

DataQs State Implementation Plan



Wisconsin

**For Compliance with Federal Motor Carrier Safety Administration (FMCSA) Revised
Motor Carrier Safety Assistance Program (MCSAP) Grant Requirements**

Date: September 2026

Purpose

In April 2026, FMCSA announced updated requirements for State participation in the DataQs system as a condition of receiving MCSAP grant funding. To comply with those requirements, each State must submit a DataQs State Implementation Plan. The following pages contain the key elements of the plan approved by FMCSA for Wisconsin.

DataQs State Implementation Plan

State: Wisconsin

MCSAP Lead Agency: Wisconsin State Patrol (Wisconsin Department of Transportation – Division of State Patrol)

Initial Review Process

Roles and Responsibilities

- Persons responsible for managing DataQs for the organization
 - **Responsible Party:**
State Patrol Sergeant – Motor Carrier Investigation Unit
 - **Supervisor(s):**
State Patrol Lieutenant – Motor Carrier Enforcement Section
 - **Backups:**
State Patrol Sergeant – Motor Carrier Investigation Unit
 - **Interactions:**
Wisconsin State Patrol personnel responsible for managing the DataQs program consult with the Federal Motor Carrier Safety Administration - Wisconsin Division Office as needed on procedures and interpretations.
- Person(s) responsible for decision-making for the Initial Review process
 - **Responsible Party:**
Motor Carrier Investigator
 - **Supervisor(s):**
State Patrol Sergeant – Motor Carrier Investigation Unit
 - **Backups:**
Motor Carrier Investigator
 - **Interactions:**
The initial review of a DataQ is generally conducted by a Motor Carrier Investigator. This individual may view body/cruiser camera footage, or he/she may contact the inspecting officer for additional information. This includes personnel from other agencies who participate in Wisconsin's MCSAP program. For requests that fall outside of the investigator's certifications, a Wisconsin State Patrol subject matter expert or instructor may be consulted. Wisconsin State Patrol personnel responsible for managing the DataQs

program consult with the Federal Motor Carrier Safety Administration – Wisconsin Division Office as needed on procedures and interpretations

- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
Consultations for additional DataQ evidence may include:
Wisconsin State Patrol Inspector who conducted inspection
Local county/municipal officer who conducted inspection
Wisconsin State Patrol Trooper or Inspector who completed crash report
Local jurisdiction who completed crash report
Wisconsin State Patrol subject matter expert or instructor
Wisconsin State Patrol MCSAP Program Managers
Federal Motor Carrier Safety Administration – Wisconsin Division Office
 - **Supervisor(s):**
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 - **Backups:**
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 - **Interactions:**
For inspections, partner law enforcement agencies who have a signed agreement with the Wisconsin State Patrol to conduct CMV inspections may be contacted for additional information. For crashes, the investigating agency or officer may be contacted for additional information.

Process Description

- Receipt of RDR
 - **Responsible Party:**
Motor Carrier Investigator
 - **Process:**
The Wisconsin State Patrol has two Motor Carrier Investigators who are primarily tasked with the receipt of RDRs. In addition, there are also 15 other Investigators who are available to serve as backups. The agency maintains an electronic schedule to ensure that the DataQs system is monitored during business hours. When a Request for Data Review comes in through the DataQs system, the assigned investigator opens and initiates the review process.
- Review of RDR
 - **Responsible Party:**
Motor Carrier Investigator
 - **Process:**

Wisconsin will accept and conduct a good faith review of all inspection-related RDRs that are submitted within 3 years from the date of inspection and, for all crash-related RDRs, for 5 years from the date of a crash. When an RDR is received, the assigned investigator will open the request and begin reviewing the information as follows:

Inspection Related Requests:

When the DataQ is opened, the assigned investigator will review all information provided by the requester. The investigator will ensure that it was not an inspection that he or she was involved with.

If applicable, the investigator may review any available audio/visual evidence and inspection notes.

The investigator may contact the inspecting officer for additional information if needed.

