



**Division of State Patrol
Policy and Procedure**

Number
Set by Policy Coordinator

Subject SUBJECT AS DETERMINED BY AUTHOR	
Author/Originator Assigned by Command Staff	Approved by Superintendent
Records Management Statement List revisions or supersessions as applicable Posted on WisDOT Internal Website (SharePoint) at https://wigov.sharepoint.com/sites/dot-dsp/policy/sitepages/home.aspx	

1. POLICY

A statement of the policy to be enacted. It should be brief and to the point. Generally, it should not be more than two or three sentences long.

2. BACKGROUND

If the background leading to the policy is relevant or if it assists in the understanding of the need for the policy, a short discussion of the background may be inserted.

3. OBJECTIVE

This component should be used to outline the underlying objectives and refine policy statements to provide specific intentions or anticipated accomplishments.

4. DEFINITIONS

This section should be used to provide definitions for key terms that have specific meanings or have a need for some interpretation related to the policy.

5. GENERAL PROVISIONS

This section should be used to enumerate major policy provisions and provide a brief explanation of the policy.

6. PROCEDURE

If a procedure is needed to carry out the policy, a thorough description is provided. Participants and those affected by the policy should be enumerated and the steps or

duties should be listed. In some policies, the procedures may be divided into more than one section, with all related information listed in separate sections.

7. REFERENCE

References used to illustrate or clarify the issues listed in the procedure should be listed here. Care must be taken to ensure that references are current at each revision. Generally, references are sources of higher authority than the policy itself and are identified as such.

8. INFORMATIONAL DOCUMENTS

Informational documents may be attached to the policy or procedure. These attachments are generally used to provide additional information or to clarify issues within the document.