



KATHLEEN RABREAU BLANCO
GOVERNOR

have all AT's been
briefed/trained in this

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

P.O. Box 94245
Baton Rouge, Louisiana 70804-9245
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JOHNNY B. BRADBERRY
SECRETARY

May 24, 2004

Good documents

File No. *18*

Colonel Henry Whitehorn
Louisiana State Police
P. O. Box 66614
Baton Rouge, LA 70896

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RE: Use of Police Officers in Work Zones

Dear Colonel Whitehorn:

The increasing volume of traffic on major highways in Louisiana has become more problematic as we progress through our construction program. Major traffic build-ups/delays not only cause aggravation to the traveling public but also result in safety issues.

I want to refocus our efforts to improve traffic flow and safety in work zones throughout the state of Louisiana. In a spirit of cooperation and partnership, I would like us to emphasize those recommendations made by the multi-agency work zone safety task force, as both LSP and DOTD have major roles in providing for the safety of the traveling public.

Attached is the Memorandum of Understanding Agreement for the Use of Police Officers in the Work Zones, the DOTD "Policy on the Use of Police Officers in Construction/Maintenance Work Zones," and the State Police Procedural Order for "Work Zone Safety." Also attached is the DOTD Specification for "Public Convenience and Safety," which will be utilized to provide police officers in work zones.

Please sign, date and return the agreement while keeping a copy for your records.

I personally look forward to working with you to improve both traffic flow and safety in our state.

Sincerely,

Johnny B. Bradberry
Johnny B. Bradberry
Secretary

Attachments

- Cc: Mr. Tony Sussmann, FHWA
- Association of General Contractors
- Louisiana Asphalt Pavement Association
- Concrete Aggregate Association of Louisiana



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JOHNNY B. BRADBERRY
SECRETARY

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE LOUISIANA STATE POLICE
AND
THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SUBJECT: USE OF POLICE OFFICERS IN WORK ZONES

1. Purpose:

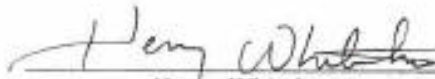
This memorandum of understanding outlines the procedures, the responsibilities, the points of contact and the interagency coordination requirements between the Louisiana Department of Transportation and Development (DOTD) and the Louisiana State Police (LSP) pertaining to the use of police officers in construction and / or maintenance work zones.

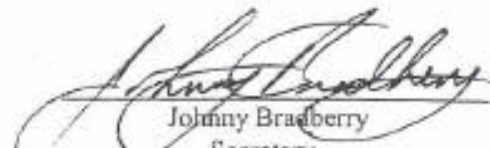
This memorandum of understanding will partner the DOTD "Policy on the Use of Police Officers in Construction / Maintenance Work Zones" and the State Police Procedural Order for "Work Zone Safety".

2. Agreement and Understanding:

The attached DOTD policy and State Police Procedural Order defines the duties, responsibilities, and work zone procedures. Additionally, the DOTD policy sets forth the agreed upon fee schedule for police officers in the work zone.

3. Effective Date: _____


Henry Whitehorn
Colonel
Louisiana State Police


Johnny Bradberry
Secretary
Louisiana Department of
Transportation and Development

POLICY ON THE USE OF POLICE OFFICERS IN CONSTRUCTION / MAINTENANCE WORK ZONES

The Department of Transportation and Development policy regarding the use of police officers in construction and maintenance zones shall be as follows:

The primary purpose of the police officer is to provide an additional layer of safety to the project site. This presence of police officers contributes to the safety of work zone, personnel, equipment, and the motoring public traveling through the work zone. The four primary reasons to utilize police officers in work zones are:

- 1) **Visibility** - The visible uniformed police officer calls attention to the work zone and the change in traffic patterns by his presence and authority. Since many construction/maintenance zones have a reduction in posted speed limits in the active work area, the officer's presence contributes to speed control by reinforcing the traffic control devices.
- 2) **Traffic Control** - The support and authority conveyed by a uniformed police officer in the work zone facilitates safe and efficient traffic control. The police officer is readily available to assist in the safe and efficient movement of traffic through the work zone. Police officers may be utilized to enhance the traffic control plan and minimize motorist delay.
- 3) **Incident Control** - The police officer can assist in minimizing the delay caused by incidents. Incidents can range from minor to major. Work zones are usually congested areas with reduced capacity. Having police present to immediately respond to an incident and restore traffic flow provides significant benefits in reducing delays in construction zones.
- 4) **Enforcement** - Police presence is a deterrent to the aggressive or careless driver who compromises the safety of a work zone. Effective traffic control does not have to involve enforcement, only the threat. The presence of police officers can be very effective in creating an atmosphere, which contributes to the willingness of motorists to adhere to construction/maintenance warnings and regulations. When the safety and movement of traffic through a work zone is jeopardized by the non-adherence to the posted warnings/regulations, then the police officer is available to take action to enforce compliance of the work zone regulations, should conditions permit.

