



# INDIANA DEPARTMENT OF TRANSPORTATION

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**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**


March 12, 2021

## CONSTRUCTION MEMORANDUM

21-06

**(REVISED)**

TO: District Deputy Commissioners  
District Construction Directors  
District Capital Program Directors  
District Technical Services Directors  
District Area Engineers  
District Highway Maintenance Directors  
Managing Director of Project Delivery  
Project Engineers/Managers/Supervisors  
Field Engineers  
Highway Maintenance Director

FROM: Greg Pankow, P.E., Director   
Division of Construction Management and District Support

SUBJECT: Law Enforcement Officer Training, Part 1 for RSP 801-R-672

The web-based NHI course, FHWA-NHI-133119 for Law Enforcement Officers, listed in RSP 801-R-672 as Part 1 training for contracts utilizing LEOs, will no longer be utilized. Beginning immediately, and for all future contracts utilizing RSP 801-R-672, new Department training entitled “*Law Enforcement Officers in INDOT Work Zones (Part 1)*” is to be used for the Part 1 training specified within the RSP. The new training can be accessed from the Department’s Work Zone Safety website at: <http://www.in.gov/indot/3980.htm>.

The Department-based training used for Part 2 within RSP 801-R-672 entitled “*Instructions and Procedures For Non-ISP Law Enforcement Officers When Working in INDOT Work Zones (Part 2)*”, has been revised and should continue to be used. This training can also be accessed from the Department’s Work Zone Safety website listed above.

The signature page of the Part 2 training should be used as the verification document for both Part 1 and Part 2 trainings. Both trainings are required for all LEOs receiving payment through the contract.

Both trainings are now required for the LEO, the Contractor, and the Engineer. Additionally, since there is no cost for either training, the training cost item has been deleted from the RSP. Both trainings can be completed in approximately one hour.

Please refer to the updated RSP 801-R-672 on the Department’s website and the attached training access instructions. Any questions should be directed to your Construction Management Field Engineer.

GGP/kap

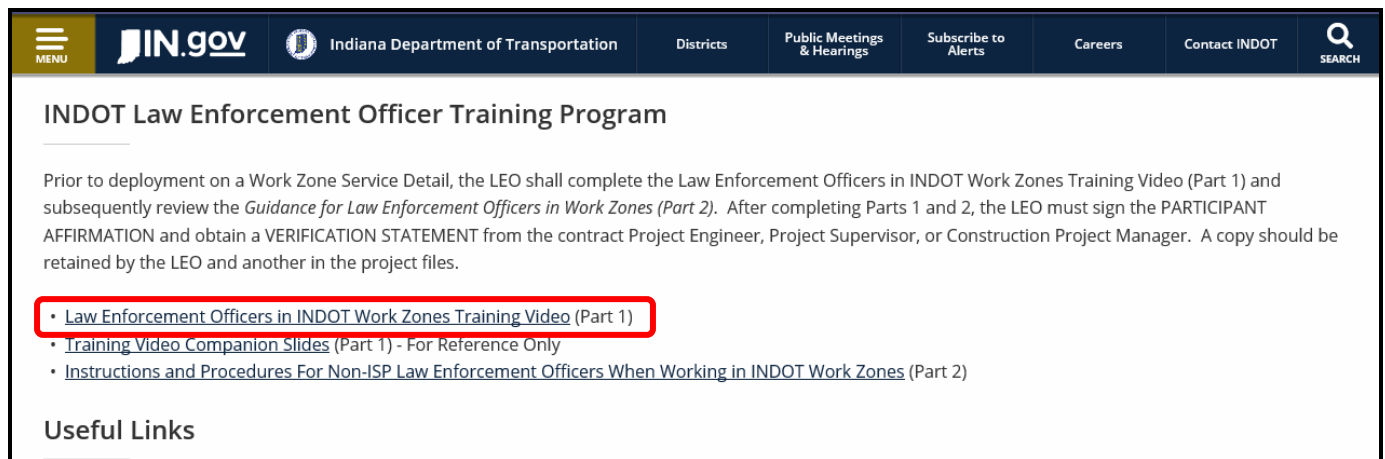
## Law Enforcement Officer Revised Training Process

The new training process involves the LEO, the Contractor, and the Engineer. New training concepts include:

- All three parties (LEO, Contractor, and Engineer) will take both Part 1 and Part 2 trainings to provide everyone involved with a basic understanding of the purpose of the LEO in the work zone.
- There is no cost for any of the LEO training and therefore, there will be no further need for a LEO training cost item.
- The signature page of Part 2 training is to be signed by all parties after completing both trainings. The signature page is the record of completion and verification for both trainings.

### Part 1 Training

1. Navigate to the Department’s Work Zone Safety website at: <https://www.in.gov/indot/3980.htm>
2. Once there, scroll down to the “**INDOT Law Enforcement Officer Training Program**” heading and locate the link for “**Law Enforcement Officers in INDOT Work Zones Training Video (Part 1)**”. Click on the link to access the training.



