



**Division of State Patrol  
Policy and Procedure**

Number  
**15-1**

Subject <b>PUBLIC USE OF DIVISION FACILITIES</b>	
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**I. POLICY**

It is the policy of the Division of State Patrol (DSP) to allow the use of Region/Post Headquarters and Academy facilities by the general public and other governmental agencies as long as such use does not interfere with the facility operations nor unduly burden region/post management.

**II. PROCEDURE**

- A. Priorities will be given to the needs of the Division, other state agencies, law enforcement agencies and units of emergency management.
- B. Fraternal or other non-profit group meetings shall receive favorable consideration; however, meetings or parties for profit will be denied.
- C. Requests for use of facilities should be made in a timely manner. Region Commanders or the Wisconsin State Patrol Academy (WSPA) Commander may require that requests be made in writing and reserve the right to approve or deny use of the facilities.
- D. User groups shall be held responsible for the care of the facility and clean up after the meeting.
- E. State rules and regulations prohibit the consumption, use or possession of intoxicants and/or controlled substance at DSP facilities except as provided by Wisconsin Statutes.
- F. Use of Region/Post Headquarters or Academy facilities shall only be approved if such use is not a hazard to the safety of the public and of state employees; nor detrimental to the building or facility.
- G. Region Commanders and the WSPA Commander may develop specific use policies for their respective facilities as needed.

**III. REFERENCE**

Transportation Administrative Manual (TAM) FAC 102, State Patrol Academy Facilities Reservation Policy