




**Division of State Patrol
Policy and Procedure**

Number
3-2

Subject USE OF DIVISION VEHICLES	
Author/Originator Bureau of Field Operations	Approved by Superintendent 
Records Management Statement Supersedes P&P 3-2 dated February 19, 2015 Posted on WisDOT Internal Website (SharePoint) at https://wigov.sharepoint.com/sites/dot-dsp/policy/SitePages/Home.aspx	

I. POLICY

It is the policy of the Division of State Patrol (DSP) that state vehicles and vehicle-installed equipment items be utilized in compliance with state statutes, TAM guidelines and other Division Policy and Procedures.

II. GENERAL PROVISIONS

- A. Employees assigned enforcement vehicles are generally required to be in uniform when operating them.
- B. Employees may operate state-owned vehicles out of uniform for the purpose of:
 - 1. Vehicle maintenance while off-duty.
 - 2. Transportation to and from residence on days when temporary duty assignment is away from place of residence.
 - 3. Personal use (unmarked vehicles) when authorized by Division Superintendent, Bureau Director, DOT policy, and employee reimburses the Department for the cost of operation.
 - 4. Division employees, while at the Academy, are entitled to the use of state-owned vehicles, while on duty, performing training activities and for transportation of personnel that is related to the employee’s job function. Personal use of state-owned vehicles is restricted as stated in the State of Wisconsin Fleet Driver and Management Policies and Procedures Manual.

- a. Marked vehicles may be used off-duty for personal use without mileage reimbursement when operation is restricted to the confines of Fort McCoy or for incidental personal use off of Fort McCoy to obtain meals, necessary vehicle repairs and maintenance, and emergency situations.
 - b. Unmarked vehicles may be used for personal business use without mileage reimbursement when operation is restricted to distances no further from the Academy than Tomah or Sparta. Employees may use unmarked patrol vehicles for personal use without mileage reimbursement when operation is required due to emergencies and necessary vehicle repairs and maintenance.
5. Employees may operate enforcement vehicles when out of uniform when specifically authorized to do so by a supervisor.

III. PROCEDURE

- A. Operate assigned vehicle in conformity with applicable Statutes, Division policies, and the Division Fleet Safety Program at all times.
- B. Restrict use of emergency equipment to:
 1. Apprehension of violators.
 2. Protection of life and property.
- C. Store vehicle in an area providing reasonable security from vandalism, damage from other vehicular traffic and easy access to highway. Vehicles are not to be stored when off-duty in a location that is not accessible to other Division personnel without prior approval from the Executive Officer of the applicable Post for field-assigned troopers and inspectors.
- D. Advise Communications Center whenever vehicle's location is other than at employee's residence.
- E. Close all windows, lock all doors, set parking brake and place transmission in "park" whenever vehicle is to be left unattended except at scene of an emergency.
- F. Maintain vehicle in accordance with manufacturer's and Division directives.
- G. Maintain all Division-installed equipment without modification or alteration.

IV. REFERENCES

State of Wisconsin Fleet Driver Management Policies and Procedures Manual

TAM FLT 101

TAM FLT 103

TAM FLT 104

DOA 3103 Vehicle Use Agreement

DSP Policy and Procedure 6-3, Fleet Crash/Fleet Safety Program