



INDIANA DEPARTMENT OF TRANSPORTATION

Instructions and Procedures for Non-ISP Law Enforcement Officers When Working in INDOT Work Zones

(Part 2 of the RSP 801-R-672 training requirements)

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This document contains the Participant Affirmation and the PES / CPM Verification Statement
for Training Parts 1 and 2

(The Part 1 Training Video and other related documents are available at www.in.gov/indot/3980.htm)

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I. PURPOSE

The purpose of this document is to provide supplementary guidance for LEOs working in INDOT work zones through RSP 801-R-672 Law Enforcement Officer for Work Zone Safety, to convey Part 2 of the Training requirements defined in the RSP, and to provide the requisite Participant Affirmation document.

This document shall be reviewed and signed by all parties whenever a new Non-ISP Law Enforcement Officer (LEO), point of contact for the Contractor, or Engineer or a designee is assigned to the contract.

The definitions of LEO, Training requirements, and the Authority of the Engineer are provided in INDOT's Recurring Special Provision 801-R-672 and shall be reviewed by each LEO prior to beginning work in a work zone.

The signature page shall be signed by all parties to verify their completion of both Part 1 and Part 2 of the Training requirements.

II. WORK ZONE SAFETY GOALS

Crash Prevention and **Queue Prevention** are the goals of using law enforcement in work zones. LEOs should be mindful of their effect on traffic and driving behavior. A LEO's presence should mitigate crash and queue risk. LEOs must recognize that sometimes their conspicuous presence promotes work zone safety while at other times their presence can be a detriment. It is essential that the LEO continuously monitor traffic flow in advance of and through the work zone and also their effect on traffic flow. LEOs should communicate changing conditions, mindful of the Service that they are providing, to the Engineer and Contractor; this will enable the Engineer to redirect the LEOs as appropriate to achieve these goals. The guidance in this document is provided to support the use of LEOs in achieving these stated goals.

III. SAFETY BEST PRACTICES FOR LEOs IN WORK ZONES

LEOs should conduct themselves in a manner that protects themselves, workers, and motorists while actively performing duties for each LEO Service. These best practices should be adhered to anytime a LEO is working in or near a work zone for all Services performed.

- a. When outside of the vehicle, LEOs shall wear the correct ANSI certified high-visibility safety apparel as outlined in the Indiana Manual on Uniform Traffic Control Devices, Section 6D.03 (2011).
- b. When parking on a shoulder, park far enough off the roadway so that doors can be opened without extending into traffic.
- c. Always position the vehicle on the same side of road as an arrow board if it is in use unless there is safety or logistical reasons not to do so. (See INDOT Work Zone Visor Card.) Be mindful of the effect of the “Move Over Law” as it relates to work zone restrictions as motorist’s conformance with this law does affect their progress when approaching and navigating a work zone.
- d. LEOs should not park partially or completely in an open lane of traffic unless traffic is stopped.
- e. LEOs should not park within a taper or buffer space. (See INDOT Work Zone Visor Card)
- f. LEOs should not pull a motorist over within the work zone. This may cause traffic congestion.
- g. At any time, if a LEOs presence is having negative impacts on traffic, immediately notify the Engineer and Contractor and discuss with the work zone members to remedy the work zone situation.

IV. COMMUNICATION

Proper planning and effective communication are essential for the success of any project involving multiple stakeholders. Properly planned activities and established communication procedures reduce uncertainty when unique situations arise and when action is required. This is especially important when a quick decision must be made by LEOs or one of the project stakeholders. By understanding these guidelines, planning, and working as a team, LEOs have the greatest opportunity to be effective and protect all stakeholders including themselves, and the motoring public.

A. Pre-Shift Briefing

Contractor personnel, Department personnel, and LEOs should meet prior to the beginning of a shift for a briefing.

- a. The Contractor, the Engineer or their designee, and LEOs should all exchange contact information.

- b. Discuss communication methods during the shift and ensure all personnel have the proper communication methods and information.
- c. Determine LEO Service objectives for the course of the shift.
- d. Determine LEO vehicle location and position for the course of the shift.
- e. Review any phase changes that may occur during the work shift.
- f. Discuss any potential problems that might be encountered.

B. End-of-Shift Debriefing

- a. Discuss any incidents not reported or issues observed with operations during the shift.
- b. Provide input on changes which could benefit the next shift.
- c. Determine the time for LEOs to report for the next shift.

C. Communication Protocol with TMC and ISP

- a. LEOs should use the ISP Mutual Aid channel to notify the ISP of arrival and departure in the work zone, when an incident happens, or assistance is needed.
- b. LEOs shall notify the INDOT Traffic Management Center (TMC) (317-899-8690, ext. 1) at the beginning of the work zone patrol and again at the end of the work zone patrol.

