UW Whitewater Police

University Housing – Safe Room		Number: 100.64	No. Pages: 2
Special Instructions:			Approved By: Chief Kiederlen
Effective Date: 1/26/2017	Revised Date: 8/26/2026	Revision Number: 4	Date of Last Review: 8/26/2026

I. Purpose

UWW Housing has selected a Safe Room on campus, available to individuals whose personal safety may be threatened if they stay housed in their current residence. This general order provides guidance to officers on how to assist persons in gaining access to the Safe Room, if needed.

II. Policy

It is the policy of UW-Whitewater Police Department (UWWPD) that we maintain custody of the keys and maintain inventory of the UWW University Housing Safe Room on campus. The room is to be utilized to temporarily house persons who need a place to stay to keep them safe. UWWPD and University Housing are the only entities who know the location of the Safe Room [redacted] This information is to remain confidential.

III. Procedure

A. UWWPD has custody of 1 electronic key access card to the Safe Room. Those cards will unlock the Safe Room. The cards are secured in the key lock box of room 127 of UWWPD.

B. If University Housing or UWWPD Staff determine someone needs to utilize the Safe Room, a UWWPD Supervisor on-duty or on-call shall be notified. The supervisor will then notify University Housing.

C. The name and contact information for the individual in the Safe Room shall be provided to UWWPD staff for safety and security purposes only.

D. One Key access card can be turned over to the individual utilizing the Safe Room directly or to University Housing Staff.

E. UWWPD will maintain the attached room inventory and conduct checks of the room monthly. The assigned individual will take with them a copy of the attached inventory/room check and make sure everything meets standards. The person completing the inspection will document the completed inventory/room check in ProPhoenix.

F. Confidentiality of the Safe Room is of upmost importance. No one shall be notified of the location of the Safe Room, if the Safe Room is being used, or who is in the Safe Room unless it relates directly to the parties involved.

Attachment A. Safe Room Inventory

Inventory

Key access card to 4th floor working?	
Key access card to room working?	
Functioning Refrigerator	
1 mirror	
2 dressers	
1 desk	
1 chair	
Informational brochures	
1 pillow	
Pillow case	
Fitted sheets	
Bed sheets	
Bed comforters	
2 bed frames	
2 mattresses	
1 blue recycle bin	
1 brown garbage bin	
Towels	
Wash cloths	
Fire evacuation sign on door?	
Check all outlets	
Check all light fixtures	
Check windows	
Check window curtain	
Check smoke detector	
Check heater	
Check television outlet	
Check for damage in closets	
Check for door damage	
Check for damage of towel racks	
Check for damage of carpet	
Check for damage of walls	
Check for damage of ceiling	
Television	