

# UW Whitewater Police



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## I. Purpose

The purpose of this general order is to provide guidelines and expectations for command and control of UW-Whitewater Police Department employees.

## II. Policy

It is the policy of the UW-Whitewater Police Department to maintain continuity, command and control of its personnel in order to facilitate effective, efficient and appropriate actions necessary to provide a safe, secure and educational environment for all students, staff, faculty and visitors to our campus.

## III. Definitions

**Orders:** Orders are expectations of action, change or performance from a superior to a subordinate. An officer's rank normally designates them as a superior. In special situations, seniority may be the decisive aspect of determining the superior officer.

**Wisconsin Administrative Code UWS Chapter 18:** Regulates conduct on all lands subject to the control of the Board of Regents of the University of Wisconsin System (the board).

### **Wisconsin Administrative Code UWS 18.03: Law Enforcement**

(1) The board may designate peace officers who are authorized to enforce these rules and regulations and to police all land under the control of the board. The officers shall have all the powers provided in s.36.11(2), Stats, except where such powers are specifically limited or modified by the board. These officers may accept concurrent appointments as deputy sheriffs.

(2) Uniformed peace officers shall be identified by an appropriate shield or badge bearing the word "Police" and a number or name plate, which shall be conspicuously worn when enforcing this chapter. Peace officers assigned to non-uniformed duties shall identify themselves with an appropriate badge or police identification card when enforcing this chapter.

(3) Parking attendants are authorized to enforce the parking regulations in s. UWS 18.05.

### **Wisconsin Statutes 36.11(2)(b): Police Authority**

The board may employ police for the institutions and chiefs to head such police, or contract for police, all of whom shall be deemed peace officers under s. 939.22 (22) under the supervision

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and control of the appropriate chancellor or the chancellor's designees. Such police officers shall meet the minimum standards established for other police officers by the law enforcement standards board or a comparable agency. Such police shall preserve the peace on all property described under par. (a), enforce all rules promulgated under this chapter and all other laws, and for that purpose the chancellor or the chancellor's designee may call for aid from such other persons as is deemed necessary.

## IV. Procedure

- A. **Director/Chief's Authority (12.1.1):** Wisconsin Administrative Code UWS Chapter 18 states that the Board of Regents of the University of Wisconsin System (the board) may designate police officers who are authorized to enforce these rules and regulations and to police all lands under the control of the board. UW-Whitewater is subject to the control of the board. UW-Whitewater Police Department (UWWPD) is commanded by a Director/Chief of Police. The Director/Chief of Police is appointed by the Chancellor of the University, and reports to the Vice Chancellor of Administrative Affairs.
- B. **Director/Chief's Responsibility (12.1.1):** The Director/Chief of Police of UW-Whitewater Police Department is the senior law enforcement officer on the UW-Whitewater campus. The Chief is responsible for the command, direction and control of UWWPD and its services.
- C. **Command Protocol:**
  1. **In the Chief's Absence (12.1.2):** The Chief's designee shall assume responsibility for the command, direction and control of UWWPD if the Chief is incapacitated, out of town, or otherwise unavailable to command.
    - a. For anticipated absences for extended periods, the Chief shall designate, in writing, an "acting" authority.
    - b. If a designee has not been officially named, the senior ranking officer will assume responsibilities until replaced by either a more senior officer or a supervisor.
  2. **Command Protocol in Exceptional Situations (12.1.2):**
    - a. In emergency situations or unusual occurrences, command protocols are listed in UWWPD's Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP). Hard copies of the EOP and COOP are maintained in the Emergency Operations Center (EOC). An electronic copy is maintained on the T Drive.
    - b. Command also may be predetermined for certain emergency or critical incidents and for specific operational activities.
  3. **Command Protocol in Situations Involving Personnel of Different Functions Involved in a Single Operation (12.1.2):**
    - a. Follow command protocol as listed in the department's EOP or COOP; or
    - b. Command Protocol will be designated in writing with an Incident Action Plan (IAP).

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4. **Command Protocol in Normal Day-to-Day Agency Operations (12.1.2):** In normal day-to-day operations, supervisors will be responsible for their functional areas as described in General Order 11.1 Organizational Structure.

## D. Orders (12.1.3)

1. All employees shall, at all times, respond to the lawful orders of superior officers and other proper authorities as well as requests for police assistance from citizens.
2. The failure or deliberate refusal of any officer to obey a lawful order given by a superior officer shall be considered insubordination. This applies even when the superior may not be in the employee's normal chain-of-command. Employees will also obey orders from a superior officer which are relayed to the employee by an employee of same or lower rank. Employees are required to obey any lawful order of a superior regardless of the method of conveyance.
3. Employees who are given an otherwise proper order which appears to be in conflict with an existing policy or previous order shall respectfully inform the superior issuing the order of the conflict. If the superior issuing the order does not alter or retract the conflicting order, the order shall stand. The superior issuing the conflicting order shall be responsible for the consequences, if any, of the conflicting order.
4. An employee who is given a lawful order, but which they believe constitutes a safety hazard or in some other way is improper, shall respectfully inform the superior issuing the order of such belief. If the superior does not alter or retract the order, the order shall stand and shall be obeyed.
5. No superior shall knowingly or willfully issue any order which is a violation of any federal or state law. Obedience to an unlawful order is not considered a defense for an unlawful action. Responsibility for refusal to obey rests with the employee. The superior shall be strictly required to justify the action.
6. No employee will obey an order that is contrary to federal or state law. If in doubt as to the legality of an order, employees shall request clarification of the order. Any employee receiving an unlawful order will notify the issuing superior that compliance with the order, as issued, is unlawful. If the superior does not rescind the order, the employee shall request the presence or direction of the next-level manager in the chain-of-command. The superior will contact the next-level manager and request their presence or direction on the matter. Any employee receiving an unlawful order shall, at the first opportunity, report the fact in writing to the Chief, through the chain-of-command. The report shall contain the facts of the incident and the actions taken.

- E. **Communication (12.1.4):** All personnel are to support the exchange of information with other members of the UWWPD for the purpose of coordinating activities. Superior officers shall have an open-door policy and will be receptive to proposals submitted to them related to UWWPD operations.

1. Management staff will participate in periodic staff meetings. These meetings are intended to promote effective communication and support the exchange of

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information between departmental components so that activities are coordinated in an effort to support the departmental mission, goals and objectives. Supervisors are required to distribute information of appropriate nature to subordinate employees.

2. All employees are assigned a phone voice mail box and University email account to facilitate communication and exchange of information. Employees are to check these accounts at least once at the beginning and end of each regularly assigned duty day.