



**Division of State Patrol
Policy and Procedure**

Number
12-1

Subject WISCONSIN STATE PATROL ACADEMY OPERATIONS	
Author/Originator Wisconsin State Patrol Academy	Approved by <i>Stephen Fitzgerald</i> Superintendent
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I. POLICY

It is the policy of the Division of State Patrol (DSP) and the Wisconsin State Patrol Academy (WSPA) to provide law enforcement related training. The Academy may also provide training to support the needs of city, county, state and federal agency personnel at on-campus and off-campus locations.

II. BACKGROUND

Wisconsin Statute s.110.065 provides that the Secretary of the Wisconsin Department of Transportation (WISDOT) may “establish and operate an academy for the training of state, county and local traffic patrol officers and other related personnel and make rules and regulations for the conduct thereof.”

The Wisconsin Department of Justice, Law Enforcement Standards Board (LESB) and the Bureau of Training and Standards (T&S), are responsible to develop standards for certification and recertification of law enforcement officers, as well as for law enforcement training institutions and instructors. Also, state agencies shall cooperate with the secretary in providing information and instructional services for the academy.

Since 1955, the Wisconsin State Patrol Academy has provided basic, recruit level training for State Patrol cadets, and law enforcement officer certification training for county and municipal agencies. The WSPA also provides basic law enforcement training and annual training, which meets or exceeds applicable requirements for certification and recertification. Articulation agreements between the WSPA, technical colleges and state universities, provide credit toward higher education degrees for our basic recruit level training.

The WSPA provides specialized training programs based upon the training needs identified by the State Patrol and other agencies. Examples of specialized training include traffic

crash investigation, vehicle dynamics, instructor development, professional supervisory development, advanced management, traffic law, truck law, and vehicle equipment and motor carrier enforcement. Competent, experienced instructors teach these courses.

III. OBJECTIVES

- A. To identify WSPA role and responsibilities.
- B. To establish guidelines for development of training programs, teaching methods and participant performance appraisal.
- C. To specify the duties, responsibilities and functions of the Academy staff.
- D. To identify the method for attaining and maintaining LESB certification for troopers and inspectors.

IV. GENERAL PROVISIONS

- A. The WSPA is the primary training and meeting facility for the Wisconsin State Patrol. Important Academy functions include:
 - 1. Basic law enforcement training for State Patrol certified positions.
 - 2. Annual training for State Patrol certified positions.
 - 3. Annual training for all managers and for non-certified positions within the State Patrol.
 - 4. Central location for training records.
 - 5. Training received by DSP personnel from other sources will be coordinated and recorded at the Academy.
- B. Staffing – The WSPA is staffed by State Patrol certified and non-certified personnel with specific duties and responsibilities.
 - 1. The WSPA Commander commands the Academy and is fundamentally responsible for Academy administration.
 - 2. The Executive Officer supports the WSPA Commander, functions in place of the Commander in his/her absence, supervises the program directors, Program Assistant Supervisor and Facility Manager, and has responsibility for Academy general operations.
 - 3. The program directors provide the planning, organizing, staffing, coordinating and directing of all Academy on-campus and off-campus training programs and supervises administrative support staff as assigned.

4. The program administrative support staff performs the activities of student registration, roster development, material and supply preparation, records preparation and maintenance, automation, tuition and reimbursements.
 5. The Facilities Maintenance Specialist – Advanced is responsible for the physical appearance and maintenance of the facility under the supervision of the Program Assistant Supervisor and Facility Manager.
- C. Basic Law Enforcement Training – The Wisconsin State Patrol Academy will meet LESB certification standards as a provider of basic law enforcement training.
- D. Annual Training (In-service) – Annual training will normally be accomplished at the WSPA.
1. Annual training schedules will be reviewed and approved by the WSPA Commander, the Directors of the Bureaus of Field Operations, Specialized Services, and Transportation Safety, and the Superintendent.
 2. The WSPA Commander and the employee’s respective Director of the Bureau of Field Operations, Director of the Bureau of Specialized Services or the Director of the Bureau of Transportation Safety (as applicable) must approve any absence from annual training.
 3. Troopers and inspectors who, with supervisory approval, do not attend annual training at the WSPA must provide the WSPA Commander with proof of at least 24 training hours via other training sources.
- E. Specialized Training – Specialized training program attendance is based upon student prerequisites, funding, maximum student enrollment, physical space, etc. When scheduling specialized training, the WSPA program director should consider:
1. The Division Business Plan.
 2. The Division goal of promoting education, training, and personal development.
 3. Mobility, Accountability, Preservation, Safety, Service (MAPSS) Performance Dashboard.

V. PROCEDURE

- A. Functional Duties and Responsibilities
1. Office of the Superintendent and Bureau Directors
 - a. Establish Division goals.

