

# SNOWMOBILE AND ATV/UTV LAW ENFORCEMENT PATROL MANUAL



A Guide to State Aid and Recordkeeping Requirements



Wisconsin Department of Natural Resources

Bureau of Law Enforcement

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This manual is intended to be used by county operated snowmobile and all-terrain vehicle enforcement patrols as a first source of information regarding the standards required by the Department. It is recommended that administrators of snowmobile and ATV enforcement patrols thoroughly review this manual. If there are any questions, please contact the Recreational Safety Warden in your area. This manual and all forms may be found on the DNR's webpage at [dnr.wi.gov](http://dnr.wi.gov), keyword search ATV Patrol or Snowmobile Patrol.

Gary Eddy  
Wisconsin ATV/Snowmobile Law Administrator

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# Snowmobile and ATV/UTV Law Enforcement Patrol Manual

## A GUIDE TO STATE AID AND RECORDKEEPING REQUIREMENTS

### ELIGIBILITY FOR STATE AID

Counties may receive law enforcement aids for up to 100% of the net costs, which are directly attributable to the operation and maintenance of the snowmobile and ATV patrol unit. When the total of claims statewide exceeds the available funds, then reimbursement will be prorated. Aid is available only for those activities associated with the enforcement of ss. 350 and 23.33, Stats., and any administrative rules and ordinances enacted pursuant thereto.

The maximum amount of funds available for the Snowmobile Patrols is \$400,000.

The maximum amount of funds available for ATV Patrols is \$500,000.

When more than 50% of the eligible patrols submit claims, no one patrol may receive more than 20% of total available funds per NR Code.

The fiscal year for the operation of a county snowmobile or ATV patrol is May 1 to April 30.

### SNOWMOBILE AND ATV PATROL OFFICERS

All snowmobile and ATV patrol officers must be certified law enforcement officers employed by the County. As Law Enforcement officers, they are subject to the certification requirements of chs. LES 2 and 3, Wis. Adm. Code, the standards adopted by the Uniform Law Enforcement Standards Board pursuant to s. 165.85, Wis. Stats. Per s. NR 50.03(8), Wis. Adm. Code, patrol officers must be certified by the end of the calendar year in which they patrol. All questions and verification of qualifications under the act should be addressed to the Department of Justice, Training and Standards Bureau, 123 West Washington Avenue, Madison, Wisconsin 53703, (608) 266-8800.

#### ATV/Snowmobile Patrol Mission

- To detect and investigate alleged snowmobile and ATV/UTV law violations.
- To enforce s. 350 and 23.33, Wis. Stats., and any administrative rules and ordinances enacted.
- To be immediately available to perform search and rescue missions for individuals reasonably believed to be alive, in distress, and in a life threatening situation.

## ADMINISTRATION

ATV and Snowmobile Enforcement Patrols are administered by the Department of Natural Resources, Bureau of Law Enforcement through the region to which they belong. The responsible warden at the region is the Recreational Safety Warden (RSW) (see map in Appendix B).

Answers to questions not covered in this manual, interpretations, and additional information can be obtained from your Recreational Safety Warden. The Recreational Safety Wardens will bring unresolved questions and problems to the attention of the ATV/Snowmobile Law Administrator.

## REIMBURSEMENT – SNOWMOBILE PATROLS

1. For the purpose of patrol reimbursement, each patrol is eligible for reimbursement for only those hours for which the ratio of hours per arrest is no more than 3 times the state average of hours per arrest for participating sheriff patrols for the past 3 years computed from the statewide snowmobile sheriff patrol records. Two documented written warnings will be given the same weight as an arrest. No more than 50% of the credits to reach the standard may be for written warnings.
2. For the purposes of reimbursement of leased capital equipment, the amount may not be more than 50% above the average depreciation cost of the prior year for all snowmobile patrols claiming depreciation.
3. Except for time spent teaching the snowmobile education course, no patrol may receive more than 30% of the total amount of its claim for administrative costs. Administrative time that exceeds 30% of the total number of hours claimed on form 8700-61 is not eligible for reimbursement. Hours claimed for teaching snowmobile safety education courses do not count as administrative time.
4. A patrol may be reimbursed for the actual teaching hours of a law enforcement officer who conducts an authorized department snowmobile safety education course. Teaching hours are considered exempt hours and may not be included in the patrol hour totals. Reimbursement will be limited to two (2) snowmobile safety education courses per patrol year.
5. Perform at least 40 hours of fundable snowmobile patrol time during the fiscal year/snowmobile patrol year.
6. Have at least one patrol representative attend a biennial snowmobile patrol training or other approved training session when offered by the Department. This person will be responsible for taking information received at the training session back to their agency and its officers.