If the request concerns subject matter outside of the investigator's training, a State Patrol certified subject matter expert or instructor may be consulted.

If additional information is needed from the submitter, the investigator may make a request for the documentation through the DataQs system.

The reviewing investigator will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

Investigators will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the investigator will also provide information to the requester regarding next steps and/or when any changes to the inspection report will take effect.

Requests for Inspection Reports:

Report requests are handled in accordance with the DataQs Analyst Guide for personally identifiable information.

If additional information is needed from the submitter, the investigator may make a request for the documentation through the DataQs system.

Investigators will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the investigator will also provide information regarding next steps.

Citation Adjudication Requests:

Citation adjudications are handled as per FMCSA policy after reviewing official court records.

If additional information is needed from the submitter, the investigator may

make a request for the documentation through the DataQs system. Investigators will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the investigator will also provide information to the requester regarding next steps and/or when any changes to the inspection report will take effect.

Investigation / Audit Related

When the DataQ is opened, the assigned investigator will review all information provided by the requester. The investigator will ensure that it was not an audit or investigation that he or she was involved with.

If applicable, the investigator may review any available audio/visual evidence and inspection notes.

The investigator may contact the auditor for additional information if needed. If the request concerns subject matter outside of the investigator's training, a State Patrol certified subject matter expert or instructor may be consulted. If additional information is needed from the submitter, the investigator may make a request for the documentation through the DataQs system.

The reviewing investigator will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

Investigators will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the investigator will also provide information to the requester regarding next steps and/or when any changes to the audit or investigation will take effect.

Crash Related

When the DataQ is opened, the assigned investigator will review all information provided by the requester.

If appropriate, the investigator may review any available audio/visual evidence and audit/investigation notes.

The investigating officer may contact the officer or agency who prepared the crash report for more information if needed.

If additional information is needed from the submitter, the investigator may make a request for the documentation through the DataQs system.

The reviewing investigator will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

Investigators will keep the requester informed of the RDR status throughout

the process, including a detailed response concerning the outcome. As appropriate, the investigator will also provide information to the requester regarding next steps and/or when any changes to the crash record will take effect.

- Outcome of RDR

- **Responsible Party:**

- Motor Carrier Investigator

- **Process:**

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- If applicable, the investigator may review any available audio/visual evidence and inspection notes.

- The investigator may contact the inspecting officer for additional information if needed.

- If the request concerns subject matter outside of the investigator's training, a State Patrol certified subject matter expert or instructor may be consulted.

- If additional information is needed from the submitter, the investigator may make a request for the documentation through the DataQs system.

- The reviewing investigator will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

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Crash Related

When the DataQ is opened, the assigned investigator will review all information provided by the requester.

If appropriate, the investigator may review any available audio/visual evidence and audit/investigation notes.

The investigating officer may contact the officer or agency who prepared the crash report for more information if needed.

If additional information is needed from the submitter, the investigator may make a request for the documentation through the DataQs system.

The reviewing investigator will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

Investigators will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the investigator will also provide information to the requester regarding next steps and/or when any changes to the crash record will take effect.

- Closure of RDR

- **Responsible Party:**

- Motor Carrier Investigator

- **Process:**

- Wisconsin will accept and conduct a good faith review of all inspection-related RDRs that are submitted within 3 years from the date of inspection and, for all crash-related RDRs, for 5 years from the date of a crash. When an RDR is received, the assigned investigator will open the request and begin reviewing the information as follows:

- Inspection Related Requests:

- When the DataQ is opened, the assigned investigator will review all information provided by the requester. The investigator will ensure that it was not an inspection that he or she was involved with.

- If applicable, the investigator may review any available audio/visual evidence and inspection notes.

- The investigator may contact the inspecting officer for additional information if needed.

- If the request concerns subject matter outside of the investigator's training, a State Patrol certified subject matter expert or instructor may be consulted.

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- The reviewing investigator will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

- Investigators will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As

appropriate, the investigator will also provide information to the requester regarding next steps and/or when any changes to the inspection report will take effect.