V. LEO RESPONSIBILITIES

A. General

- a. LEOs should arrive at the work zone at the agreed upon time, or at minimum, 15 minutes prior to the scheduled shift start time and for a Pre-Shift Briefing with Department and Contractor staff. (See Sect. IV. A. Pre-Shift Briefing.)
- b. If the work zone will have traffic control removed from the roadway at the end of the shift, LEOs shall not leave until all traffic control devices have been removed from the roadway or as directed by the Engineer.
- c. LEOs shall establish communication with the TMC and ISP. (See Sect. IV.C. Communication Protocol with TMC and ISP.)
- d. LEO duties do not include providing flagging services, per IC 8-23-2-15(b).
- e. LEO duties do not include providing security services, per IC 8-23-2-15(b).

B. Enforcement Responsibilities

The following guidance applies to any situation where LEOs determine that enforcement activities are necessary and is not specific to a scheduled Enforcement Service detail.

- a. LEOs shall uphold the primary goals of Crash Prevention and Queue Prevention. However, when driver noncompliance becomes a pattern within the work zone, enforcement may be necessary to achieve these goals.
- b. LEOs should use discretion regarding enforcement of traffic violations within and near the work zone. This can include work zone speed limits to gain voluntary compliance by motorists. Necessity and frequency shall be discussed with the Engineer or their designee, prior to the start of each shift.
- c. LEOs should take appropriate enforcement action against motorists if their actions are reckless or endangering the workers or other motorists, according to laws established by IC 9-21-5-11.
- d. LEOs shall follow the procedures for infraction and ordinance violation enforcement established by IC 9-21-5-11 while working within the work zone, such as issuing citations for infractions or detaining individuals in violation of traffic laws when and where appropriate.

C. Incident Response and Crash Reporting Responsibilities

- a. LEOs shall respond to vehicle crashes, incidents or situations involving public safety concerns near or within the project limits when possible. If actively providing the Queue Protection Service at the time of an event, LEOs should call for backup. If backup is unavailable and the event is affecting traffic, LEOs should address the greatest source of queuing. For other LEO Services, LEOs should respond to the event immediately. In all cases, advise the Engineer and Contractor as soon as practicable.
- b. LEOs shall investigate vehicle crashes in or near the work zone and complete crash reports for minor property damage crashes only.
- c. LEOs shall complete crash reports for minor property damage only crash events.
- d. For minor property damage crashes, LEOs should instruct motorists to move vehicles from the roadway to the shoulder beyond the work area or to the next exit when possible in accordance with IC 9-26-1-1.2.
- e. LEOs shall contact ISP for assistance through the Mutual Aid Channel in the event of multiple crashes, whether property damage, personal injury or fatal, or for extended roadway closures due to an incident.
- f. LEOs should notify the TMC when events occur during their patrol. These include vehicle crashes, the development of or changes to the length of queue, or any other events that affects worker or worker zone safety. This will enable INDOT to provide advance messaging via ITS assets such as permanent message boards. (See Sect. IV.C. Communication Protocol with TMC and ISP.)
- g. LEOs may be asked by the Engineer to perform other activities outside of one of the five LEO Services to ensure that safety near or within the work zone.

VI. GUIDANCE ON LEOs SERVICES

Actions taken to prevent crashes are the number one priority and LEO Services should be provided in the following order of importance.

A. Queue Protection

The Queue Protection Service is always the top priority LEO Service when queueing is present, unless otherwise directed by the Engineer.

- a. It is recommended LEOs position their vehicle facing traffic unless conditions warrant it unsafe. The vehicles should be positioned approximately ¼-mile in advance of the queue with warning lights on. Adjust the position of vehicle continuously to maintain a ¼-mile distance in advance of the queue as it lengthens and dissipates.
- b. LEOs are to keep their vehicle's headlights off when facing traffic.
- c. LEOs are to always position their vehicle on the same side of road as an arrow board if it is in use unless there is safety or logistical reasons not to do so. (See INDOT Work Zone Visor Card.)
- d. See Sect. V.C. Incident Response and Crash Reporting Responsibilities for guidance on responding to an incident or crash near or within work zone while providing this Service.

B. Advance Warning

The Advance Warning LEO Service is a default activity when queues are not present. It is the second highest priority LEO Service. With this Service LEOs can provide additional protection to workers where they are exposed to traffic without adequate lateral buffer space or positive protection, such as concrete barrier, which provides separation of the work area from traffic.

- a. The Advance Warning Service should be considered for use if construction activities could place workers or motorists in uniquely dangerous situations or geographical aspects of the work zone, such as line-of-sight restrictions due to hills, curves, and other obstructions, require heightened motorist awareness.
- b. The Advance Warning Service should be considered for use during the setup and removal of work zone traffic control devices.
- c. LEOs providing this Service while workers are actively setting up or removing traffic control devices for a work zone should not leave until all traffic control devices have been setup or removed and traffic is flowing freely, or as directed by the Engineer.
- d. LEOs should always position their vehicle on the same side of road as an arrow board if it is in use unless there is safety or logistical reasons not to do so. (See INDOT Work Zone Visor Card.)