The Louisiana State Police (LSP) shall be the point of contact for all Department of Transportation and Development projects. The DOTD project engineer shall extend an invitation to the appropriate LSP Troop Commander to attend the pre-construction conference.

The DOTD project engineer shall determine the need for police officers to assist in controlling traffic in a particular work zone. The number of officers needed, the tasks they

will perform, and their location within the work zone will vary as a function of the zone type. The three types of law enforcement services are Police Presence, Police Enforcement and Police Traffic Control. Police Presence is defined as the use of police officers at the beginning of the active work zone area utilizing their blue lights to gain the attention of drivers. Police Enforcement is utilized when enforcement is required to enhance the safe operation of the work zone. Police Traffic Control is to be used in detour / diversion situations. The DOTD project engineer will make the final determination on all issues regarding police officer responsibility in Work Zones.

Prior to commencing the work on the project, the contractor shall contact the Louisiana State Police Troop Commander to obtain law enforcement services of police officers during construction. If the LSP Troop is unable to provide law enforcement services for the project work zone, the LSP Troop Commander or the contractor will extend the invitation to the appropriate local law enforcement authorities. Police officers shall be placed at strategic locations at times during construction as determined by the DOTD project engineer.

Police officers will report directly to the contractor. However, the contractor will not have the authority to direct the placement of the police officer or the patrol vehicle in situations that are contrary to established procedure and/or could endanger the police officer.

Prior to construction on major projects, the DOTD District Administrator in cooperation with the LSP Troop and local law enforcement agencies and the contractor will establish detour routes and develop an incident management plan. This preparation will assist the authorities in handling traffic during a major incident. All local law enforcement agencies shall be notified of construction projects in their area by the DOTD project engineer. DOTD shall also notify the troops of changes in the work zone that may affect changes in traffic patterns and delays.

Police officers working on project sites shall receive information and training regarding Work Zone Traffic Control, particularly as it pertains to the proper placement of police officers and patrol vehicles. This training will be developed and provided by DOTD. A certificate of course completion will be provided to the officer by DOTD. After September 30, 2004, any police officer working on a DOTD project shall provide a copy of this certificate of course completion to the contractor prior to starting work.

Prior to the beginning of the shift, the contractor shall provide a daily work zone briefing to the police officer. For major changes in traffic patterns, advance notification shall be provided to the police agency working the detail. This information should also be provided to the motoring public through the DOTD District or the LSP Troop.


The number of officers required for traffic control will vary by work zone type, location on the roadway, length of work zone, duration, and period of activity. Officers performing police traffic control should be highly visible and positioned in the immediate location of critical safety points in compliance with established procedures that provide for the safety of the work zone and the police officer.

When changing traffic patterns, police officers should be present when the traffic control devices are being placed or picked up. Officers shall arrive on the project site at least 15 minutes before the first device is placed. When the devices are picked up, they shall be present until the last device is removed. The need to utilize police officers for this operation is at the discretion of the DOTD project engineer.

The contractor shall pay for law enforcement services provided by the police officers based on an hourly wage and vehicle rate fee schedule below. The Department will reimburse the contractor monthly for the incurred cost. The contractor shall furnish time record documentation with the request for reimbursement.

The agreed upon fee schedule for police officers in the work zone is as follows:

- \$25 per vehicle per day – vehicle use fee
- \$60 per officer for the first two hours (one officer per vehicle)
- \$25 per hour per officer thereafter (one officer per vehicle)

 Louisiana State Police <i>Procedural Order</i>	Number	Effective Date
	04-09	04/01/2004
Subject		Revision Date
Work Zone Safety		
Chapter		Reevaluation
Patrol		<input type="checkbox"/> 6 mos. <input checked="" type="checkbox"/> 12 mos. <input type="checkbox"/> 24 mos.

