All text font: Ariel

Page 1 Header:

Division of State Patrol Policy and Procedure		Number 0-1
Subject DIVISION POLICIES AND PROCEDURES	3	
Author/Originator Office of the Superintendent	Approved by	Superintendent
Records Management Statement Supersedes P&P 0-1 dated January 20, 2 Posted on WisDOT Internal Website (Sha https://wigov.sharepoint.com/sites/dot-ds	arePoint) at	nome.aspx

Number

Font: Ariel size 28 Bold Centered

Subject

Font: Ariel size 12 Bold Align Left Upper Case

Author/Originator

To establish uniformity, a drop-down list has been inserted for the Author/Originator field. Select the correct option from the drop-down list. The text will be formatted appropriately. If required text is missing from the drop-down list, contact the Division Policy & Procedure Coordinator to have it added.

Approved by

A copy of any approved policy will be signed by the Superintendent and filed in the Division's official policy file. Published versions of the policy will be signed digitally with the following Font: Brush Script MT, Size: 24 pt. Align: Center

Approved by	Superintendent
Timothy L.	Carnahan

Records Management Statement

Changes to this field will be made by the Division Policy & Procedure Coordinator prior to publishing.

Spacing		
<u>B</u> efore:	12 pt	▲ ▼
A <u>f</u> ter:	12 pt	▲ ▼

Policy Body

Font: All text is Ariel size 12

Section Headings

1. POLICY

Font: Ariel size 12 Bold Align Left Upper Case, Spacing: 12 pt above and below Format: A number in sequence, followed by a period, then a single space, then the section heading.

Paragraphs

1. POLICY

It is the policy of the Division of State Patrol (DSP) that all publications guiding the work of the Division be clear, concise, and comprehensive. Doctrine should reflect the current philosophy and standards of the review.

Font: Ariel size 12 Align Left sentence case, Spacing: 12 pt above and below each paragraph.

Outline Style

6. PROCEDURE

- 6.A Policy and Procedure Review Committee
- 6.A.1 Establish the priorities for the development of policy and procedure revisions and initiatives.
- 6.A.2 Receive policy and procedure initiatives and information relevant to policies and procedures from the coordinator.

Font: Ariel size 12 Align Left sentence case, Spacing: 12 pt above and below each bullet point item.

Levels:

First: Numeral of the section in order followed by a period

Second: Upper case alphabetical character in order followed by a period when there are sub-levels that follow, otherwise no period

Third: Numerals in order followed by a period when there are sub-levels that follow, otherwise no period

Forth: Lowercase alphabetical characters in order followed by a period when there are sub-levels that follow, otherwise no period

Fifth: Numerals in order followed by a period when there are sub-levels that follow, otherwise no period

This pattern repeats as more levels are needed, Example:

6. PROCEDURE 6.A 6.A.1 6.A.1.a 6.A.1.a.1 6.A.1.a.1 6.A.1.a.1.A...

Format: All levels are entered from the left margin. The text for the bullet point begins with a hanging indent that is 0.8 inches from the left margin. To add the hanging indent after entering the text, follow these instructions:

Highlight the text you want to add the hanging indent to:

6.A Policy and Procedure Review Committee
6.A.1 Establish the priorities for the development of policy and procedure revisions and initiatives.
6.A.2 Receive policy and procedure initiatives and information relevant to policies and procedures from the coordinator.
6.A.3 Review all proposed policy and procedure initiatives and revisions.
6.A.4 Recommend approval of draft revisions and initiatives to Office of the Superintendent.
6.A.5 Recommend the revision or rescinding of obsolete or irrelevant policies and procedures.

After the text is highlighted, in the Home tab, click the small arrow in the lower right corner of the Paragraph formatting option:

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This will open all the Paragraph formatting options - this is also how to locate the spacing options mentioned above.