Requests for Inspection Reports:

Report requests are handled in accordance with the DataQs Analyst Guide for personally identifiable information.

If additional information is needed from the submitter, the investigator may make a request for the documentation through the DataQs system.

Investigators will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the investigator will also provide information regarding next steps.

Citation Adjudication Requests:

Citation adjudications are handled as per FMCSA policy after reviewing official court records.

If additional information is needed from the submitter, the investigator may make a request for the documentation through the DataQs system.

Investigators will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the investigator will also provide information to the requester regarding next steps and/or when any changes to the inspection report will take effect.

Investigation / Audit Related

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If applicable, the investigator may review any available audio/visual evidence and inspection notes.

The investigator may contact the auditor for additional information if needed.

If the request concerns subject matter outside of the investigator's training, a State Patrol certified subject matter expert or instructor may be consulted.

If additional information is needed from the submitter, the investigator may make a request for the documentation through the DataQs system.

The reviewing investigator will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

Investigators will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As

appropriate, the investigator will also provide information to the requester regarding next steps and/or when any changes to the audit or investigation will take effect.

Crash Related

When the DataQ is opened, the assigned investigator will review all information provided by the requester.

If appropriate, the investigator may review any available audio/visual evidence and audit/investigation notes.

The investigating officer may contact the officer or agency who prepared the crash report for more information if needed.

If additional information is needed from the submitter, the investigator may make a request for the documentation through the DataQs system.

The reviewing investigator will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

Investigators will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the investigator will also provide information to the requester regarding next steps and/or when any changes to the crash record will take effect.

- **Timeliness:**

The Wisconsin State Patrol strives to ensure that reviews meet the following timeliness goals:

Requests for Data Review opened within seven days of submission.

Decisions made on RDRs in Initial Review and communicated to the requester within 21 days of submission.

Decisions made on RDRs in Reconsideration Review and communicated to the requester within 21 days of request for Reconsideration Review.

Decisions made on RDRs in Final Review and communicated to the requester within 45 days of request for Final Review.

For all stages of review, if the investigator requests additional information from the requester, the requester has 14 days to provide the information. These 14 days do not count towards the timeline for review. If the requester does not respond, the request will be closed as “Closed—No Requester Response” unless a decision can be made with the information already on the record.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed and the data will not be corrected.

If a thorough review of the request shows that the inspection, crash report, investigation, or audit is correct, then this outcome is selected and an explanation is provided to the requester. The investigator will also provide information to the requester regarding next steps.

Closed—Data Correction Made: The request has been closed and the data will be corrected.

If a thorough review of the request determines that information on the inspection, crash report, investigation, or audit was documented in error, then appropriate corrections are made. This outcome is then selected and an explanation is provided to the requester. The investigator will also provide information as to when any changes will take effect.

Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation.

This option is selected when documentation has been reviewed showing that a citation has been adjudicated. The applicable adjudication is then entered in SafeSpect. The investigator will also provide information as to when the adjudication notation will take effect.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent.

This outcome is selected when the report requested is not available through the DataQs system. An explanation is then provided to the requester as to why the report cannot be sent.

Closed—Report Sent: The request has been closed and the agency sent the report. The agency may have faxed or uploaded the report to DataQs or it may have sent the report directly via email or postal mail.

The RDR is closed with this option when a report has been requested and it is being provided. The Wisconsin State Patrol follows recommendations provided in the DataQs Analyst Guide for personally identifiable information.

Closed—No Requester Response: The request was closed because the requester did not respond.

This outcome is selected when the requester was asked for additional information needed for a thorough review and no response was received within 14 days.

Communication:

Wisconsin State Patrol personnel assigned to DataQs use customizable templates applicable to the specific review type, requests for information, and outcome. Feedback may include the following:

Acknowledgement of the RDR.

Request for additional information from the requester.

Information that additional information has been requested from the inspecting officer or investigation agency.

RDR outcome with next steps or a timeline for when changes will take effect.

