



**Division of State Patrol
Policy and Procedure**

Number 12-2

Subject ADVANCED MANAGEMENT TRAINING AND GRADUATE RETRAINING	
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to develop leaders and take advantage of public and private training programs, which provide leadership, management and administrative education training. All commissioned supervisors will attend an advanced management training program. Non-commissioned supervisors may attend advanced management training.

II. BACKGROUND

Management development is the planned training and guided experience provided for managers within the Division.

Management and administration oriented education is provided through several institutions throughout the United States. The Division of State Patrol has sent members to many of the available educational programs in the past. Non-represented, exempt members of the Division who fill supervision, management and administration positions may be considered for these educational opportunities, considering other institutional requirements for admission.

Some of the institutions providing law enforcement education also conduct graduate retraining seminars. These seminars are conducted at various locations throughout the nation. The seminars are designed to provide information to graduates about current legal issues, recent court decisions, developing law enforcement techniques, technologies, issues and innovations. The seminars last between one and five days. Some institutions have state chapters, which conduct periodic seminars/meetings.

III. OBJECTIVES

- A. Establish procedures and requirements for selection of personnel to attend advanced management training opportunities.
- B. Establish procedures and requirements for requesting attendance at graduate retraining seminars.

IV. GENERAL PROVISIONS

- A. The Superintendent will determine which management-training programs are to be considered for attendance by Division personnel.
- B. The Wisconsin State Patrol Academy (WSPA) Commander is responsible for providing recommendations to the Superintendent regarding candidates for attendance at management training programs.
- C. Potential students shall prepare a Career Development Plan which details the aspects of their need to attend advanced management training in accordance with Wisconsin Department of Transportation, Transportation Administrative Manual (TAM) Directive 4.
- D. The WSPA is responsible for coordinating the administration of the training experience of the selected students.
- E. Graduated students may request, or be directed, to attend re-training seminars.

V. PROCEDURE

- A. Attendance at Advanced Management Training Programs
 - 1. Employees shall submit a memorandum to their immediate supervisor requesting consideration for attendance at a particular management training program/course.
 - 2. Supervisors receiving memos of interest should endorse these through the chain-of-command to their respective bureau director.
 - 3. The Bureau Director refers the memos of interest and any additional nominations for consideration to the WSPA Commander.
 - 4. The WSPA Commander may convene interview boards to interview interested and nominated individuals and make recommendations to the Superintendent.
 - 5. The Superintendent will decide upon attendance and notify the individual(s) selected, the Bureau Director(s) of the selected employee(s) and the WSPA Commander.

6. Employees will prepare for the training program and coordinate attendance through the WSPA Commander.
7. The WSPA Commander will coordinate the administration of the training program on behalf of the Division and the student(s).
8. The employee will prepare a written analysis of the training program within 60 days of return to duty; the analysis shall be addressed to the Superintendent.
 - a. The analysis should include a recommendation regarding future projects for assignment.
 - b. The analysis should address significant training and management issues learned during the program.
9. The Executive Officer and the employee's supervisor will coordinate a Division impacting research project with the employee which capitalizes upon the training experience and will coordinate the project completion and final briefing. The employee shall complete the project and prepare a briefing for a Command Team meeting.

B. Attendance at Graduate Retraining Seminars

1. Employees should submit requests to attend graduate retraining seminars by memorandum through their supervisor to the Superintendent.
 - a. In-state seminars
 - 1) The Division may furnish transportation, meals and allow attendance in pay status for up to 40 hours including travel time.
 - 2) Lodging, registration and material fees shall be the responsibility of the employee.
 - b. Out-of-state seminars
 - 1) The Division may allow attendance in pay status not to exceed 40 hours, including travel time of up to two days in pay status, one day before and after the seminar. The Division will provide meals.
 - 2) Lodging, transportation, registration and material fees are paid for by the Division if the employee is approved to attend.

2. The Superintendent may direct employees to attend graduate retraining seminars when the agenda or curriculum is of importance to the Division. Whether in-state or out-of-state, under such circumstances, attending students will be in full pay status with transportation, meals, lodging and registration fees provided.

VI. REFERENCES

DOT TAM Directive 4, Employee Training, Career Development, and Tuition Reimbursement
DOT TAM Directive 8, Travel Expense Reimbursement
DOT TAM Directive 8-2, Meal Expense Reimbursement
DOT TAM Directive 8-3, Lodging Expense Reimbursement
DOT TAM Directive 8-6, Travel Expenses Reimbursement Rates and Allowances