



**Division of State Patrol  
Policy and Procedure**

Number  
**15-6**

Subject <b>ISSUANCE OF IDENTIFICATION CARDS TO DSP PERSONNEL</b>	
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**I. POLICY**

It is the policy of the Division of State Patrol (DSP) to provide identification cards for active and retired Division personnel.

**II. BACKGROUND**

Employees of the Division of State Patrol whose duties require direct contact with the public, law enforcement agencies, local governments and other organizations, and those employees who travel on official business will be issued a Division Identification (ID) Card.

Wisconsin Supreme Court case law has held that when consummating an arrest, the officer must make a reasonable effort to inform the arrestee of his/her identity as a law enforcement officer.

At the discretion of the Division Superintendent, employees that have retired from the Division and are collecting an annuity from the employee trust fund retired Division employees may be issued a “Retired” ID card.

**III. DEFINITIONS**

- A. **Retired Division Employee** – A person who has reached an eligible **ETF** retirement age, separated service as a DSP employee in good standing, and is collecting an ETF annuity or is on a period of termination leave prior to collecting an annuity. The Superintendent shall have discretion to determine whether an employee separated in good standing.
- B. **Termination Leave** - Annual leave which was deferred during the year earned to be used in a subsequent year to extend an employee’s termination date or for payment in a lump sum upon termination. s. ER 18.01(8), Wis. Adm. Code

**IV. GENERAL PROVISIONS**

The DSP Central Headquarters (HQ) shall have the responsibility of coordinating the issuance of Wisconsin Credentialing and Asset Management System (WICAMS/PROX) identification cards. Disposal of cards due to damage, change in classification or retirement will be the responsibility of the supervisory staff at the Region or Wisconsin State Patrol Academy (WSPA) as applicable.

**A. Original issuance to DSP recruit class members** – Employee completes the Wisconsin State Patrol Identification Card Information Request Form (SP4409) and a photo is taken. The SP4409 form and photo are forwarded to DSP Central HQ for entry into the ID card database. The card is issued and forwarded to the Academy. The card shall contain:

1. Rank Employee Photo
2. Wisconsin State Patrol (WSP) number Employee Name
3. Physical description/date of birth Rank/Title
4. Issue/Expiration Date

**B. Original issuance to civilian personnel** – Employee completes the SP4409 form and a photo is taken. The SP4409 form and photo are entered into the ID card database. The card is issued and forwarded to the region/post headquarters or the Academy as applicable. The card shall contain:

1. Employee Photo
2. Employee Name
3. Job Title
4. Physical description/date of birth Issue/Expiration Date

**C. Employee has a card that is damaged, lost, or outdated:**

1. Employee makes a written request to their immediate supervisor for a new ID card.
2. Supervisor forwards request to applicable post executive officer/WSPA executive officer/section chief who notifies the DSP Central HQ WICAMS/PROX Coordinator to have a new WICAMS/PROX ID card issued.
3. The new WICAMS/PROX ID card is forwarded from the DSP Central HQ WICAMS/PROX Coordinator to the applicable post executive officer/WSPA executive officer/section chief.
4. Any replaced WICAMS/PROX ID card in possession shall be destroyed by the applicable post executive officer/WSPA executive officer/section chief.

- D. **Employee Classification Change** – Upon notification that an employee’s classification has changed, a new WICAMS/PROX ID card with the updated information will be issued and forwarded to the attention of the executive officer of the employee’s current or new (in the case of a classification change involving a transfer) post or Academy as applicable.
- E. **Retired Employees** – Employees who meet the requirements to be considered retirees from the DSP may request a “Retired” ID card by sending a letter or memorandum to the Office of the Superintendent. Upon approval, the request will be forwarded to the designated DSP Central HQ staff for completion of the request.
1. The card shall contain the same information as described in Section A or B above, as applicable, and have “RETIREED” stamped on the face of the card. The Retired ID card will indicate the employee rank, title or classification at the time of retirement.
  2. The retired employee must complete a SP4409 form and make an appointment at the post from which they retired or the Academy to have a new photo taken prior to the new ID card being issued.
  3. The Post/Academy will forward the SP4409 form and photo to Central HQ.
  4. Designated DSP Central HQ staff will verify the employee retired from the DSP in good standing and obtain the Superintendent’s approval for issuance. The new ID card will be mailed to the address indicated.
- F. **HR218** – Retired or former employees of the DSP may be eligible for either a “Retired Law Enforcement” or “Former Law Enforcement” ID card.
1. To be eligible for the HR218 ID card, the former employee must meet the following criteria:
    - a. Has separated from DSP service in good standing and served at least an aggregate of at least ten years, or separated from DSP service due to a service connected disability as determined by the DSP, after completing any applicable probationary period.
    - b. Is not found by a qualified medical professional, employed by the DSP, to be unqualified to be a law enforcement officer for reasons related to the former employee’s mental health.
    - c. Has not entered into an agreement with the DSP that he or she is not qualified to be an officer because of mental health reasons.
    - d. Is not prohibited by federal law from possessing a firearm.
    - e. Has during the previous 12 months, at the former employee’s expense, been found by the state, or a certified firearms instructor who is qualified to conduct a firearms qualification test, to meet the standards of an active law enforcement officer to carry a firearm.

2. If eligible, the HR218 ID card information will be forwarded to the designated DSP Central HQ staff for completion.
  - a. The card shall contain not only the same information as described in Section A above, but also the former employee’s date of birth. The card will also have either “Retired Law Enforcement” or “Former Law Enforcement” stamped on the face of the card.
  - b. In addition to other mandatory HR218 paperwork, the former employee will also be required to complete a SP4409.
  - c. The Academy designee will forward the HR218 ID card information to the DSP Central HQ staff.
  - d. The designated DSP Central HQ staff will verify the employee separated from the DSP in good standing and obtain the Superintendent’s approval for issuance. The new HR218 ID card will be mailed to the address indicated.

**V. PROCEDURE**

- A. **Employee** – The employee shall be responsible for requesting a replacement ID card whenever he/she meets the criteria (specified in Section III.C. of this policy) for the issuance of a new identification card.
  1. Contact the immediate supervisor and request a replacement ID card.
  2. Immediate supervisor coordinates issuance of the card through the post executive officer and DSP Central HQ.
  3. Return the replaced ID card to the immediate supervisor (if applicable).
  4. Carry the issued ID card when on duty or in pay status and produce when appropriately requested.
  
- B. **Immediate Supervisor** – Except in the case of retired employees, the immediate supervisor shall have the responsibility to determine when the employee is eligible or in need of a replacement ID card.
  1. Notify the applicable post executive officer/WSPA executive officer/section chief of the need and request for a replacement card.
  2. Receive replacement card from DSP Central HQ and issue to employee.
  3. Destroy replaced cards or cards of employees who terminate their employment with the DSP.

- C. **Post Executive Officer/WSPA Executive Officer/Section Chief** – The post executive officer/WSPA executive officer or section chief shall have the responsibility to notify DSP Central HQ when an identification card is needed.

Notify DSP Central HQ by written memorandum whenever an original or replacement card is needed, giving the pertinent information as well as the reason for issuance or replacement.

**VI. REFERENCE**

SP4409

WILEnet HR218 FAQ [secure/html/resources/squadroom/ccw/ccw\\_faq\\_le.pdf](secure/html/resources/squadroom/ccw/ccw_faq_le.pdf)