Next Steps:

Each RDR closed, including at the various levels of appeal (Reconsideration and Final Review), with the status “Closed—No Data Correction Made” will adequately explain the facts and analysis supporting the decision. Responses will include the following information where applicable:

Description of, or link to, the State’s approved DataQs State Implementation Plan

Decision-maker (name and title)

List of evidence reviewed

Specific reason(s) for decision

Next steps for the submitter if prior to Final Review decision

Procedural closures, such as “Closed—No Requestor Response” or “Closed—Insufficient Information,” do not constitute a substantive decision on the merits and are exempt from this detailed reporting requirement.

Reconsideration Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Reconsideration Review process
 - **Responsible Party:**
State Patrol Sergeant – Motor Carrier Investigation Unit
 - **Supervisor(s):**
State Patrol Lieutenant - Motor Carrier Enforcement Section
 - **Backups:**

State Patrol Sergeant – Motor Carrier Investigation Unit

- **Interactions:**

The reconsideration review of a DataQ is generally conducted by State Patrol Sergeant who oversees Motor Carrier Investigators. This individual may view body/cruiser camera footage, or he/she may contact the inspecting officer for additional information. This includes personnel from other agencies who participate in Wisconsin's MCSAP program.

Wisconsin State Patrol personnel responsible for managing the DataQs program consult with the Federal Motor Carrier Safety Administration – Wisconsin Division Office as needed on procedures and interpretations.

- Person(s) consulted for additional information or evidence

- **Responsible Party:**

Consultations for additional DataQ evidence may include:

Wisconsin State Patrol Inspector who conducted inspection

Local county/municipal officer who conducted inspection

Wisconsin State Patrol Trooper or Inspector who completed crash report

Local jurisdiction who completed crash report

Wisconsin State Patrol Subject Matter Expert or Instructor

Wisconsin State Patrol MCSAP Program Managers

Federal Motor Carrier Safety Administration – Wisconsin Division Office

- **Supervisor(s):**

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- **Backups:**

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- **Interactions:**

For inspections, partner law enforcement agencies who have a signed agreement with the Wisconsin State Patrol to conduct CMV inspections may be contacted for additional information. For crashes, the investigating agency or officer may be contacted for additional information.

- Person(s) convening a panel or committee

- **Responsible Party:**

State Patrol Sergeant – Investigation Unit

- **Supervisor(s):**

State Patrol Lieutenant - Motor Carrier Enforcement Section

- **Backups:**

State Patrol Sergeant - Motor Carrier Investigation Unit

- **Interactions:**

Wisconsin State Patrol personnel responsible for managing the DataQs program consult with the Federal Motor Carrier Safety Administration – Wisconsin Division Office as needed on procedures and interpretations.

- ***Panel members' titles and associations:***

Wisconsin State Patrol MCSAP Program Managers

Wisconsin State Patrol Subject Matter Experts / Instructors

Escalation Procedures:

RDRs are escalated on a case-by-case basis. If the requester is asking a clarifying question or if entirely new information or evidence (beyond what was requested) that is relevant to the RDR is provided by the requester, the RDR will be routed back to the Initial Review process. However, if the requester does not agree with the disposition and feels that another review is warranted, the request is escalated to the next level.

Process Description

- Review of RDR

- ***Responsible Party:***

State Patrol Sergeant – Motor Carrier Investigation Unit

- ***Process:***

If a request is escalated to a Reconsideration Review, the following steps will be taken:

Inspection Related Requests:

When the DataQ is escalated, all information that was initially presented or obtained will be reviewed. The reviewer will ensure that he or she was not involved in the inspection and is not the issuing inspector's immediate supervisor.

The reviewer may contact the inspecting officer for additional information if needed.

The reviewer may contact a State Patrol subject matter expert or instructor to assist in the review.

The reviewer may convene a panel to include one or more State Patrol subject matter experts, instructors, or MCSAP program managers.

If additional information is needed from the submitter, the reviewer may make a request for the documentation through the DataQs system.

The reviewer will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

The reviewer will keep the requester informed of the RDR status throughout

the process, including a detailed response concerning the outcome. As appropriate, the reviewer will also provide information to the requester regarding next steps and/or when any changes to the inspection report will take effect.

