



**Division of State Patrol
Policy and Procedure**

Number
0-1

Subject DIVISION POLICIES AND PROCEDURES	
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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.

2. BACKGROUND

The Wisconsin State Statutes and Administrative Code, State of Wisconsin Work Rules, Wisconsin Department of Transportation (DOT) Transportation Administrative Manual (TAM), Department Employee Handbook, and Division Code of Conduct provide the basis and general framework for the Division's activities. The Division's policies and procedures further define these activities to include the mission and guidance toward the expected and accepted practices.

3. OBJECTIVE

- 3.A Establish a procedure for the development and revision of official publications.
- 3.B Establish control over policy development, implementation, and revision.
- 3.C Establish a process by which policies and procedures are reviewed.
- 3.D Establish a format for revised policies.

4. GENERAL PROVISIONS

The Division Superintendent, Colonel, Bureau Directors, and designated staff will establish the agency's vision, mission, values, and goals as guidance to the

development of official publications and practices. They, along with topic monitors, shall monitor and identify sources of public concern, legislative developments, technological advances, judicial opinions, and management practices that might impact existing policy or provide the basis for initiatives in policy and procedure.

- 4.A Official Publications – Policy and Procedures shall be authorized by the Superintendent and placed on the Wisconsin Department of Transportation’s Internal Website (SharePoint).
- 4.B Policy and Procedure Review Committee – A committee is established to oversee the revision and approval of recommendations for policies and procedures within the Division. The committee is accountable to the Superintendent. This Policy and Procedure Review Committee is referred to throughout this document as the "committee" and will be composed of the Bureau of Field Operations (BFO) Majors, the Bureau of Network Engineering and Data Infrastructure (BNEDI) Director, the Bureau of Transportation Safety and Technical Services (BOTS) Director and chaired by the BFO Lieutenant Colonel.
- 4.C Policy and Procedure Coordinator – The position of policy and procedure coordinator is to facilitate the comprehensive review, revision, additions, and rescissions of Division Policies and Procedures. The Policy and Procedure Coordinator is referred to in this document as the ‘coordinator.’ A Staff Lieutenant in the DSP Bureau of Field Operations Specialized Services will serve as the Policy and Procedure Coordinator.
- 4.D Policy and Procedure Topic Monitors – Topic monitors will be assigned to each of the sixteen topic areas in the Official DSP Policies and Procedures. It will be the topic monitor’s responsibility to initiate the review, development, revision, and submittal of new and revised drafts when needed to meet the standards established by this policy.

5. DEFINITIONS

The following definitions will apply to the development of the Division of State Patrol doctrine:

- 5.A Goals - The desired future state of an organization.
- 5.B Objectives - The desired future conditions that possess specified time frames and measurable qualities.
- 5.C Policy - Broad directives and guidelines for decision-making that allow for some discretion within established parameters, as not all conditions are the same.

- 5.D Procedure - A series of actions conducted in a specified order that allows activities to be performed repeatedly, in the same manner, each time conditions allow.

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.
- 6.A.3 Review all proposed policy and procedure initiatives and revisions.
- 6.A.4 Recommend approval of draft revisions and initiatives to the Office of the Superintendent.
- 6.A.5 Recommend the revision or rescinding of obsolete or irrelevant policies and procedures.
- 6.A.6 Ensure the relevance and validity of current policies and procedures.
- 6.B Policy and Procedure Coordinator
- 6.B.1 Assign the responsibility for the maintenance of each policy section to identified policy section monitors.
- 6.B.2 Provide information regarding the review of specific policies or procedures to the committee promptly.
- 6.B.3 Establish a process for tracking all policy and procedure initiatives and revisions to determine progress, ensure timely completion, and provide a historical basis for committee activity.
- 6.B.4 Receive and forward information and initiatives for consideration to the committee.
- 6.B.5 Notify the policy section monitors of specific assignments made by the committee.
- 6.B.6 Receive drafts of revisions and policy initiatives from the policy section monitors.
- 6.B.7 Forward drafts of revisions and initiatives to the appropriate Division personnel for their review.
- 6.B.8 Forward revisions and initiative drafts to the committee for review

