



**Division of State Patrol
Policy and Procedure**

Number 10-4

Subject SAFETY EDUCATION AND SPECIAL DETAIL REPORT (SP4116)	
Author/Originator Bureau of Field Operations	Approved by <i>Stephen Fitzgerald</i> Superintendent
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I. POLICY

It is the policy of the Division of State Patrol (DSP) that Region Commanders, the Wisconsin State Patrol Academy (WSPA) Commander, Section Chiefs or designees may assign employees to safety education or special details when such assignments have been determined to be in the interest of highway safety and in concert with the organizational mission.

II. GENERAL PROVISIONS

Personnel may be assigned to special details for the purpose of traffic direction, traffic safety education, or related duties. Assignment for any other purpose requires prior approval by the Bureau Director.

III. DEFINITIONS

- A. **Safety Talk** – a presentation or demonstration to a group or organization by one or more officers on safety or related concerns.
- B. **Panel Discussion** – a presentation by a number of officers in which they deliver their professional views or opinions on safety or related concerns.
- C. **TV Appearance** – a presentation by an officer to the television media on safety issues or related concerns.
- D. **Radio Talk/Tapes** – a discussion by an officer to the radio media on safety issues or related concerns.

- E. **Traffic Direction** – traffic control functions related to public safety. This does not include traffic direction at crash scenes, which would be crash investigation time.
- F. **Other** – any presentation or other operation that does not fall under the above categories.

IV. PROCEDURE

- A. Region Commander, WSPA Commander, Section Chief, or designee
 - 1. Assign the number of personnel necessary to accomplish the detail.
 - 2. Advise the applicable Bureau Director of any unusual or potentially controversial issues prior to the detail.
- B. Employee Assigned to Detail
 - 1. Complete a Safety Education and Special Detail Report (SP4116) upon completion of the assignment.
 - a. Prepare a copy of the report for each represented region/post when employees assigned to the detail are from more than one region/post.
 - b. Include the appropriate data for and names of all employees from one region/post on the same report.
 - 2. Submit completed Safety Education and Special Detail Report (SP4116) to the applicable region/post headquarters following completion of assignment.
- C. Office Operations Associate
 - 1. File copy of the Safety Education and Special Detail Report (SP4116) as directed.
 - 2. Forward a photocopy of the report to region\post headquarters of other represented regions.