## REIMBURSEMENT – ATV/UTV PATROLS

1. For the purpose of patrol reimbursement, each patrol is eligible for reimbursement for only those hours for which the ratio of hours per arrest is no more than 3 times the state average of hours per arrest for participating sheriff patrols for the past 3 years computed from the statewide ATV sheriff patrol records. Two documented written warnings will be given the same weight as an arrest. No more than 50% of the credits to reach the standard may be for written warnings.
2. For the purposes of reimbursement of leased capital equipment, the amount may not be more than 50% above the average depreciation cost of the prior year for all ATV patrols claiming depreciation.

3. Except for time spent teaching the ATV education course, no patrol may receive more than 30% of the total amount of its claim for administrative costs. Administrative time that exceeds 30% of the total number of hours claimed on form 8700-61 is not eligible for reimbursement. Hours claimed for teaching ATV safety education courses do not count as administrative time.
4. A patrol may be reimbursed for the actual teaching hours of a law enforcement officer who conducts an authorized department ATV safety education course. Teaching hours are considered exempt hours and may not be included in the patrol hour totals. Reimbursement will be limited to two (2) ATV safety education courses per patrol year.
5. Perform at least 40 hours of fundable ATV patrol time during the fiscal year/ATV patrol year.
7. Have at least one patrol representative attend a biennial ATV patrol training or other approved training session when offered by the Department. This person will be responsible for taking information received at the training session back to their agency and its officers.

## REPORTING REQUIREMENTS

Following are instructions and guidance for completing patrol forms. All forms may be found on the DNR's webpage at [dnr.wi.gov](http://dnr.wi.gov), keyword search ATV patrol or Snowmobile.

Annual Due Dates	
June 1	One copy of the State Aid Application Package must be submitted to the Recreational Safety Warden by this date. Claims which are received by the Department after June 1 will not be processed for payment.
June-September	Participate in audit. Date will be scheduled by Recreational Safety Warden.
June 1	Intent to Patrol (Form 8700-059) must be submitted to the ATV/Snowmobile Law Administrator by this date each patrol year.
Every 2 Years	A patrol representative must attend a biennial Snowmobile/ATV patrol training, date to be scheduled and notice sent out by the Bureau of Law Enforcement. Attendance is limited to 2 participants per patrol or as approved by Recreational Safety Warden. At least one attendee must be an active officer of the patrol.
10th of each month	Submit Enforcement Patrol Monthly Report (Form 8700-90) for the previous month's activities to Recreational Safety Warden.
On or before October 1	Reimbursement Payment Disbursed

**Notice of Intent to Patrol Form 8700-059 or 059A** - This form, listing the authority under which the patrol will operate must be submitted on or before June 1 of the patrol year, to Snowmobile/ATV Patrols, LE-8, 101 S. Webster Street, PO Box 7921, Madison, WI 53707-7921.

**Enforcement Patrol Daily Log Form 8700-089** - The Enforcement Patrol Daily Log must be completed daily for all activities whether patrol, administrative, training, etc. A Patrol may have several "Dailies" if activities are taking place in several locations. An example would be two patrols. This form does not need to be mailed or submitted with the monthly report. However, the Daily Logs must be kept on file by the patrol and must be available in chronological order for periodical and yearly audit inspection.

Patrol Hours	Administrative Hours (not to exceed 30% of the total hours claimed)	Exempt Hours
<ul style="list-style-type: none"> <li>• Time spent patrolling area and enforcing ss. 350 and 23.33, Stats., and any administrative rules and ordinances enacted pursuant thereto.</li> <li>• Citation/arrest processing</li> <li>• Patrol travel time</li> </ul>	<ul style="list-style-type: none"> <li>• Time spent on maintenance of equipment used in the patrol.</li> <li>• Time spent completing Daily / Monthly Logs</li> <li>• Time spent completing the annual aids application packet</li> </ul>	<ul style="list-style-type: none"> <li>• Accident Investigation</li> <li>• DNR approved training.</li> <li>• Attendance at DNR biennial patrol training.</li> <li>• Search and rescue of presumed live persons as provided by s. NR 50.13, Wis. Adm. Code. This must be substantiated by Daily Log – Form 8700-089.</li> <li>• Teaching WDNR Snowmobile or ATV Safety Education Courses</li> </ul>