- e. LEOs should not park within transition areas, such as tapers, or within buffer spaces in the work zone.
- f. LEOs should park facing the same direction as traffic with warning lights on in a visible location in advance of the operation being protected.
- g. During heavy traffic, LEOs should relocate to a less visible location if their presence is causing traffic to slow down and may be contributing to the formation of queue. LEOs should relocate their vehicle away from mainline traffic to a location such as an on-ramp and monitor changes to the flow of traffic through the work zone.

C. Enforcement

The Enforcement LEO Service is an activity that may be considered for use when queues are not present that aims to encourage compliance with traffic regulations. The LEO, in their role of an officer, uses their own judgement as to how to effectively enforce traffic regulations. This Service may be scheduled in conjunction with other LEOs or ISP Troopers present in the work zone providing other Services.

- a. **Enforcement activities are at the LEO's discretion and are NOT subject to INDOT oversight.** (See Sect. V.B. Enforcement Responsibilities.)
- b. LEOs may abandon a scheduled Service detail (Queue Protection, Advance Warning, etc.) to provide enforcement to the work zone **when the benefit of Enforcement outweighs the risk of not delivering a scheduled Service.** This should be done only to increase driver awareness, enhance motorist compliance, or apprehend a reckless driver; **this should not be done to address routine traffic violations.**
- c. If a LEO determines that enforcement is necessary while providing another Service in accordance with their instructions, they should notify the Engineer as soon as practical.
- d. During heavy traffic, LEOs should relocate to a less visible location if their presence is causing traffic to slow down and may be contributing to the formation of queue. LEOs should relocate their vehicle away from mainline traffic to a location such as an on-ramp and monitor changes to the flow of traffic through the work zone.

D. Traffic Control

The Traffic Control LEO Service is an activity that may be considered for use when queues are not present and involves LEOs actively assisting with the traffic control for a work zone.

- a. The Traffic Control Service can be scheduled to facilitate rolling slowdowns, traffic control at ramp closures, and other activities where a LEO is needed for the traffic control for a work zone.
- b. LEO duties do not include providing flagging or security services. (See Sect. V.A. General LEO Responsibilities.)

E. Presence

The Presence LEO Service is an activity that may be considered for use when queues are not present that involves LEOs being situated in a stationary position near or within the work zone. Presence can be used to deter speeding and aggressive driving without enforcement through their presence alone, to alert traffic that workers are present for situations that do not warrant the Advance Warning LEO Service, and to achieve other goals. This Service is the lowest priority of the five LEO Services.

- a. LEOs should actively manage and monitor work zone and traffic conditions while providing this Service by being alert and aware of their surroundings, avoiding paperwork or other activities that may be a distraction, and by monitoring live traffic for queuing using the online Delta-Speed tool available at liveview.trafficwise.org.
- b. LEOs should always position their vehicle on the same side of road as an arrow board if it is in use unless there is safety or logistical reasons not to do so. (See INDOT Work Zone Visor Card.)
- c. LEOs should not park within transition areas, such as tapers, or within buffer spaces in the work zone.
- d. LEOs should park facing the same direction as traffic with warning lights on in a visible location in advance of the operation being protected.
- e. During heavy traffic, LEOs should relocate to a less visible location if their presence is causing traffic to slow down and may be contributing to the formation of queue. LEOs should relocate their vehicle away from mainline traffic to a location such as an on-ramp and monitor changes to the flow of traffic through the work zone.

Supplemental guidance on LEO Services and positioning with respect to the work zone can be found on the INDOT Work Zone Visor Card. This card is available to LEOs who complete the training from the Work Zone Safety Section. The card can also be downloaded from the Department website at www.in.gov/INDOT/3980.htm.

VII. PARTICIPANT AFFIRMATION

By signing below, I affirm that:

1. I have completed all training required (Parts 1 and 2) for contract LEO usage, in accordance with RSP 801-R-672.
2. I have read and agree to comply with these Instructions and Acceptable Procedures.
3. I have read and agree to comply with INDOT RSP 801-R-672, "Law Enforcement Officer for Work Zone Safety".

Signature

Printed Name

Position / Organization
(Circle: LEO / INDOT / Contractor / Consultant)

Date

Signature

Printed Name

Position / Organization
(Circle: LEO / INDOT / Contractor / Consultant)

Date

Signature

Printed Name

Position / Organization
(Circle: LEO / INDOT / Contractor / Consultant)

Date

Signature

Printed Name

Position / Organization
(Circle: LEO / INDOT / Contractor / Consultant)

Date

VIII. PROJECT ENGINEER/SUPERVISOR/CPM VERIFICATION STATEMENT

By signing below, I affirm that:

1. I have completed all training required (Parts 1 and 2) for contract LEO usage, in accordance with RSP 801-R-672.
2. To the best of my knowledge, the individuals listed have completed the required trainings required within RSP 801-R-672.

Signature

Printed Name

Position / Organization
(Circle: INDOT / Consultant)

Date

The Project Engineer/Supervisor will retain a copy of this document within the contract files. All participants are encouraged to keep a copy of this document for reference.



Indiana Department of Transportation

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