

801-R-672A GUIDELINES FOR LAW ENFORCEMENT OFFICERS WHEN WORKING IN  
INDOT WORK ZONES

(Adopted 11-15-17)

The following Guidelines training is required for:

1. At least one Contractor representative who shall be onsite whenever a LEO is present.
2. Any LEO prior to working on a Department contract.
3. At least one Department representative who will be onsite whenever a LEO is present.

This training shall be conducted in a group forum with all of the above parties present. Either the Contractor or Department personnel should lead the discussion on the topics contained herein.

INDOT PE/S will ensure all parties have a copy of this document during the training.

Prior to working on the contract, the LEO shall have also completed the following training:

**NHI-133119**, accessible at:  
[http://ops.fhwa.dot.gov/wz/traffic\\_mgmt/wzsm.htm](http://ops.fhwa.dot.gov/wz/traffic_mgmt/wzsm.htm)

**INSTRUCTIONS FOR THE LAW ENFORCEMENT OFFICER**

1. Exchange contact information with the Contractor, Department personnel, and other Law Enforcement Officers prior to the start of the shift.
2. Make daily contact with the Contractor or Department point of contact when arriving to or leaving the jobsite.
3. Arrive at the jobsite at the agreed upon time, or at minimum, 15 minutes prior to the Contractor's scheduled start time.
4. Do not leave until traffic control devices have been removed from the roadway. Provide presence for Contractor personnel who are removing traffic control devices.
5. Do not park partially or completely in an open lane of traffic unless traffic is stopped.
6. When located on shoulder, safely park vehicle on the same shoulder as the arrow board, when possible.
7. When parking on shoulder, park far enough off of roadway so door can be opened without it extending into traffic.
8. Do not perform an activity you believe to be unsafe.
9. Do not serve as a flagger for the Contractor.

**ACCEPTABLE PROCEDURES FOR THE LAW ENFORCEMENT OFFICER**

**Protecting a Queue**

1. Stay approximately 1/4 mile in advance of the queue.
2. If an arrow board is in use, park on same side of road as arrow board, when possible.
3. Face queue with emergency lights on.  
Facing traffic provides better visibility for the LEO. However, there are situations in which facing traffic may not be practical or possible. Safety First.

- 4. Keep headlights off.
- 5. Protecting queue is top priority unless otherwise directed.
- 6. Do not leave queue to investigate an accident if it is determined that leaving the queue will cause additional accidents in the queue. Call for assistance with accidents if necessary.

**Providing a Presence near an Operation**

- 1. Park facing the same direction as traffic.
- 2. Park in a visible location behind the operation you are protecting.
- 3. Pursue motorists that are driving recklessly.
- 4. Occasional pursuit of speeders to issue citations may be necessary to ensure motorists respect the speed limit. Necessity and frequency of this shall be discussed with Department personnel prior to the start of work.
- 5. Do not pursue motorists for other routine traffic violations.
- 6. Investigate accidents in or near the work zone. Instruct motorists to move vehicles from roadway to reduce the possibility of queues. Call for assistance with accident if necessary.
- 7. If your presence is causing issues with motorists, contact the Contractor and the Department point of contact.

It is important for appropriate Contractor personnel, Department personnel, and the LEO to meet prior to the beginning of a shift to discuss the day's work, in order to

- a) review any phase changes that may occur during the work shift,
- b) determine the LEO's positioning during the course of the shift, and
- c) discuss any potential problems that might be encountered.

Proper planning will not only reduce the possibility of surprises, but will also provide a better chance of everyone being on the same page when unique situations arise. This is especially important when a quick decision needs to be made by one of the parties. By understanding these guidelines, planning ahead, and functioning as a team, it increases the likelihood that the best decision will be made for the workers and the motoring public.

The Contractor's choice of the duties and placement of the LEO on any given work shift are subject to approval by the Engineer.

By signing below, I affirm that I have read and agree to comply with these Guidelines.

\_\_\_\_\_  
Law Enforcement Personnel

\_\_\_\_\_  
Contractor Personnel

\_\_\_\_\_  
INDOT Personnel

\_\_\_\_\_  
Date of Review

It is required that this material be reviewed and signed by all parties whenever a new LEO or a new point of contact for the Contractor or the Department is assigned to the contract.

INDOT PE/S will retain a copy of this document in contract files.

All parties are encouraged to keep a copy of this document with them for reference.

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