

# 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 Recreation 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.

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***By***

***Wisconsin Department of Natural Resources***

***Bureau of Law Enforcement***

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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 \$396,000.

The maximum amount of funds available for ATV Patrols is \$495,000.

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.

### ADMINISTRATION

ATV and Snowmobile Enforcement Patrols are administered by the Department of Natural Resources, Bureau of Law Enforcement. The responsible warden at the region is the Recreation Warden (see map in Appendix B).

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

#### 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.

## 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.
2. 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. Written warnings may include more than one warning on the same warning form and each warning must be physically issued to the person. A copy of each warning issued shall be supplied at the annual audit and recorded on daily and monthly reporting forms in addition to the Record of Violations form (8700-064) to be eligible for credit.
3. 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.
4. 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.
5. 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.
6. Perform at least 40 hours of fundable snowmobile patrol time during the fiscal year/snowmobile patrol year.
7. 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.
2. 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. Written warnings may include more than one warning on the same warning form and each warning must be physically issued to the person. A copy of each warning issued shall be supplied at the annual audit and recorded on daily and monthly reporting forms in addition to the Record of Violations form (8700-064) to be eligible for credit.
3. 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.
4. 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.

5. 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.
6. 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.

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>

## 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 via email to <a href="mailto:ryan.serwe@wisconsin.gov">ryan.serwe@wisconsin.gov</a> or mailed to the Bureau of Law Enforcement, 8 <sup>th</sup> Floor, 101 South Webster Street, Madison, WI 53703 by this date. Claims which are received by the Department after June 1 will not be processed for payment.  <b>NOTE:</b> 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 Recreation 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.
June-September	Participate in audit.
June 1	Intent to Patrol (Form 8700-059) must be submitted to the Bureau of Law Enforcement, 8 <sup>th</sup> Floor, 101 South Webster Street, Madison, WI 53703 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 Recreation 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 Recreation Warden.
On or before October 1	Reimbursement Payment Disbursed

## STATE AID APPLICATION PACKAGE

One copy of the State Aid Application Package must be submitted via email to [ryan.serwe@wisconsin.gov](mailto:ryan.serwe@wisconsin.gov) or mailed by **June 1** to the Bureau of Law Enforcement, 8th Floor, 101 South Webster Street, Madison, WI 53703.

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:

**Notice of Intent to Patrol Form 8700-059A** - 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.

**Enforcement Patrol Monthly Report Form 8700-090** - The Monthly Report is to be completed and submitted to the Recreation Warden by mailing (regular mail or by email) to the appropriate Recreation 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.

**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 8700-061A** - 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 Recreation Warden.
- Administrative tasks directly related to enforcement or record-keeping. 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- 061A is not eligible for reimbursement. Hours claimed for teaching snowmobile or ATV safety education courses are considered exempt time and 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 Recreation 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 the Recreation 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 the Recreation Warden.</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>• 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, Printers</li> <li>• Internet fees for more than one half of the patrol year</li> <li>• Drug Screening for employees</li> <li>• Motor Vehicle repair</li> <li>• Office rent in excess of 6 months</li> <li>• Officer Duty Gear</li> <li>• Re-Certification ammo</li> <li>• Rifles/Shotguns</li> <li>• Rifles/Gun Racks for boats</li> <li>• Tazers</li> <li>• Training to meet the requirements of annual recertification is not reimbursable unless it is and pre-approved by the Recreation Warden.</li> <li>• Video Microphones</li> </ul>
<p><i>If you have any questions on reimbursement, consult your Recreation Warden before purchasing.</i></p>	

\*Sound Enforcement Equipment. Patrol agencies should meet with the Recreation Warden to receive approval prior to purchasing or receiving reimbursement for sound level meter related equipment (i.e. sound meter, calibrator, wind screen). Factors to be considered:

1. The patrol can demonstrate a need, reference complaints, observed violations, prior citations, and or heavy recreational vehicle.
2. Its officer(s) using the meter, possess an 8-hour or more sound level training certificate. Examples would be the DNR's 8-hour training program with certificate or a training program w/certificate approved by the Recreation Warden that meets the parameters of our training.
3. The meter, calibrator, and wind screen meet specific standards as outlined in the DNR training manual.
4. When it comes to purchasing a meter, calibrator, and wind screen they should be considered as a single kit or purchase.

Testing Instrumentation & Equipment. The specifications for a sound pressure level meter will be as follows:

- Type 1 precision sound pressure level meter meeting IEC standard 61672-1 and ANSI standard S1.4 for Type 1 meters.
- The meter shall have a sound level calibrator meeting IEC Standard 60942 and with an accuracy of  $\pm 0.2$  DB conforming o IEC942 class 1 and ANSI S1.40-1984 standards.
- A microphone wind screen that does not affect the overall reading by more than  $\pm 0.5$  DB.
- The meter shall be designed for a weighting network readings.
- The meter shall be able to read for slow dynamic response.
- The meter shall be designed to display the maximum sound pressure level observed by the meter and displayed during the previous second.
- The meter shall have an auto resetting response display every second.
- The meter shall have a max hold display with a manual reset function or switch.
- The meter display shall read to 000.0 DB.
- The meter shall have a low operating temperature, 14 degrees Fahrenheit or lower is desirable
- The meter shall have a high humidity operating range, above 90% humidity is desirable.
- The meter shall be of a free field microphone characteristic and designed to be pointed directly at the noise source.
- The meter shall be battery powered.
- The meter, calibrator, wind screen and all other equipment shall be contained in a waterproof and shock-resistant portable container.

**Depreciation Schedule Form 8700- 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 Recreation 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** - 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 Recreation 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 Processing**

### **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 8700-061A
3. Travel, Materials and Supplies Schedule - Form 8700-062 including receipts, vouchers or invoices for all expenses
4. Depreciation Schedule - Form 8700-063A
5. Record of Violations - Form 8700-064
6. Notice of Intent to Patrol (Copy is fine) - Form 8700-059A
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 Department.

Any errors in the application will be discussed with local officials. The auditor will keep a copy of the application and complete a Patrol Audit Report Form for the County. The Audit Report Form will include any corrections and the amount approved. The final reimbursement amount will not be determined until all patrol costs are submitted and the final prorated amounts are determined. Checks will be issued on or before October 1<sup>st</sup> for the previous year's effort.

## 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.

 <b>How to Report Your Accident</b> <u>ATV-UTV-Off Road Motorcycle / Boat / Snowmobile</u> Within 10 days complete and submit an Operator Incident Report form to DNR.  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.  Forms available at <a href="http://dnr.wi.gov">dnr.wi.gov</a> / Keyword search = crash	 <b>How to Report Your Accident</b> <u>ATV-UTV-Off Road Motorcycle / Boat / Snowmobile</u> Within 10 days complete and submit an Operator Incident Report form to DNR.  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.  Forms available at <a href="http://dnr.wi.gov">dnr.wi.gov</a> / Keyword search = crash
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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 Recreation 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 or emailed to Ryan Serwe - ryan.serwe@wisconsin.gov	
	Form 8700-059A Notice of Intent to Patrol (send a copy with your audit materials)
	Form 8700-060 (A or B) State Aid Application
	Form 8700-061 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 8700-063A 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 the Department)
	<p>Form 8700-064 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 – RECREATION WARDEN MAP & PROGRAM STAFF