**Enforcement Patrol Monthly Report Form 8700-090** - The Monthly Report is to be completed and submitted to the Recreational Safety Warden by mailing (regular mail or by email) to the appropriate Recreational Safety Warden no later than the tenth (10) day following the month covered. The information shown on this form will be a computation of the information taken from the daily logs (Form 8700-089). Failure to submit this form will result in that month’s claim being denied. A copy of the disposition of each citation should be sent to the RSW along with the monthly report in the month in which the dispositions are received from the court.

### STATE AID APPLICATION PACKAGE

One copy of the State Aid Application Package must be submitted by June 1 to the Recreational Safety Warden.

Application packages that are received by the Department after June 1 will not be processed for payment.

Use the Patrol Audit Checklist in Appendix A to ensure that your state aid application package is complete.

The state aid application package consists of the following completed forms:

**NOTE:** Patrols are authorized to use local computer-generated lists (forms) to substitute for the forms identified below. The local form must be approved by your Recreational Safety Warden and include all the information found on the DNR form. The local form must be functionally the same as the DNR form for which they are substituted.

**NOTE:** The use of Certified Mail is highly recommended for submittal to WDNR to avoid any problems or disputes with regard to postal service delivery and any subsequent claim denials.

**Notice of Intent to Patrol Form 8700-059 or 059A** – On or before June 1 of the patrol year, submit this form listing the authority under which the patrol will operate, to the Department of Natural Resources, Snowmobile/ATV Patrols, LE/8, PO Box 7921, Madison, WI 53707-7921.

**Snowmobile and ATV Patrol State Aid Application Form 8700-060A** - This form is to be completed by the appropriate county official, who shall list the total net cost of the patrol claimed by the county.

Explanation of “Funding from Sources other than DNR... \$\_\_\_\_\_”

- Include monies collected from ordinance citations.
- Any snowmobile, ATV, UTV, trailer or other expense, which is partially or completely funded by another funding source must be accounted for in the audit.
  - Example: If a snowmobile costs \$5,000 and a snowmobile club provides a grant for ½ of the cost, the patrol is only eligible for a depreciation reimbursement of \$2,500 on that snowmobile. Any receipt presented in the audit showing the total bill amount of \$5,000 and of which is included as a net cost of the patrol, the audit must show the outside source portion and then deducted from the cost of the patrol. Enter the amount the club paid on this and line and subtract it to obtain the “Net cost of the patrol”. If the snowmobile purchase receipt shows only the portion paid by the patrol (\$2,500) then the patrol is not required to show or deduct the outside source portion of this bill on this line.

**Salary Schedule Form 8700-061 or 8700-061A** - Complete one annual Salary Schedule that summarizes the monthly summaries. Only regular straight-time salary rate may be used in calculations for each officer. Fringe benefit rates are the actual costs up to a maximum of 50% of the gross salary (s. NR 50.12(3)(d)2., snowmobile and NR 50.125(2)(d)2., ATV, Wis. Adm. Code) and should be listed separately by officer.

- Time spent on maintenance of the snowmobile and ATVs/UTVs or other equipment used in the patrol.
- Search and rescue enforcement costs are eligible only for officers actively looking for snowmobile and ATV operators and passengers who are, or who are reasonably believed to be alive, in distress, or in a life-threatening situation.
- Time spent by a patrol officer for appearance in court, if it is not charged against the defendant and recovered as court costs.
- Time spent attending a WDNR patrol training. No other training classes are eligible for funding unless prior approval is received from the regional Recreational Safety Warden.
- Administrative tasks directly related to enforcement or record-keeping. Except for time spent teaching the snowmobile education course, no patrol may receive more than 30% of the total amount of its claim for administrative costs. Administrative time that exceeds 30% of the total number of hours claimed on form 8700-061 or 061A is not eligible for reimbursement. Hours claimed for teaching snowmobile or ATV safety education courses do not count as administrative time.
- A patrol may be reimbursed for the actual teaching hours of a law enforcement officer who conducts an authorized department snowmobile or ATV safety education course. Teaching hours are considered exempt hours and may not be included in the patrol hour totals. Reimbursement will be limited to two (2) snowmobile and two (2) ATV safety education courses per patrol year.

