




**Division of State Patrol  
Policy and Procedure**

Number  
**3-4**

Subject <b>VEHICLE AND EQUIPMENT ASSIGNMENT</b>	
Author/Originator Bureau of Field Operations	Approved by  <b>Superintendent</b>
Records Management Statement Supersedes P&P 3-4 dated February 19, 2015 Posted on WisDOT Internal Website (SharePoint) at <a href="https://wigov.sharepoint.com/sites/dot-dsp/policy/SitePages/Home.aspx">https://wigov.sharepoint.com/sites/dot-dsp/policy/SitePages/Home.aspx</a>	

**I. POLICY**

It is the policy of the Division of State Patrol (DSP) to assign vehicles and equipment to support the Division’s primary mission of traffic law enforcement and for performance of other job responsibilities.

**II. OBJECTIVES**

The objectives of this policy are to ensure accountability of vehicles and other issued equipment and to establish proper inventory and control procedures for providing employees with the appropriate equipment to accomplish their duties.

**III. GENERAL PROVISIONS**

All issued vehicles and equipment shall be recorded in a designated Division database or other manner as directed and applicable to properly control and monitor Division inventory.

**IV. PROCEDURES**

**A. Region Fleet Coordinator**

Assignment of Vehicles – The assignment of vehicles to the regions shall be made by the Director of the Bureau of Field Operations based upon need, available resources and position allocation.

1. Vehicle fleet number and Automotive Resources International (ARI) card assigned to region personnel shall be recorded on a region inventory form and in the Division's fleet database.
2. A signed Vehicle Use Agreement shall be placed in the employee's personnel file.
3. Vehicle trades within the work unit or region shall be reported to the Region Fleet Coordinator and Division Fleet Coordinator and shall be recorded in a designated Division database and applicable fleet inventory form.
4. Vehicles returned for trade shall be inspected for body damage that has not been previously reported. Noted damage shall immediately be reported to the Region Commander/Section Chief.
5. Employees shall request written supervisory approval for installation of any non-issued equipment. Request must be submitted with each fleet change.
6. The applicable Region Commander/Section Chief will review and approve or deny requests and recommendations to install non-issued equipment in vehicles. Request must be resubmitted with each fleet change.

**B. Wisconsin State Patrol Academy Commander**

Assignment of Equipment – The assignment of equipment while assigned to the State Patrol Academy shall be recorded on an Academy inventory form. The following list of equipment is normally issued by the Academy:

1. Mobile Data Computer (MDC)
2. Controlled Electrical Weapon (CEW) w/two cartridges
3. Pistol, case and three magazines
4. Rifle, case and three magazines
5. Handcuffs with 2 keys
6. Oleoresin Capsicum (OC) spray
7. Cleaning kits/patrol rifle and pistol
8. 26-inch steel expandable baton
9. 26-inch wooden baton
10. Crowd control gear bag
11. Gas mask and carrier

12. Crowd control helmet
13. Utility boots – riot gear
14. Hearing and eye protection
15. Trigger lock and keys
16. Identification cards and badges
17. Uniforms and accessories
18. Reflective vest
19. Body armor
20. Steel tape
21. Tire depth gauge
22. Clip board
23. Preliminary breath tester (PBT)
24. Tire deflation devices (TDD)

C. Region Supply Coordinator

The Region Supply Coordinator shall work with the employee's immediate supervisor to ensure that the employee is equipped with equipment. The Region Supply Coordinator shall record all issued equipment on a Region-level inventory form. The following equipment is normally issued:

1. Flashlight, charger and mounting bracket
2. Wrecking bar
3. Broom
4. Traffic cones
5. Fire Extinguisher
6. 100-foot rope
7. Shovel

8. Motor Carrier Safety Assistance Program (MCSAP) gear (as applicable), such as creepers and wheel chocks
9. Wrench, 4-way wheel
10. Items of special nature specially assigned by region, such as keys, standard operating procedures (SOPs), etc.

**D. Immediate Supervisor**

It shall be the responsibility of the employee's immediate supervisor to ensure that all Division-issued equipment is returned upon employee resignation or termination. All returned equipment shall be inspected for damage and recorded on a region inventory form. If the employee is transferring out of the region, the following equipment will normally remain with the employee unless otherwise mutually agreed upon by the region commanders:

1. Assigned patrol vehicle (unmarked patrol vehicles may be reassigned to another region upon agreement of the region commanders)
2. Flashlight, charger and mounting bracket
3. Wrecking bar
4. Broom
5. Traffic cones and flags
6. Fire extinguisher
7. 100-foot rope
8. Shovel
9. Wrench, 4-way wheel
10. MCSAP gear, such as creepers and wheel chocks
11. Tire deflation devices

**E. Employee**

Employees ending employment with the Division shall promptly return all issued equipment. Employees requesting to carry or install non-issued equipment shall request supervisory approval. Employees transferring out of a region shall retain the following equipment.

1. PBT
2. MDC
3. Pistol, gun lock with keys
4. Clothing and accessories
5. Riot gear
6. Hearing and eye protection
7. Patrol rifle
8. Portable radio and charger
9. Manuals, policies, code books, etc.
10. Personal items
11. CEW, case and two cartridges
12. Speed detection equipment
13. Camera and case
14. First Aid Kit

F. Region Supply Coordinator

All returned equipment shall be recorded on a region inventory form. Surplus equipment in usable condition shall be returned to the following locations:

1. Wisconsin State Patrol Academy
  - a. Pistol and case
  - b. Patrol rifle and case
  - c. Three rifle magazines and three pistol magazines
  - d. Handcuffs with 2 keys
  - e. Gun lock
  - f. 26-inch steel expandable baton

- g. 26-inch wooden baton
  - h. Duffel bag
  - i. Gas mask and carrier
  - j. Crowd control helmet with face shield
  - k. Hearing protection
  - l. Trigger lock and keys
  - m. CEW, case and two cartridges
  - n. Identification card
2. Wisconsin Department of Transportation (DOT) Stores
- a. All-season jacket
  - b. Gun belt, holster and keepers
  - c. Uniforms and accessories
- NOTE: DOT Stores coordinates proper disposal of ballistic vests.
3. MDC Coordinator
- a. Computer equipment
4. Chemical Test Section
- a. PBT
5. Motor Carrier Section
- a. MCSAP-funded equipment

G. Executive Officer

Ensure signed Personnel and Vehicle Inspection Reports are retained and reviewed.

**V. REFERENCES**

Vehicle Use Agreement  
Personnel and Vehicle Inspection Report