

# UW Whitewater Police



Campus Safety		Number: 91.2	No. Pages: 4
Special Instructions: CALEA 91.1.6, 91.1.8, 91.1.9, 91.4.1		Date Reviewed: 5/21/25	Date of Next Review: January 2029
Approved By: Chief Kiederlen	Effective Date: 10/20/2023	Revised Date: 5/21/25	Revision number: 1

## I. Purpose

The purpose of this policy is to make UWWPD staff and others aware of campus resources and the safety programs that UWW PD participates in.

## II. Policy

UW-Whitewater Police Department (UWWPD) will be an active participant in any safety measures on the UW-Whitewater campuses. We understand as a department that a police officer cannot be everywhere and that it takes the whole campus to create a culture of safety. This general order will describe our participation in several safety programs.

## III. Procedure

### A. Campus Assessment Response and Evaluation (CARE) Team

1. UW-Whitewater Police Department understands that we are only one piece of a larger puzzle when dealing with people needing assistance. Often times people needing assistance are also contacted by other departments on campus and at UW-Whitewater we strive to break down the silos in between departments to best help individuals. As part of this, we are active participants in our campus behavioral threat assessment process.
2. The Chief of Police will appoint a designee to serve on the CARE Team who will follow the CARE Team Policy.
3. This person will usually be a member of the management staff, but other sworn staff may fill in as needed on the team. E

### B. Elevator and Residence Hall Lobby Phones

1. All elevators on the UW-Whitewater campus are equipped with an emergency button that contacts the Whitewater Joint Dispatch Center.
2. All older Residence Halls have a phone in the lobby that includes an emergency button that contacts the Whitewater Joint Dispatch Center.
3. Officers will respond to 911 calls in elevators and lobbies as they do for all other 911 calls. However, most elevators on campus are also equipped with cameras to allow officers to check the status of people in the elevator immediately via our security camera system.

# UW Whitewater Police

4. The FP&M elevator technician and authorized contractors will maintain and test the cameras in the elevators. University Housing will maintain and test all lobby phones in the Residence Halls.
5. A review of the elevator and lobby cameras will be conducted at the same time as the other emergency phone, once every four years.

## C. Administrative Investigation Procedures

1. UW-Whitewater Police Department does not routinely complete administrative investigations for other departments on campus. However, it is understood that UWWPD possesses subject matter experts in investigations that other departments do not possess. Under special circumstances, the Chief of Police, Assistant Chief of Police, or their designees may assign detectives or officers to assist in these investigations.
  - a. The goal of these investigations is to gather enough information that the agency requesting assistance can decide if any policy, procedure, staff, or student misconduct occurred as applicable to state law, UW System Policy, and UW-Whitewater policies and procedures. The sworn staff member assigned is only an information gatherer and will not decide on final results.
  - b. The sworn staff member(s) assigned to this administrative investigation will be given full access, as the law allows, to all records, documentation, and related material to this investigation. Unless criminal violations are found, these records will be returned to the department asking for an investigation.
  - c. Sworn staff assigned to these investigations may conduct interviews with affected students, staff, and witnesses like any other investigation. However, they must work with the requesting department to ensure the student conduct or employee discipline system is followed, if applicable.
  - d. Sworn staff assigned to these investigations may also request additional information for their investigation. Whenever possible, they should go through the requesting department contact as they are the point for the investigation and ensure the items are properly collected.
  - e. Sworn staff assigned to these investigations should complete a thorough and concise report of their investigation. In most instances, this will be done in the department's record management system unless otherwise approved by the Chief of Police or Assistance Chief of Police. Once the report is approved by a supervisor it can be sent to the department requesting assistance.
  - f. If during the course of a non-law enforcement investigation, the sworn staff member determines a criminal activity has occurred they will thoroughly investigate the criminal activity like any other crime that is

# **UW Whitewater Police**

brought to their attention. They can discuss the final disposition with the County District Attorney's Office which has jurisdiction on the prosecution of the crime.

## **D. Clery Act Reporting Guidelines**

1. The Chief of Police is the person responsible for overall compliance with The Jeanne Clery Campus Safety Act (Clery Act) (20 USC 1092(f)) and will appoint staff members to complete tasks related to compliance.
  - a. The Chief of Police will appoint a Clery Compliance Coordinator (CCC) for the department. The CCC will receive training within 6 months of their appointment.
  - b. Annually, the CCC will complete the Annual Security and Fire Safety Report (ASFR) that is due on October 1 of each year. The CCC can have other staff assist in gathering required information and will be responsible for getting information from other campus departments such as Athletics, University Health and Counseling Services, University Housing, Human Resources, Dean of Students, and Title IX Coordinator. It will include criminal offenses, hate crimes, VAWA Offenses, and Arrests and Referrals for Disciplinary Action and information as defined by the Clery Act according to crime reporting geography. The annual report will include information on the rights of sexual assault victims and contact information for the Dean of Students, Title IX Coordinator, and other campus resources per the Campus Sexual Assault Victim Bill of Rights. UW-Whitewater Police Department will follow all aspects of the Bill.
  - c. The Chief of Police, CCC, and Executive Director of University Marketing and Communications have joint responsibility for timely warnings to the campus community. See General Order 91.1 and Mass Communication Standard Operating Plan for the procedures of this process. UW-Whitewater will distribute crime warnings regarding Clery reportable crimes that represent a serious or continuing threat to the safety of students or employees.
  - d. The CCC will complete a public crime log, fire log, and activity log that is sent out via e-mail and posted on the department's website daily. Printed copies of the logs are also maintained at UWWPD, on the Main Campus, and in the Rock County PD Office, at the Rock Campus.
  - e. The CCC will gather records and submit them to the U.S. Department of Education by the deadlines established by them as requested.
  - f. The CCC will ensure that UW-Whitewater is meeting all other operational and reporting requirements as stipulated by the U.S. Department of Education.