**Travel, Materials and Supplies Schedule Form 8700-062** - All items listed must be documented with a receipt, voucher or invoice. Documentation must show vendor, date of purchase, purchase price and a description of the item. Vouchers must be authorized and signed by the proper local officials and have been paid during that year of patrol operation. Reimbursement is restricted to items purchased for patrol enforcement purposes. The primary consideration is how the item is to be used, since the same item may or may not be reimbursable depending on its use in the enforcement of ss. 350 and 23.33, Stats., and any administrative rules and ordinances enacted. Those items used for other purposes along with fundable purposes will be prorated based on time of use in each area.

It is a good business practice to contact your Recreational Safety Warden before purchasing items not authorized below.

Reimbursable Expense Items Under \$2,500	Non-Reimbursable Items
<ul style="list-style-type: none"> <li>• DNR Safety Education Course Student Fees for Patrol Officers</li> <li>• Equipment Rental Fees</li> <li>• First Aid Kits</li> <li>• Flash Lights and Spot Lights</li> <li>• Gas and Oil for ATV, UTV, and snowmobile only</li> <li>• Helmets, Goggles, Riding Gear, Uniforms, Gloves</li> <li>• Insurance for ATVs, UTVs, and snowmobiles. Workers compensation and liability insurance should be included in the Fringe Benefit Rate</li> <li>• Loading Ramps</li> <li>• Maintenance and Repairs Labor</li> <li>• Mileage-for patrol and trailering. Use the mileage rate approved by Federal Internal Revenue Service.</li> <li>• PBTs</li> <li>• Personal Flotation Devices (PFDs), Float Coats/Ice Rider</li> <li>• Radar Units</li> <li>• Radio Equipment</li> <li>• Radio Service Repairs</li> <li>• Sirens and Emergency Lights</li> <li>• Sound Meters</li> <li>• Storage</li> <li>• Storage Bags/Boxes</li> <li>• Student fees for officers completing mandatory ATV and Snowmobile Safety Education Training</li> <li>• Trailer Hitches</li> <li>• Training: must have Recreational Safety Warden's prior approval to receive reimbursement for any training other than annual patrol training</li> <li>• Travel: reimbursement of registration fees, lodging, meals, and transportation to attend Safety Certification for Patrol Officer, DNR training sessions and other DNR-Authorized Training</li> <li>• Tools - limited to a small kit for maintenance/emergencies</li> <li>• Uniforms for patrol related activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting fees</li> <li>• All outside training not approved by RSW.</li> <li>• Ammunition, duty gear, officer id cards</li> <li>• Any DOJ related recertification training.</li> <li>• Attorney Fees</li> <li>• Background Investigation Expenses</li> <li>• Body cameras</li> <li>• Body recovery kits</li> <li>• Costs associated with signs stating local or state regulations.</li> <li>• Cell phones, accessories or monthly service fees outside of the patrol season.</li> <li>• Computers, Tablets, Computer software</li> <li>• Drug Screening for employees</li> <li>• Motor Vehicle repair</li> <li>• Officer Duty Gear</li> <li>• Re-Certification ammo</li> <li>• Rifles/Shotguns</li> <li>• Rifles/Gun Racks for ATVs, UTVs, or snowmobiles</li> <li>• Tazers</li> <li>• Training to meet the requirements of annual recertification is not reimbursable unless it is pre-approved by the Recreational Safety Warden.</li> <li>• Video microphones</li> </ul>

*If you have any questions on reimbursement, consult your Recreational Safety Warden before purchasing.*

**Depreciation Schedule Form 8700-063 or 063A** – Purchase of capital equipment shall be pre-approved by the Department. Depreciation shall be calculated at the rate of 20% annually for each new item of capital equipment for which the cost is \$2,500 or greater. All costs of repairs \$2,500 or greater to an item of capital equipment shall be reimbursed on a 20% per year straight line depreciation schedule. All reportable items must be actually paid for during the patrol year (May 1 to April 30) to be included. This form doubles as an Inventory Record. Items should remain on this form until sold. Capital items to be depreciated include:

- All-terrain vehicles and utility-terrain vehicles - maximum allowable claim is \$10,000 per each ATV or UTV. A patrol may not file a claim for more than two machines at any one given time.
- Snowmobiles
- Trailers
- Repairs to Capital Items

Reimbursable Capital Items: \$2,500 or greater - Must have Recreational Safety Warden's prior approval before purchasing capital items.