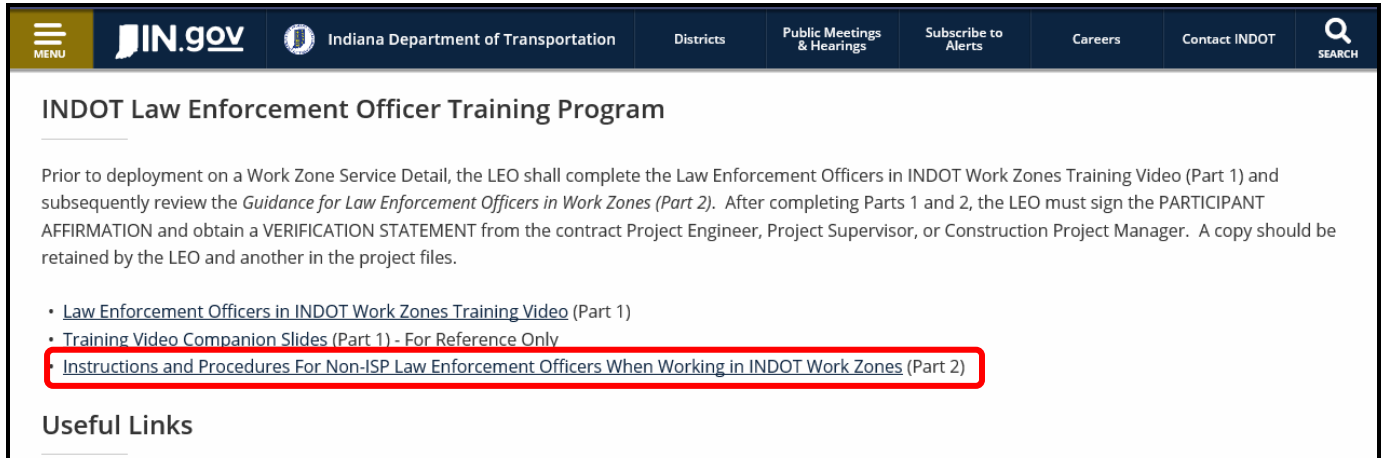
The screenshot shows the website interface for the Indiana Department of Transportation (INDOT). The header includes a menu icon, the IN.gov logo, and the text 'Indiana Department of Transportation'. Navigation links include 'Districts', 'Public Meetings & Hearings', 'Subscribe to Alerts', 'Careers', and 'Contact INDOT'. A search icon is also present. The main content area is titled 'INDOT Law Enforcement Officer Training Program'. Below the title, there is a paragraph of text explaining the training requirements. A list of links is provided, with the first link, 'Law Enforcement Officers in INDOT Work Zones Training Video (Part 1)', highlighted with a red rectangular box. Other links include 'Training Video Companion Slides (Part 1) - For Reference Only' and 'Instructions and Procedures For Non-ISP Law Enforcement Officers When Working in INDOT Work Zones (Part 2)'. At the bottom of the content area, there is a section titled 'Useful Links'.

### **Screenshot of the Department’s Work Zone Website**

***NOTE: The Part 1 training is composed of three (3) modules and takes approximately 40 minutes to complete.***

## **Part 2 Training**

1. As with Part 1 training, navigate to the Department’s Work Zone Safety website at: <https://www.in.gov/indot/3980.htm>
2. Once there, scroll down to the “**INDOT Law Enforcement Officer Training Program**” heading and locate the link for “**Instructions and Procedures For Non-ISP Law Enforcement Officers When Working in INDOT Work Zones (Part 2)**”. Click on the link to access the training.



**INDOT Law Enforcement Officer Training Program**

Prior to deployment on a Work Zone Service Detail, the LEO shall complete the Law Enforcement Officers in INDOT Work Zones Training Video (Part 1) and subsequently review the *Guidance for Law Enforcement Officers in Work Zones (Part 2)*. After completing Parts 1 and 2, the LEO must sign the PARTICIPANT AFFIRMATION and obtain a VERIFICATION STATEMENT from the contract Project Engineer, Project Supervisor, or Construction Project Manager. A copy should be retained by the LEO and another in the project files.

- [Law Enforcement Officers in INDOT Work Zones Training Video \(Part 1\)](#)
- [Training Video Companion Slides \(Part 1\) - For Reference Only](#)
- [Instructions and Procedures For Non-ISP Law Enforcement Officers When Working in INDOT Work Zones \(Part 2\)](#)

**Useful Links**

### **Screenshot of the Department’s Work Zone Website**

***NOTE: Part 2 training is discussion-based and is intended to be conducted with the LEO, Contractor, and Engineer present.***

***The signature page at the end of Part 2 training is to be signed by all parties completing both Part 1 and Part 2 training. This is the contract record of completion for the LEO trainings.***