



**Division of State Patrol
Policy and Procedure**

Number
12-3

Subject CARDIOPULMONARY RESUSCITATION TRAINING	
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to provide training in Cardiopulmonary Resuscitation (CPR) and recognition in Basic Life Support through the American Heart Association (AHA) to employees who have work-related contact with the public.

All sworn personnel and law enforcement dispatchers shall be required to participate in Division CPR training, be recognized once employed, and renewed every two years in accordance with this policy.

II. OBJECTIVES

- A. To prepare employees to properly respond to and assist a pulseless, non-breathing patient as well as a patient with an obstructed airway.
- B. To maintain a proficiency of these skills to current AHA standards.

III. TRAINING

Training of sworn personnel and law enforcement dispatchers will be scheduled as approved by the Region Commander or Section Chief as applicable. Other Division employees may also participate in this training while on duty with the approval of their supervisors.

IV. DEFINITIONS

- A. **Current Standards** – the procedures adopted and published by the American Heart Association.
- B. **Recognition** – receive initial training in Basic Life Support.
- C. **Biennial Renewal** – renewal which will occur once in the 24-month period running from January 1 to December 31 of a calendar year.

V. CPR INSTRUCTORS

- A. The Wisconsin State Patrol Academy (WSPA) will designate a CPR program director or designee to provide direction to the training program and assure a proper liaison between the Division, the AHA Community Training Center, and the American Heart Association.
- B. Each Post shall have at least two CPR instructors.
 - 1. Instructors will conduct recognition and renewal CPR training at the post level as needed.
 - 2. Instructors will be renewed biennially by the AHA Training Center, which will be coordinated by the WSPA CPR program director or designee.
 - 3. The CPR program director or designee will establish an in-service program at the WSPA during which time the instructors will be renewed and given current information.
- C. Instructors are responsible for the proper maintenance of the CPR equipment issued to their Post.
- D. Participation as a CPR instructor will be on a voluntary basis.
- E. The Region CPR coordinator will submit all training requests to the WSPA before and after training is complete. The CPR instructor will work with the CPR Region coordinator to ensure all required paperwork is submitted to the WSPA within seven days.
- F. The WSPA CPR program director is responsible for submitting training reports to the American Heart Association - Community Training Center (CTC) within ~~10~~ seven days of receiving them from the CPR Region coordinator.

VI. RECOGNITION TRAINING

- A. All employees covered by this policy will be given a recognition CPR course within six months of beginning employment.
 - 1. Enforcement cadets will be provided this training at the State Patrol Academy during the recruit class training program.
 - 2. Law enforcement dispatchers will be provided the training at their Post of assignment.
 - 3. Office staff and radio technicians may be provided the training at their Post of assignment.
- B. The employee must successfully complete this training and demonstrate the ability to perform these skills in accordance with AHA guidelines.

VII. BIENNIAL RENEWAL

- A. All sworn personnel and law enforcement dispatchers must successfully complete the biennial renewal.
- B. Instructors will conduct the biennial renewal within their assigned Post.
- C. The Region CPR coordinator and CPR instructor will coordinate the scheduling of this training with approval of the Region Commander.
- D. Additional refresher courses may be conducted as deemed necessary by the instructor and Region Commander.

VIII. RECORDS

- A. The WSPA will maintain records adequate to document the training received by the CPR Region coordinators, CPR instructors, and field personnel.
- B. Instructors will maintain records adequate to document the training received by the CPR instructors and field personnel.
- C. Region CPR coordinators will maintain Post records to document the training and ensure all employees covered in this policy have met the required biennial training.
- D. AHA Records must also reflect successful or unsuccessful completion of the training segments.
- E. Upon successful completion of the recognition training or the biennial renewal, the instructor will complete the required AHA typed roster and issue and collect the student evaluations. The Region CPR coordinator or designee will submit the completed roster and student evaluations to the WSPA. The WSPA CPR program director or designee will submit the roster to the AHA Training Center. E-cards are obtained through the AHA community training center. The Division will cover the cost.