

UW Whitewater Police



Building/ Area Checks		Number: 41.2.102	No. Pages: 2
		Special Instructions:	
Approved By: Chief Kiederlen	Effective Date: 4/18/2012	Revised Date: 8/9/2022	Revision number: 3

I. Purpose

The purpose of this General Order is to provide guidance and direction in the performance and reporting of building checks.

II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) to provide for a safe and secure environment by utilizing consistent and thorough building checks of the facilities throughout our campus.

III. Procedure

A. Initiating a Building/Area Check

1. Department members may initiate a building check as part of the normal patrol function. When initiating a building check the officer must notify the Communications Center of the following:
 - a. Officer checking building/area.
 - b. Building/Area officer is checking.
2. When an officer completes the building/area check and resumes normal patrol the Communications Center must be notified.

B. Expectations During a Building Check

1. Members are expected to adjust the aspects of the building/area checks to maximize the preventive capabilities of patrol. In example, a building/area which has had no reported issues, damage or criminal activity could be checked through exterior rounds only, whereas a building with recently reported issues should be checked more thoroughly.
2. Time of day will also influence the aspects of a building/area check. Daytime and evening hours when people are moving about and buildings are open to the general populace, the walking of interior areas to monitor activity is most appropriate. Night hours when buildings are locked and closed, exterior checks for security purposes would be a higher priority.

C. Reporting a Building/Area Check

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1. All building/parking lot/area checks must be recorded by the officer conducting the check-by creating an Activity Entry in ProPhoenix/MDC and labeling it with the correct activity type. Any concerns or unusual occurrences should be noted in the comments field along with the description of what was checked, i.e. perimeter, interior, all floors, or 1st and 2nd floors only.
2. If an officer finds an Unsecured or Open Door/Window during the check they should distinctly note it by either creating an Activity Entry in ProPhoenix using the “Unsecured Door/Window Found” activity type, or by creating a call in ProPhoenix for an Open Door. Which window/door was found unsecure (the number or area/direction), and how it was unsecure (unlocked, ajar, etc.) should be noted.
3. If a concern or deficiency requiring action is noted by an officer during a building/area check, a supervisor is to be contacted. Dependent upon the immediacy of the need, this can be done through the on-call supervisor, memo, or email.

D. Academic Sweep

1. During normal business days, Monday through Friday, an Academic Perimeter Check will be completed by an officer or CSO during the hours of 9:00pm to 2:00am. Second shift will check buildings that are locked earlier and third shift will check building that lock after 11:00pm.
2. On all weekends, holidays and other days that the university is not open for normal business one check will be completed per shift for a total of three Academic Perimeter Checks per day.
3. Campus Safety Officers (CSO) can assist with Perimeter Checks, Building Checks and Parking Lot Checks when they are on duty. CSOs will document their checks on their patrol logs and turn in to administrative services, who will enter their checks into ProPhoenix as a new activity entry as outlined above.