Investigation / Audit Related

When the DataQ is escalated, all information that was initially presented or obtained will be reviewed. The reviewer will ensure that he or she was not involved in the inspection and is not the issuing investigator's immediate supervisor.

The reviewer may contact the investigating officer for additional information if needed.

The reviewer may contact a State Patrol subject matter expert or instructor to assist in the review.

The reviewer may convene a panel to include one or more State Patrol subject matter experts, instructors, or MCSAP program managers.

If additional information is needed from the submitter, the reviewer may make a request for the documentation through the DataQs system.

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The reviewer will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the reviewer will also provide information to the requester regarding next steps and/or when any changes to the investigation/audit report will take effect.

Crash Related

When the DataQ is escalated, all information that was initially presented or obtained will be reviewed.

The reviewer may contact the officer or agency who prepared the crash report for more information if needed.

The reviewer may contact a State Patrol subject matter expert or instructor to assist in the review.

The reviewer may convene a panel to include one or more State Patrol subject matter experts, instructors, or MCSAP program managers.

If additional information is needed from the submitter, the reviewer may make a request for the documentation through the DataQs system.

The reviewer will then make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

The reviewer will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the reviewer will also provide information to the requester regarding next steps and/or when any changes to the investigation/audit report will take effect.

- Outcome of RDR

- **Responsible Party:**

- State Patrol Sergeant – Motor Carrier Investigation Unit

- **Process:**

- If a request is escalated to a Reconsideration Review, the following steps will be taken:

- Inspection Related Requests:

- When the DataQ is escalated, all information that was initially presented or obtained will be reviewed. The reviewer will ensure that he or she was not involved in the inspection and is not the issuing inspector's immediate supervisor.

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regarding next steps and/or when any changes to the investigation/audit report will take effect.

- Closure of RDR

- **Responsible Party:**

- State Patrol Sergeant – Motor Carrier Investigation Unit

- **Process:**

- If a request is escalated to a Reconsideration Review, the following steps will be taken:

- Inspection Related Requests:

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- The reviewer may contact the inspecting officer for additional information if needed.

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Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed and the data will not be corrected.

If the reconsideration of the request determines that the inspection, crash report, investigation, or audit is correct, then this outcome is selected and an explanation is provided to the requester. The reviewer will also provide information to the requester regarding next steps.

Closed—Data Correction Made: The request has been closed and the data will be corrected.

If the reconsideration of the request determines that information on the inspection, crash report, investigation, or audit was documented in error, then appropriate corrections are made. This outcome is then selected and an explanation is provided to the requester. The reviewer will also provide information as to when any changes will take effect.

Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation.

This option is selected when documentation has been reviewed showing that a citation has been adjudicated. The applicable adjudication is then entered in SafeSpect. The reviewer will also provide information as to when the adjudication notation will take effect.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent.

This outcome is selected when the report requested is not available through the DataQs system. An explanation is then provided to the requester as to why the report cannot be sent.

Closed—Report Sent: The request has been closed and the agency sent the report. The agency may have faxed or uploaded the report to DataQs or it may have sent the report directly via email or postal mail.

The RDR is closed with this option when a report has been requested and it is being provided. The Wisconsin State Patrol follows recommendations provided in the DataQs Analyst Guide for Personally Identifiable Information.

Closed—No Requester Response: The request was closed because the requester did not respond.

This outcome is selected when the requester was asked for additional information needed for a thorough review and no response was received within 14 days.

Communication:

Wisconsin State Patrol personnel assigned to DataQs use customizable templates applicable to the specific review type, requests for information, and outcome. Feedback may include the following:

- Acknowledgement of the RDR.

- Request for additional information from the requester.

- Information that additional information has been requested from the inspecting officer or investigation agency.

- RDR outcome with next steps or a timeline for when changes will take effect.