- 6.B.9 Receive recommendations from the committee and facilitate consideration for inclusion in final policy and procedure drafts in consultation with section monitors.
- 6.B.10 Forward final policy and procedure drafts to the Office of the Superintendent for approval.
- 6.B.11 Deliver approved revisions and initiatives to the Superintendent's assistant for preparation into final form and forwarding for placement on the DOT SharePoint by an employee designated by the Office of the Superintendent.
- 6.B.12 Ensure two versions of any updated policy and procedure are placed on the DOT SharePoint. One version will be an updated document. A second version will identify any changes from the previous version using line-through text format (for deletions) and underlined red text format (for additions).
- 6.B.13 Maintain a file indicating the status of policy and procedure reviews as submitted by Policy Section Monitors.
- 6.B.14 Coordinate with the Wisconsin State Patrol Academy to develop questions with answers for placement in an online application to track employee reviews of all new and updated policies and procedures. Such review should include a minimum of three questions that test employee knowledge of pertinent information resulting from new or changed key provisions of policy and procedure.
- 6.C Policy Section Monitor
 - 6.C.1 Establish a system to facilitate the review of existing policies and procedures within his/her assigned section(s). The Policy Section Monitor shall review the policies and procedures and related DSP Informational Memorandums within his/her assigned section(s) on an annual basis at a minimum and shall submit a status report to the chair of the Policy and Procedures Review Committee by January 1st of each calendar year indicating this has been accomplished. This review will consist of a certification by the Policy Section Monitor that the applicable policies and procedures and related DSP Informational Memorandums are valid or that necessary revisions are being processed in cooperation with the Policy and Procedure Coordinator. For those being processed, a completion date shall be identified by the coordinator.
 - 6.C.2 Coordinate the assigned section by reviewing current policy and procedure and monitoring factors that impact a need for revision or elimination.
 - 6.C.3 Establish a means to catalog information concerning items relevant to or impacting upon the monitor's assigned section.

- 6.C.4 Direct the actual development of initiatives or revision of policy and procedure by either delegating or performing the preparation.
- 6.C.5 Receive information and guidance from the coordinator regarding the assigned policy section.
- 6.C.6 As applicable, communicate with the author(s) of revisions and initiatives within assigned policy section.
- 6.C.7 Ensure the development of documents is completed in proper format and consistent with Section 6.B.12 of this policy.
- 6.C.8 Forward drafts of revisions and policy initiatives to the coordinator.
- 6.C.9 Be prepared to orally present policy information at Division Command Team and other meetings or assign appropriate authors to make the presentations.
- 6.C.10 Resolve the concerns and issues expressed during the staff review of revisions and initiatives.
- 6.D Policy and Procedure Author
 - 6.D.1 Receive assignment from the section monitor or policy and procedure review committee.
 - 6.D.2 Research topical areas to ensure current information is used. The following list of references is not all-inclusive but should be reviewed:
 - 6.D.2.a Existing Manuals and Policies
 - 6.D.2.b Training Bulletins
 - 6.D.2.c Academy Reviews
 - 6.D.2.d Advisory Services Opinions
 - 6.D.2.e Attorney General's Opinions
 - 6.D.2.f Unnumbered Memos or Manuals
 - 6.D.2.g Case Law
 - 6.D.2.h Statutes
 - 6.D.2.i Administrative Rules
 - 6.D.2.j DOT Transportation Administrative Manual
 - 6.D.2.k Collective Bargaining Issues

- 6.D.3 Prepare a draft of the revisions and initiatives for policy and procedure in the proper format using a tracked-change method consistent with Section 6.B.12 of this policy for documents containing revisions from the previous iteration of policy and procedure.
- 6.D.4 Deliver a written copy of the policy to the policy section monitor for review and handling.
- 6.D.5 Be prepared to orally present information at Division Command Team and other meetings.
- 6.D.6 Receive feedback regarding policy and procedure initiatives and revisions from command/staff review.
- 6.D.7 Document issues and concerns that require resolution or consideration and forward them to the committee.
- 6.D.8 Implement appropriate command/staff recommended changes and recommend approval of draft revisions and initiatives.
- 6.E Assistant to the Superintendent, or designee
 - 6.E.1 Receive approved drafts of revisions and initiatives from the policy and procedure coordinator.
 - 6.E.2 Prepare final format documents for the Superintendent's signature.
 - 6.E.3 Obtain the Superintendent's signature and coordinate the placement of documents, including annexes, appendices, and attachments, on the DOT SharePoint with dates on documents coinciding with the date of placement.
 - 6.E.4 Send an email message to all Division personnel notifying them that a new or revised policy and procedure has been published and made available within 24 hours of its placement on the DOT SharePoint.
 - 6.E.5 Maintain a paper copy, including annexes, appendices, and attachments, with the original signature of each current policy and procedure.
 - 6.E.6 Maintain a current index of policies and procedures, including annexes, appendices, and attachments.
 - 6.E.7 Maintain a historical file containing paper copies of all superseded or rescinded policies and procedures.

7. POLICY FORMAT

The general format of a Division Policy and Procedure is demonstrated in this document and shown in Attachment 1. While that format is appropriate for the majority of policy

procedures, some of the main paragraphs depicted in the attachment may not be appropriate for some policies covering specific topics and may be deleted from the policy initiative or revision. Some complex policies may require additional main paragraphs or separation of the procedural text into multiple main paragraphs to best present the policy and procedure material.

Additional guidance for the formatting of a policy can be found in Attachment 2, P&P Style Guide.