- b. Provide focus for Division training.
 - c. Approve attendance at advanced management training programs.
 - d. Authorize annual training attendance.
 - e. Authorize annual training curriculum committees.
2. WSPA Commander
- a. Review Division goals.
 - b. Develop Division training.
 - c. Approve annual training schedule.
 - d. Monitor the professional environment to determine future training issues and needs.
 - e. Recommend individuals for attendance to advanced management training programs.
 - f. Submit training information to LESB for certification and re-certification of law enforcement personnel (Form 303 and 303N).
3. Region Commanders/Section Chiefs
- a. Determine staff training needs considering the Performance Evaluation and Planning and Employee Development Process.
 - b. Forward training needs to the Academy.
 - c. Provide staff to instruct at the WSPA as requested and as available.
 - d. Solicit special training needs from area chiefs, sheriffs and other state and federal agencies and communicate these needs to the WSPA for potential development into programs.
 - e. Schedule staff to attend applicable training programs and training committee meetings.
4. Executive Officer
- a. Review training needs submitted by the WSPA Commander.

- b. Communicate training needs to Academy staff and develop annual training programs.
 - c. Ensure training is posted on the DOT LearnCenter for internal and external customers.
 - d. Review annual training schedule.
 - 5. Program Directors
 - a. Develop, plan, organize, staff, coordinate and direct appropriate training programs that respond to Division training needs.
 - b. Conduct appropriate training programs.
 - c. Test and measure student learning.
 - d. Facilitate the completion of student records and reimbursements.
 - 6. Academy Administrative Support Staff:
 - a. Perform administrative support duties for individual training programs.
 - b. Ensure training records are maintained for each student attending Academy on-campus and off-campus training.
 - 7. State Patrol Instructors:
 - a. Obtain and maintain LESB instructor certification. State Patrol personnel will not allow their instructor credentials to lapse without permission from their respective supervisor.
 - b. Research and develop lesson plans and test questions.
 - c. Submit lesson plans to the program director for review.
 - d. Coordinate activities with program directors and support staff.
- B. Recruit (Certification) Training
 - 1. Wisconsin State Patrol cadet positions are filled through the State hiring process. Exceptions require approval of the Superintendent.
 - 2. An assigned program director will submit a training schedule to the WSPA Commander and Executive Officer for approval. The training schedule will meet or exceed the training objectives required by the LESB.

3. Training Records
 - a. Upon completion of basic recruit training, the WSPA Commander will provide educational transcripts to the Wisconsin Department of Justice, Bureau of Training and Standards (T&S).
 - b. Individual training files will be maintained at the WSPA.
4. The Academy Commander will be responsible for the administration of the recruit class.
5. The Executive Officer will be responsible for the operations of the recruit class.
6. Program Directors
 - a. Develop the training schedule; facilitate the staffing of instructors and the identification and allocation of resources for all courses.
 - b. Ensure that all T&S requirements and State Patrol standards are met.
 - c. Ensure that all instructors are qualified and certified through T&S.
 - d. Review and file instructors' lesson plans.
 - e. Monitor classroom instruction.
 - f. Prepare schedules for assigned programs and submit to Executive Officer for review.
7. Instructors
 - a. Shall comply with Wisconsin Department of Justice, Bureau of Training and Standards Bureau instructor certification rules.
 - b. Will prepare current lesson plans and test questions for program director review. Existing lesson plans may be reviewed and re-used if no substantial changes have occurred.
 - c. Shall use contemporary instructional techniques and maintain classroom discipline.
8. Training Officers (TO)
 - a. Shall be State Patrol sergeants, troopers, or inspectors.
 - b. Provide support to the program director.

- c. Monitor the recruit class in order to assess the compatibilities, learning capabilities, problems and concerns facing the cadets in the class.

C. Annual Training

- 1. Normally, students will be state certified law enforcement officers of the Wisconsin State Patrol.
- 2. Schedules will be prepared by the assigned WSPA program director.
 - a. A curriculum committee may be convened in order to recommend training based upon needs assessments.
 - b. Training needs assessments will consider statutory and certification requirements, Division goals and regional training officer recommendations.

D. Other In-Service Training

- 1. Supervisory in-service may be conducted annually for all supervisory and project management staff of the Division.
- 2. Law Enforcement Dispatcher (LED) annual training may be conducted for all Division LEDs and Law Enforcement Dispatch Supervisors.
- 3. Administrative support staff annual training may be conducted annually for all Division administrative and support staff.

E. Training Records

- 1. All off-campus and on-campus training events must be recorded with the State Patrol Academy Registrar.
 - a. Off-campus training events must be recorded utilizing the External Training function within the DOT LearnCenter contained within the student transcript.
 - b. Students may request an educational transcript of their own training with the Academy Registrar. These are normally written requests.
 - c. Training records will be maintained and disposed of, in accordance with WISDOT records maintenance and disposal guidelines.
- 2. Sworn personnel must participate in annual training, unless excused by the employee's respective bureau director with notification to the WSPA

Commander. Training records, which demonstrate an employee's compliance or non-compliance with recertification requirements, will be maintained at the Academy.

3. Employees must submit copies of certificates of completion or attendance, for off-campus training, including on-line classes utilizing the external training function within the DOT LearnCenter contained within the student transcript. The Academy will retain an electronic copy of those certificates in each employee's respective file.

VII. REFERENCES

Wisconsin Statutes, ss.110.065

Law Enforcement Standards Board (LESB) Administrative Codes

Chapter LES 1, General

Chapter LES 2, Recruitment Qualifications

Chapter LES 3, Training Standards

Chapter LES 4, Certifications

Chapter LES 6, De-certifications

Department of Transportation Administrative Manual (TAM)

Division of State Patrol Business Plan