Next Steps:

Each RDR closed, including at the various levels of appeal (Reconsideration and Final Review), with the status “Closed—No Data Correction Made” will adequately explain the facts and analysis supporting the decision. Responses will include the following information where applicable:

- Description of, or link to, the State’s approved DataQs State Implementation Plan

- Decision-maker (name and title)

- List of evidence reviewed

- Specific reason(s) for decision

- Next steps for the submitter if prior to Final Review decision

Procedural closures, such as “Closed—No Requestor Response” or “Closed—Insufficient Information,” do not constitute a substantive decision on the merits and are exempt from this detailed reporting requirement.

Final Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Final Review process
 - **Responsible Party:**
State Patrol Lieutenant – Motor Carrier Enforcement Section
 - **Supervisor(s):**
State Patrol Captain – Motor Carrier Enforcement Section
 - **Backups:**
State Patrol Lieutenant – Motor Carrier Enforcement Section
 - **Interactions:**
Wisconsin State Patrol personnel responsible for managing the DataQs program consult with the Federal Motor Carrier Safety Administration – Wisconsin Division Office as needed on procedures and interpretations.
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
Consultations for additional DataQ evidence may include:
Wisconsin State Patrol Inspector who conducted inspection
Local county/municipal officer who conducted inspection
Wisconsin State Patrol Trooper or Inspector who completed crash report
Local jurisdiction who completed crash report
Wisconsin State Patrol Subject Matter Expert or Instructor
Wisconsin State Patrol MCSAP Program Managers
Federal Motor Carrier Safety Administration – Wisconsin Division Office
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
The final review of a DataQ is generally conducted by State Patrol Lieutenant in the Motor Carrier Enforcement Section. This individual may view body/cruiser camera footage, or he/she may contact the inspecting officer for additional information. This includes personnel from other agencies who participate in Wisconsin's MCSAP program.
Wisconsin State Patrol personnel responsible for managing the DataQs program consult with the Federal Motor Carrier Safety Administration – Wisconsin Division Office as needed on procedures and interpretations.

- Person(s) convening a panel or committee
 - **Responsible Party:**
State Patrol Lieutenant – Motor Carrier Enforcement Section
 - **Supervisor(s):**
State Patrol Captain – Motor Carrier Enforcement Section
 - **Backups:**
State Patrol Lieutenant – Motor Carrier Enforcement Section
 - **Interactions:**
Wisconsin State Patrol personnel responsible for managing the DataQs program consult with the Federal Motor Carrier Safety Administration – Wisconsin Division Office as needed on procedures and interpretations.
 - **Panel members' titles and associations:**
Wisconsin State Patrol MCSAP Program Managers
Wisconsin State Patrol Subject Matter Experts / Instructors

Escalation Procedures:

RDRs are escalated on a case-by-case basis. If the requester is asking a clarifying question or if entirely new information or evidence (beyond what was requested) that is relevant to the RDR is provided by the requester, the RDR will be routed back to the previous process stage. However, if the requester does not agree with the disposition and feels that another review is warranted, the request is escalated to the next level.

Process Description

- Review of RDR
 - **Responsible Party:**
State Patrol Lieutenant – Motor Carrier Enforcement Section
 - **Process:**
If a request is escalated to a Final Review, the following steps will be taken:
Inspection Related Requests:
When the DataQ is escalated, all information that was initially presented or obtained will be reviewed. The reviewer will ensure that he or she was not involved in the inspection and is not the issuing inspector's immediate supervisor.
The reviewer may contact the inspecting officer for additional information if needed.
The reviewer may contact a State Patrol subject matter expert or instructor to assist in the review.
The reviewer may convene a panel to include one or more State Patrol

subject matter experts, instructors, or MCSAP program managers. If additional information is needed from the submitter, the reviewer may make a request for the documentation through the DataQs system.

The reviewer will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

The reviewer will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the reviewer will also provide information to the requester regarding next steps and/or when any changes to the inspection report will take effect.

Investigation / Audit Related

When the DataQ is escalated, all information that was initially presented or obtained will be reviewed. The reviewer will ensure that he or she was not involved in the inspection and is not the issuing investigator's immediate supervisor.

The reviewer may contact the investigating officer for additional information if needed.

