



Highway Maintenance Manual
Chapter 07 Roadside Management
Section 01 General
Subject 15 Surveillance

Bureau of Highway Maintenance
December 2018

1.0 Purpose

Surveillance involves inspection of a section of highway for conditions that may need corrective action. When practical, the inspection should take place just prior to the weekend. Inspection of high fill slopes for slope failure is recommended after every heavy rainfall. Unless identified differently in the current fiscal year work priorities memo. The memo can be found in Interim Policy and Procedures [HMM 01-01-05](#) Guidance.

All Surveillance costs except Winter Surveillance costs as described in [HMM 06-10-10](#), Winter Surveillance, shall be charged to Activity Code 033 Surveillance on the Routine Maintenance Agreement (RMA) monthly invoice.

2.0 Recommended Work Method

The person making the surveillance inspection (normally the patrol person) is responsible for the surveillance of the entire right of way. In the process of the inspection, the patrol person should make note of any damage needing to be fixed and any problems needing to be corrected. Problems noted by the patrol person should be reported to the patrol superintendent. The patrol superintendent will then discuss the corrective course of action with the appropriate Wisconsin Department of Transportation maintenance personnel; schedule the needed repairs and order materials if needed.

3.0 Situations which Require Action and Corrective Measures

The activity code definitions in Section B of [HMM 02-25-01](#), Activity and Cost Codes Exhibit should be considered a list of issues to be noted during Surveillance. In addition to this list, the patrol person should note any non-permitted work taking or taken place on the right of way including, but not limited to, the following:

- Access violations.
- Unauthorized work on the right of way. See [HMM 07-10-30](#), Unauthorized Vegetation Damage or Destruction, for the procedure to follow when non-permitted work is encountered.
- Scenic easement violations. See [HMM 07-20-10](#), Scenic Easements
- Junkyard violations. See [HMM 07-01-40](#), Junkyards

Car kill deer should be reported to the contracted vendor for management of deer. See [HMM 07-15-01](#), [Carcass Removal](#). Stalled or abandoned vehicles on or near a roadway should be reported to the appropriate county sheriff's department.