Paragraph			? ×
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General			
Alignment:	Left	\sim	
Outline level:	Body Text	✓ Collapsed by defaul	t
Indentation			
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Mirror inde	ents		
Spacing <u>B</u> efore: After:	12 pt	Li <u>n</u> e spacing: Single	<u>A</u> t:
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Preview	spa <u>c</u> e between paragi	aphs of the same style	
		: Paragraph Previous Paragraph Previous Paragrap h Previous Paragraph Previous Paragraph	h Previous
6. PROCEDU			
FollowingPa	ragraph Following Paragraph Follo	wing Paragraph Following Paragraph Following I wing Paragraph Following Paragraph Following I wing Paragraph Following Paragraph Following I wing Paragraph Following Paragraph Following I	Paragraph
<u>T</u> abs	Set As <u>D</u> efa	oK	Cancel

In the Special drop-down: chose Hanging. In the By field enter or use the arrows to input 0.8". Then click OK. You may need to add additional space as more levels are added beyond the fifth level. For the sixth level, set the hanging indent to 1.0". For a seventh or eighth level, set the hanging indent to 1.2".

- 6.A Policy and Procedure Review Committee
- 6.A.1 Establish the priorities for the development of policy and procedure revisions and initiatives.
- 6.A.2 Receive policy and procedure initiatives and information relevant to policies and procedures from the coordinator.
- 6.A.3 Review all proposed policy and procedure initiatives and revisions.
- 6.A.4 Recommend approval of draft revisions and initiatives to Office of the Superintendent.
- 6.A.5 Recommend the revision or rescinding of obsolete or irrelevant policies and procedures.

If some items don't line up quite right, move your cursor to the beginning of the line. In the example above that would be the letter P in the first line and the letter E in the second line. With your mouse place the cursor just before the letter.

- 6.A Policy and Procedure Review Committee
- 6.A.1 Establish the priorities for the development of policy and procedure revisions and initiatives.

Then press the tab key. The text should adjust to the correct location.

- 6.A Policy and Procedure Review Committee
- 6.A.1 Establish the priorities for the development of policy and procedure revisions and initiatives.
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Reference Section

9. REFERENCES

DSP Official Ten Signal Card DSP Policy and Procedure 1-2, Emergency Response DSP Policy and Procedure 1-3, Incident Command/Incident Management Team DSP Policy and Procedure 5-4, Time System Inquiries DSP Policy and Procedure 5-8, Mobile Radio Communications DSP Policy and Procedure 5-14, Computer Aided Dispatching

If the policy lists any reference material, this will be the last section. The reference material will be listed in alphabetical/numerical order (a-z).

Font: Ariel size 12 Align Left sentence case, Spacing: 12 pt below the section header, the single spacing between each line of the references.

Document Headers and Footers

Page one: There is no document header on page one.

STATE Division of State Patrol Policy and Procedure	Number)-1
Subject DIVISION POLICIES AND PROCEDURES	і — — — — — — — — — — — — — — — — — — —	
Author/Originator	Approved by Su	perintendent

Page two to the end of the policy: The document header on page two to the end of the document consists of two items; the policy title and the policy number.

Division Policies and Procedures	P&P 0-1
The Division Superintendent, Colonel, Bureau Directors and staff w	

Font for the Policy Title: Ariel size 12 Align Left Title Case Capitalization

Font for the Policy Number: Ariel size 12 Align Right Upper Case Format of the Policy Number: P&P #-#

For all document footers: The document footer is on all pages and consists of two items; the date the policy was implemented and the page numbers of the policy.

4. GENERAL PROVISIONS	
June 28, 2019	Page 1 of 8 pages

Font for the Date: Ariel size 12 Align Left Title Case Capitalization Format of the Date: Month spelled out, day, four digit year, example, "December 1, 2022"

Font for the Page Numbers: Ariel size 12 Align Right Sentence Case Format of the Page Numbers: "Page # of ## pages" # = the current page number, ## = the total page numbers.

There will be a line in the footer. Format, 1 pt width, flat cap types, black in color, 6.5" long, 0.0" tall, aligned left, and set 10.05" below the top of the page on the vertical

Vertical					
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