Under the straight-line depreciation method established, the patrol's depreciation expense is incurred each year. Accordingly, depreciation from prior years would not be a patrol expense for the preceding year. Under NR 50.12(3)(d), NR 50.125(2)(d), NR 50.13(4)(d), the patrols submit forms covering the patrol expense for the preceding 12-month period/calendar year.

Due to Generally Accepted Accounting Principles, if a patrol submits a claim that does not meet the minimum eligibility requirements, they lose a year on their depreciation schedule and the "lost" year of depreciation cannot be claimed on any subsequent claims. In addition, if the patrol does not submit a claim, they also lose that year on the depreciation schedule and cannot claim that amount on any subsequent claims.

**Record of Violations Form 8700-064 or 064A** - Patrols will maintain the Record of Violations for each citation issued. It is suggested that patrols keep copies of citations in chronological order in one file.

A Department representative may check with the municipality to determine that all convictions of state violations as shown by fines collected have been reported on Form 4100-70B (Report of Disposition).

Patrols writing citations through municipal court must send a copy of the citation to the Recreational Safety Warden once it has been adjudicated. Citations are reviewed and entered into the Department's citations database.

Patrols must keep copies of their adjudicated citations to supplement patrol audit records and must be available in chronological order for review upon request.

#### **Citation issued in TraCS on a DNR Citation through Circuit Court**

- Citation including disposition is uploaded to the DNR Citation System. No additional data entry needed.

### **Citation issued in TraCS on a DNR Citation through Municipal Court**

- Citation is auto-uploaded to the DNR Citation System
- Patrol agency must mail the disposition, which is then entered by DNR staff
- Disposition entry is not automated as we do not have an interface with municipal courts.

### **Citation issued as a Non Traffic Citation in TraCS**

- Patrol agency must mail the citation and disposition to DNR which is then entered by DNR staff.
- Patrol agency must complete the Violation Disposition Record, Form 4100-004 (R 6/15) that follows the format of the Natural Resources Citation which will enable the DNR staff to enter the appropriate offense codes and violations.

### **Citation issued on Paper Conservation Citation or Ordinance Ticket**

- If written on a paper Natural Resources Citation, the Patrol agency must mail the citation and disposition to DNR which is then entered by Hotline staff.
- If written on a paper Ordinance Ticket, the patrol agency must complete the Violation Disposition Record, Form 4100-004 (R 6/15) that follows the format of the Natural Resources Citation which will enable the DNR staff to enter the appropriate offense codes and violations.

**CCAP** - We do not have an interface with CCAP, so the patrol would have to mail the citation and disposition to DNR which is entered by WDNR Hotline staff.

**Mail Citations to:** Snowmobile/ATV Citations, LE-8, 101 S. Webster Street, PO Box 7921, Madison, WI 53707-7921

## **AUDIT OF SNOWMOBILE / ATV PATROLS**

Before state aid is disbursed, authorized snowmobile and ATV patrols are audited by DNR staff. Audits take place between June and September for the previous year's activity. The purpose of the audit is to determine net costs which qualify for state aid, determine compliance with statutes and administrative codes, and to guide patrol activities to desired goals.

DNR Audit Materials - The following materials are necessary during a patrol audit.

1. Snowmobile or ATV Patrol State Aid Application - Form 8700-60(A)
2. Salary Schedule - Form 8700-061 or 061A
3. Travel, Materials and Supplies Schedule - Form 8700-062 including receipts, vouchers or invoices for all expenses
4. Depreciation Schedule - Form 8700-063 or 063A
5. Record of Violations - Form 8700-064 or 064A
6. Notice of Intent to Patrol (Copy is fine) - Form 8700-059 or 059A
7. Enforcement Patrol Daily Logs - Form 8700-89
8. Enforcement Patrol Monthly Reports - Form 8700-90
9. Natural Resources Citation (non-criminal) - Form 4100-70B
10. Criminal Violation Disposition Record - Form 4100-4
11. All ordinances the patrol is enforcing

12. Listing of officers who have patrolled and proof that they were certified law enforcement officers by the end of the calendar year in which they patrolled.
13. Any other patrol related materials requested by the Recreational Safety Warden or Department.