The reviewer may contact a State Patrol subject matter expert or instructor to assist in the review.

The reviewer may convene a panel to include one or more State Patrol subject matter experts, instructors, or MCSAP program managers.

If additional information is needed from the submitter, the reviewer may make a request for the documentation through the DataQs system.

The reviewer will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

The reviewer will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the reviewer will also provide information to the requester regarding next steps and/or when any changes to the investigation/audit report will take effect.

Crash Related

When the DataQ is escalated, all information that was initially presented or obtained will be reviewed.

The reviewer may contact the officer or agency who prepared the crash

report for more information if needed.

The reviewer may contact a State Patrol subject matter expert or instructor to assist in the review.

The reviewer may convene a panel to include one or more State Patrol subject matter experts, instructors, or MCSAP program managers.

If additional information is needed from the submitter, the reviewer may make a request for the documentation through the DataQs system.

The reviewer will then make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

The reviewer will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the reviewer will also provide information to the requester regarding next steps and/or when any changes to the investigation/audit report will take effect.

- Outcome of RDR

- **Responsible Party:**

- State Patrol Lieutenant

- **Process:**

- If a request is escalated to a Final Review, the following steps will be taken:
Inspection Related Requests:

- When the DataQ is escalated, all information that was initially presented or obtained will be reviewed. The reviewer will ensure that he or she was not involved in the inspection and is not the issuing inspector's immediate supervisor.

- The reviewer may contact the inspecting officer for additional information if needed.

- The reviewer may contact a State Patrol subject matter expert or instructor to assist in the review.

- The reviewer may convene a panel to include one or more State Patrol subject matter experts, instructors, or MCSAP program managers.

- If additional information is needed from the submitter, the reviewer may make a request for the documentation through the DataQs system.

- The reviewer will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

- The reviewer will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As

appropriate, the reviewer will also provide information to the requester regarding next steps and/or when any changes to the inspection report will take effect.

Investigation / Audit Related

When the DataQ is escalated, all information that was initially presented or obtained will be reviewed. The reviewer will ensure that he or she was not involved in the inspection and is not the issuing investigator's immediate supervisor.

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The reviewer may convene a panel to include one or more State Patrol subject matter experts, instructors, or MCSAP program managers.

If additional information is needed from the submitter, the reviewer may make a request for the documentation through the DataQs system.

The reviewer will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

The reviewer will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the reviewer will also provide information to the requester regarding next steps and/or when any changes to the investigation/audit report will take effect.

Crash Related

When the DataQ is escalated, all information that was initially presented or obtained will be reviewed.

The reviewer may contact the officer or agency who prepared the crash report for more information if needed.

The reviewer may contact a State Patrol subject matter expert or instructor to assist in the review.

The reviewer may convene a panel to include one or more State Patrol subject matter experts, instructors, or MCSAP program managers.

If additional information is needed from the submitter, the reviewer may make a request for the documentation through the DataQs system.

The reviewer will then make a determination based on information reviewed,

FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

The reviewer will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the reviewer will also provide information to the requester regarding next steps and/or when any changes to the investigation/audit report will take effect.

- Closure of RDR

- **Responsible Party:**

- State Patrol Lieutenant – Motor Carrier Enforcement Section

- **Process:**

- If a request is escalated to a Final Review, the following steps will be taken:
Inspection Related Requests:

- When the DataQ is escalated, all information that was initially presented or obtained will be reviewed. The reviewer will ensure that he or she was not involved in the inspection and is not the issuing inspector's immediate supervisor.

- The reviewer may contact the inspecting officer for additional information if needed.

- The reviewer may contact a State Patrol subject matter expert or instructor to assist in the review.

- The reviewer may convene a panel to include one or more State Patrol subject matter experts, instructors, or MCSAP program managers.

- If additional information is needed from the submitter, the reviewer may make a request for the documentation through the DataQs system.

- The reviewer will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

- The reviewer will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the reviewer will also provide information to the requester regarding next steps and/or when any changes to the inspection report will take effect.

