

Indiana Department of Transportation

Law Enforcement Officer - Letter of Concurrence

This document is required to be completed by the Law Enforcement Office (LEO) and signed by an appointing authority for the indicated LEO. The document provides assurance that the indicated LEO has notified their law enforcement agency of the intended Indiana Department of Transportation (INDOT) construction contract work zone where the officer intends to work as an off-duty Law Enforcement Officer in accordance with recurring Special Provision 801-R-672. The LEO intends to utilize their agency's issued equipment for this work zone action. The following LEO requirements and expectations include:

1. LEO is currently and actively employed by the law enforcement agency indicated below,
2. LEO has graduated from an Indiana approved Law Enforcement Training Academy,
3. LEO has successfully completed either Tier 1 or Tier 2 police training,
4. LEO has the use of an agency issued law enforcement vehicle with blue and red flashing lights,
5. LEO wears an official, agency appropriate, law enforcement uniform with agency patches and badge,
6. LEO has use of equipment (vehicle, lighting package, computer, radio, cell phone, etc.) needed to process crashes, issue citations or warnings, deal with any other incidents that may occur in the work zone, and the ability to communicate with Indiana State Police (ISP) dispatch.
7. LEO has correct ANSI certified high-visibility safety apparel, provided by their agency, when out of their vehicle,
8. LEO is limited to duties normally performed while on active duty, and
9. While working as a LEO, the officer will not be allowed to:
 - a. perform flagging, or
 - b. act as a security guard.

LEO Work duties include:

1. queue protection,
2. enforcement (issuing citations, verbal warnings, or written warnings) in accordance with IC 9-21-5-11,
3. patrol through the work zone with lights off,
4. provide advanced warning, and
5. work crashes and assist with incidents within or in a reasonable distance from the work zone.

If a LEO must return to active duty, the LEO must notify the Contractor and INDOT Project Engineer/Manager/Supervisor (PEMS) that they are returning to active duty responsibilities. Upon returning to active duty, the LEO will no longer be paid through the contract.

Complete the personnel information in the sections below for the Law Enforcement Officer and the appropriate appointing authority. Once completed, provide copies to the Law Enforcement Officer, the Appointing Authority, and INDOT.

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Part 1 - Law Enforcement Office to complete the following:

Law Enforcement Officer Name:

Badge # Number:

Location of Construction Work Zone:

Law Enforcement Agency Name:

Law Enforcement Officer Level of Training (circle): Tier 1 Tier 2 Other:

Off-Duty Traffic Control/Security/Dispatch Company (if applicable):

Prior interstate experience? Yes No

Explain:

Law Enforcement Officer Signature

Date (MM/DD/YYYY)

Title

Part 2 - Law Enforcement Agency Appointing Authority to complete the following:

I have read and am aware of the **Law Enforcement Officer** process as it pertains to INDOT Construction contract work zones. I am aware that the officer listed above will be utilizing their agency's equipment during their shift within the construction work zone. I concur with the officer working in an off-duty capacity within the identified work zone in accordance with RSP 801-R-672.

Appointing Authority Name:

Badge or Identification Number:

Appointing Authority/Supervisory Signature

Date (MM/DD/YYYY)

Title

Cc: Law Enforcement Officer
Appointing Authority
Indiana Department of Transportation, PEMS
Indiana Department of Transportation, District CCO