## Types of Audits

- Desk Audit - At a minimum, each patrol will receive a desk audit every year. This will involve an inspection of the patrol's State Aid Application packet sent to the Recreational Safety Warden.
- Physical Audit - All new patrols will be physically audited the first two patrol years. Patrols will not go without a physical audit for more than 3 years. Physical audits are recommended at all times unless extenuating circumstances are present.
- Physical Inventory Audit - This is a physical inspection of all patrol equipment. Claims of \$25,000 or more are subject to a physical inventory audit at the discretion of the Recreational Safety Warden.

Any errors in the application will be discussed with local officials at the time of the audit. The auditor will keep a copy of the application and complete a letter of transmittal to the municipality. In this letter any corrections are explained and the amount due the applicant is shown.

During all audits the patrol representative and the Department auditors shall discuss the patrol's operations. The Recreational Safety Warden will follow up this discussion with a letter to the patrol representative covering any verbal agreements and pertinent information discussed. This letter will include any suggestions or ideas the auditors and patrol representative agree on to improve the operating procedures of the patrol. In this letter, any corrections are explained.

## DENIAL OF CLAIM

State Statutes provide that all applications must be received by the Department no later than June 1 to be audited for payment. In accordance with the statutory requirements and an Attorney General's opinion, claims which are submitted after this date cannot be processed for payment. However, all claims must be audited, even if the claim is denied. In addition to a specific listing of the reasons for any denial, the following appeal rights will be included in the denials of claims.

- Statement of Appeal Rights - For judicial review of a decision pursuant to ss. 227.52 and 227.53, Wis. Stats., you have 30 days after the decision is mailed, or otherwise served by the Department, to file your petition with the appropriate circuit court and serve the petition on the Department. Such a petition for judicial review shall name the Department of Natural Resources as the respondent. To request a contested case hearing pursuant to s. 227.42, Wis. Stats., you have 30 days after the decision is mailed, or otherwise served by the Department, to serve a petition for hearing on the Secretary of the Department of Natural Resources. The filing of a request for a contested case hearing is not a prerequisite for judicial review and does not extend the 30-day period for filing a petition for judicial review.

## SNOWMOBILE / ATV INCIDENTS

### Reporting an ATV crash incident

An ATV crash incident is any incident (regardless of the number of vehicles involved) that results in a fatality or an injury that requires medical treatment by a physician.

Wisconsin law requires every ATV operator involved in a crash incident to report the incident without delay to law enforcement officials. In addition, within 10 days of the incident, the operator must submit a written [Operator Incident Report](#) to the Department of Natural Resources.

Reporting a snowmobile crash incident

A "reportable" snowmobile crash incident is any incident (regardless of the number of snowmobiles involved) that results in a fatality or an injury that requires medical treatment by a physician. Wisconsin law requires every snowmobile operator involved in a "reportable" incident to report the incident without delay to law enforcement officials. In addition, within 10 days of the incident, the operator must submit a written [Operator Incident Report](#) to the Department of Natural Resources.

Supply a copy of the form or the DNR provided business card and instruct operator to submit it to the DNR within 10 days.

 <h3>How to Report Your Accident</h3> <p><b>ATV-UTV / Boat / Snowmobile</b></p> <p>Within 10 days complete and submit an Operator Incident Report form to DNR.</p> <p>Operator Reports are Adobe fillable forms that can be saved, printed/mailed or emailed to the appropriate DNR contact. Instructions and mailing information is included on the forms.</p> <p>Forms available at <a href="http://dnr.wi.gov">dnr.wi.gov</a> / Keyword search = crash</p>	 <h3>ATV-UTV / Boat / Snowmobile Accident</h3> <p><b>Reporting Requirements</b></p> <ul style="list-style-type: none"><li>◆ <b>Boat:</b> any incident that results in loss of life, medical attention beyond first aid, boat or property damage in excess of \$2,000, or complete loss of boat.</li><li>◆ <b>ATV-UTV / Snowmobile:</b> any incident that results in a fatality or injury that requires medical treatment by a physician.</li></ul> <p>_____ Officer Name / Phone # / Report #</p>
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Investigations of incidents should be conducted as your department policy dictates. An investigation should always occur when any of the following conditions happen:

- Fatality or disappearance of operator or passenger.
- Medical treatment beyond first aid

If assistance is needed, contact a Conservation Warden or Recreational Safety Warden.

**NOTE:** Conservation Wardens must be immediately notified of all incidents that result in a fatality or high probability of a fatality.