Investigation / Audit Related

When the DataQ is escalated, all information that was initially presented or obtained will be reviewed. The reviewer will ensure that he or she was not involved in the inspection and is not the issuing investigator's immediate

supervisor.

The reviewer may contact the investigating officer for additional information if needed.

The reviewer may contact a State Patrol subject matter expert or instructor to assist in the review.

The reviewer may convene a panel to include one or more State Patrol subject matter experts, instructors, or MCSAP program managers.

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The reviewer will make a determination based on information reviewed, FMCSA, CVSA, and State Patrol policies, published guidance, the eFOTM, and training.

The reviewer will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the reviewer will also provide information to the requester regarding next steps and/or when any changes to the investigation/audit report will take effect.

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The reviewer will keep the requester informed of the RDR status throughout the process, including a detailed response concerning the outcome. As appropriate, the reviewer will also provide information to the requester regarding next steps and/or when any changes to the investigation/audit report will take effect.

- Timeliness:

The Wisconsin State Patrol strives to ensure that reviews meet the following timeliness goals:

Requests for Data Review opened within seven days of submission.

Decisions made on RDRs in Initial Review and communicated to the requester within 21 days of submission.

Decisions made on RDRs in Reconsideration Review and communicated to the requester within 21 days of request for Reconsideration Review.

Decisions made on RDRs in Final Review and communicated to the requester within 45 days of request for Final Review.

For all stages of review, if the investigator requests additional information from the requester, the requester has 14 days to provide the information. These 14 days do not count towards the timeline for review. If the requester does not respond, the request will be closed as “Closed—No Requester Response” unless a decision can be made with the information already on the record.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed and the data will not be corrected.

If the reconsideration of the request determines that the inspection, crash report, investigation, or audit is correct, then this outcome is selected and an explanation is provided to the requester. The reviewer will also provide information to the requester regarding next steps.

Closed—Data Correction Made: The request has been closed and the data will be corrected.

If the reconsideration of the request determines that information on the inspection, crash report, investigation, or audit was documented in error, then appropriate corrections are made. This outcome is then selected and an explanation is provided to the requester. The reviewer will also provide information as to when any changes will take effect.

Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation.

This option is selected when documentation has been reviewed showing that a citation has been adjudicated. The applicable adjudication is then entered in SafeSpect. The reviewer will also provide information as to when the adjudication notation will take effect.

Closed—Report Not Sent: The request has been closed, but the requested inspection

report was not sent.

This outcome is selected when the report requested is not available through the DataQs system. An explanation is then provided to the requester as to why the report cannot be sent.

Closed—Report Sent: The request has been closed and the agency sent the report. The agency may have faxed or uploaded the report to DataQs or it may have sent the report directly via email or postal mail.

The RDR is closed with this option when a report has been requested and it is being provided. The Wisconsin State Patrol follows recommendations provided in the DataQs Analyst Guide for Personally Identifiable Information.

Closed—No Requester Response: The request was closed because the requester did not respond.

This outcome is selected when the requester was asked for additional information needed for a thorough review and no response was received within 14 days.

Communication:

Wisconsin State Patrol personnel assigned to DataQs use customizable templates applicable to the specific review type, requests for information, and outcome. Feedback may include the following:

Acknowledgement of the RDR.

Request for additional information from the requester.

Information that additional information has been requested from the inspecting officer or investigation agency.

RDR outcome with next steps or a timeline for when changes will take effect.

Next Steps:

Each RDR closed, including at the various levels of appeal (Reconsideration and Final Review), with the status “Closed—No Data Correction Made” will adequately explain the facts and analysis supporting the decision. Responses will include the following information where applicable:

Description of, or link to, the State’s approved DataQs State Implementation Plan

Decision-maker (name and title)

List of evidence reviewed

Specific reason(s) for decision

Next steps for the submitter if prior to Final Review decision

Procedural closures, such as “Closed—No Requestor Response” or “Closed—Insufficient Information,” do not constitute a substantive decision on the merits and are exempt from this detailed reporting requirement.