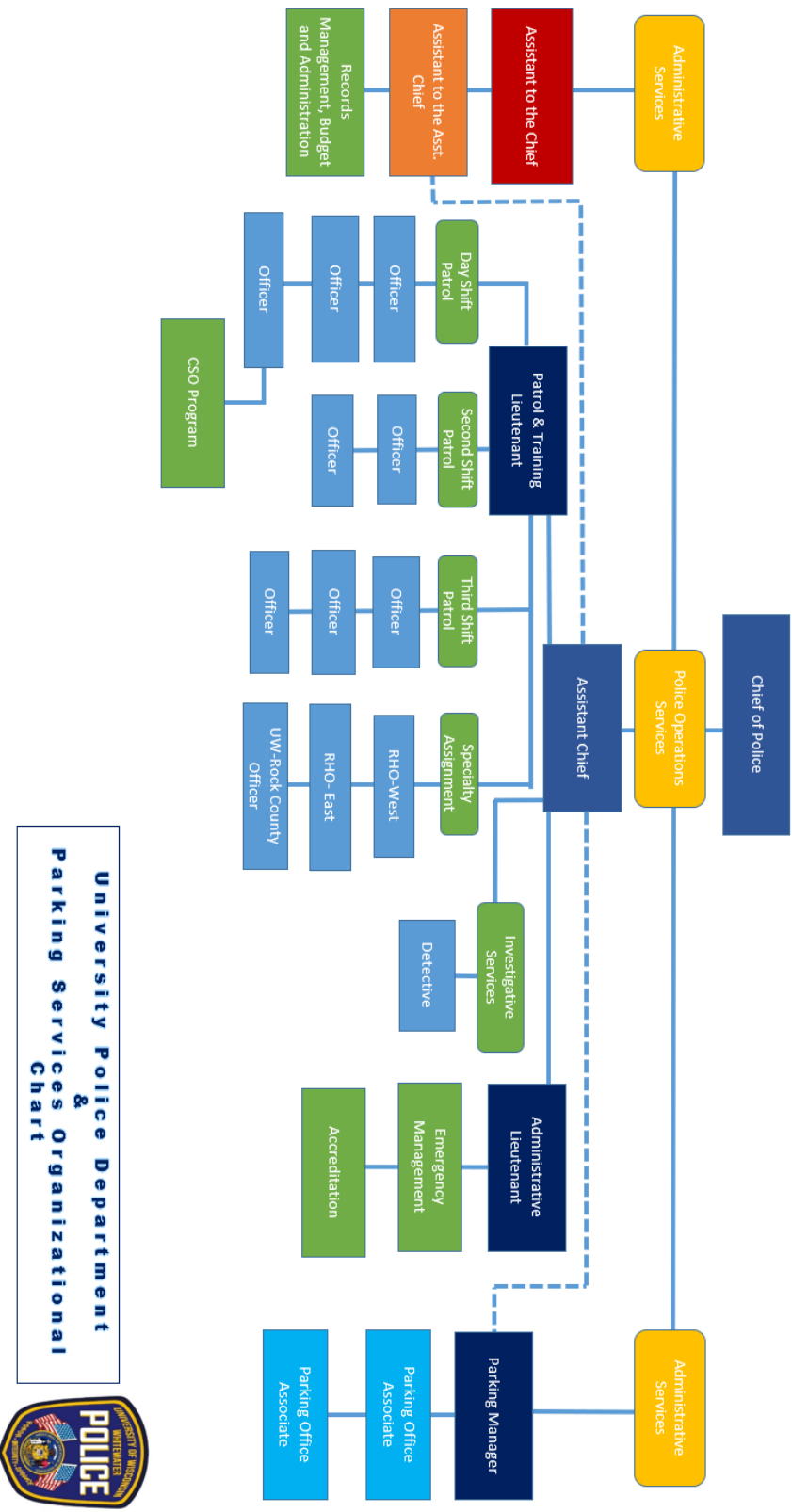
- a. Operate out of the Visitor's Center, serving as the first point of contact for prospective students, their families, visitors and guests of the University.
  - b. Ensure that correct parking information is provided to prevent parking citations being issued.
5. Lieutenants may be required to perform functions under all divisions. The current organizational structure is outlined in Attachment A.

## **C. Responsibility and Authority (11.3.1)**

1. UWWPD employees at every level of the department shall have the authority to make the decisions required for the effective execution of their responsibilities. Their responsibility is accompanied by commensurate authority.
2. Each employee shall be held accountable for the use of their delegated authority.

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## Attachment A. Organizational Structure Chart



**University Police Department  
&  
Parking Services Organizational  
Chart**



Current as of December 2022