APPENDIX A – PATROL AUDIT CHECKLIST

Enter Name of Patrol	
Materials must be mailed by certified mail, hand-delivered or scanned and emailed to Recreational Safety Warden.	
	Form 8700-059 or 059A Notice of Intent to Patrol (send a copy with your audit materials)
	Form 8700-060 (A or B) State Aid Application
	Form 8700-061 or 061A Salary Schedule - A list of officers and their straight rate wage/wage per hour - include all officers that have participated in the current year claimed. Straight Rate only. (Excel users do not need to submit this, it is done on the monthly operations excel sheet)
	Form 8700-062 Travel, Materials aid Supplies Schedule – This is an itemized list of purchases with proof of purchase and payment (receipts required). Number each receipt corresponding to the line number on the Travel, Materials aid Supplies Schedule; use as many forms as needed. (turn in receipts with audit materials, copies are fine)
	Form 8700-063 or 063A Depreciation Schedule - This form doubles as an Inventory Record, regardless of depreciation status items remain on sheet until sold. Be sure to document all sales. All items that are or have been depreciated are required to be listed here and confirmed annually. Newly purchased and sold items such as ATVs, UTVs, Snowmobiles, and trailers must be listed with receipts attached. Always show paper trail for items bought and sold.
	Form 8700-090 Enforcement Patrol Monthly Reports (Arrange in chronological order)
	Form 8700-089 Enforcement Patrol Daily Logs (Excel operations report user do not have to print out dailies unless requested by RSW)
	<p>Form 8700-064 or 064A Record of Violations - This is a listing of all citations and warnings issued. List the citations and written warnings on separate forms, label citations or warnings on top of form. You are also required to provide a white copy or a photo copy of all citations and warnings you wish to get credit for. These can be mailed in ahead of the audit, monthly or submitted with audit materials.</p> <p>**A copy of the citation means, the white copy from a handwritten citation or the officer copy from TraCS, a photocopy of the citation is also acceptable.</p> <p>Copies of written warnings.</p>
	Ordinances, attach any NEW copies of any new Recreational Ordinances you are aware of.
	Notes:

APPENDIX B – WISCONSIN STATUTES / WISCONSIN ADMINISTRATIVE CODE

[Snowmobile - Chapter 350, Wis. Stats.](#)

[Snowmobile - NR 6 - Snowmobile Standards Certification & Snowmobile Rail Crossings](#)

[ATVS - Chapter 23.33, Wis. Stats.](#)

[ATVs - NR 64 - All-Terrain Vehicles](#)

[NR 50-Administration of Outdoor Recreation Program Grants and State Aids](#)

APPENDIX C – RSW MAP & RECREATIONAL PROGRAM STAFF

Recreational Safety Warden Map

Recreational Enforcement & Education Section Chief: April Dombrowski: 608/852-9456

Boating Law Administrator: Roy Zellmer: 608/212-5385

Penny Kanable: 608/228-9352

ATV/Snowmobile Law Administrator: Gary Eddy: 608/245-3415

Julie Fitzgerald: 608/266-2142

Hunter Education Administrator: Jon King: 608/575-2294

Brenda VonRueden: 608/267-7509

**Northern-West**  
 Mark Little: 715-635-4112  
 810 W Maple St  
 Spooner, WI 54801  
 Mark.Little@wi.gov

**Northern-East**  
 Jeff Dauterman: 715-623-4190  
 x3109  
 223 E Steinfest Road  
 Antigo, WI 54409  
 Jeffrey.Dauterman@wi.gov

**Northeast-North**  
 Jeremy Cords: 920-662-5129  
 2984 Shawano Avenue  
 Green Bay, WI 54307-0448  
 Jeremy.Cords@wi.gov

**Northeast-South**  
 Heather Gottschalk:  
 920-787-3053  
 427 E Tower Drive,  
 Suite 100  
 Wautoma, WI 54982-6927  
 Heather.Gottschalk@wi.gov

**Southeast-North**  
 Kyle Drake: 262-574-2163  
 141 NW Barstow St, Rm 180  
 Waukesha, WI 53188  
 Kyle.Drake@wi.gov

**South Central-East**  
 Catherina Nooyen: 608-225-2310  
 3911 Fish Hatchery Rd  
 Fitchburg, WI 53711  
 Catherina.Nooyen@wi.gov

**Southeast-South**  
 Jason Roberts: 262-574-2169  
 141 NW Barstow St, Rm 180  
 Waukesha, WI 53188  
 Jason.Roberts@wi.gov