04-09.01 PURPOSE

- The presence of a law enforcement officer contributes to the safety of the construction and maintenance work zone, specifically the personnel, equipment, and motorist public traveling through the work zone.
- The purpose of the work zone officer is to:
 - Provide an additional level of safety to the project site
 - Provide a visible presence to reinforce the traffic control devices
 - Assist in the safe and efficient movement of traffic through the work zone
 - Minimize the delay caused by traffic incidents in and around the work zone
 - If necessary, take appropriate enforcement action when the safety of the work zone is jeopardized
- The three types of law enforcement services are police presence, police enforcement and police traffic control.
 - Police presence is the use of police officers at the beginning of the active work zone area utilizing their blue lights to gain the attention of motorists.
 - Police enforcement is utilized when enforcement is required to enhance the safe operation of the work zone.
 - Police traffic control is used in detour/diversion situations.

04-09.02 DUTIES AND RESPONSIBILITIES

- The DOTD Project Engineer shall:
 - Have overall authority over the project
 - Extend an invitation to the appropriate Troop Commander to attend a pre-construction conference
 - Develop detour routes and incident management plans prior to the beginning of construction with the Troop Commander, affected local law enforcement authorities and the contractor.
 - Determine the number of officers required for traffic control depending on the work zone type, location on the roadway, size of the work zone, duration and period of activity.
 - Make the final determination on all issues regarding officer responsibility in the work zone.
- Project Contractor
The Project Contractor is the company representative granted the authority to oversee the work. Although he is the contact person for the work zone officer, he shall not have the authority to place the work zone officers in situation contrary to established procedures.
- Traffic Control Supervisor
The contractor's Traffic Control Supervisor is the representative responsible for overseeing the placement of required signage, cones, and other work zone safety devices for the project site. Officers shall report any discrepancies in signage to the Traffic Control Supervisor.
- Troop Commander
The Troop Commander shall:
 - ensure that he, or his designee, attends the pre-construction conference
 - ensure that his officers are provided the training material regarding work zone traffic control prior to their participation in a work zone detail
 - extend an invitation to the appropriate local law enforcement authority if unable to provide law

enforcement services for the project work zone:

- **Work Zone Officer**

The work zone officer shall:

- Familiarize himself with work zone traffic control procedures as outlined in the DOTD manual on file at the Troop
- Complete the DOTD work zone course for police officers conducted by DOTD. After September 30, 2004 all law enforcement officers will be required to complete this course prior to working a DOTD work zone
- Provide the contractor a copy of the DOTD certificate of work zone course completion to the Project Contractor prior to starting work
- Report directly to the Project Contractor but may contact the DOTD Project Engineer for clarification of procedures or directions that compromise the safety of the work zone officer, his workers, or the motoring public

04-09.03 PROCEDURES

- The work zone officer will be under contract to the Project Contractor. The Project Contractor shall provide a daily work zone briefing to the officer prior to the beginning of the shift.
- The Project Contractor shall provide advance notice to the appropriate troop for major changes in traffic patterns.
- Public Information Officer's may release information to the media that could assist motorists in avoiding potential traffic delays.
- When changing traffic patterns, the work zone officer shall be present when the traffic control devices are being placed or picked up. He shall arrive at least 15 minutes prior to the first safety device being placed and shall remain on-site until the last safety device is picked up.
- Work zone officers shall remain highly visible and in a position that provides safety to the construction zone and the officer. He shall be in the immediate location of critical safety points and in compliance with established work zone procedures.
- If the work zone officer is required to be outside of his patrol vehicle within the construction zone, he shall wear his issued reflective safety vest.
- Work zone officers shall remain in radio contact with the applicable troop communications.
- Officers may investigate minor property damage crashes that occur within the construction zone if the time required to complete the investigation is minimal. Crashes involving injuries should be investigated by the appropriate troop personnel.
- Officers shall receive remuneration from the Project Contractor. Officers shall complete and process all documentation in accordance with Department policy.

July 2, 2004
0030/0217/JGJ/2437
HQ-3-429

TO: MAJOR RUSSELL R. ROBINSON
TROOP COMANDERS

FROM: LIEUTENANT COLONEL JOHN LEBLANC

SUBJECT: WORK ZONE SAFETY TRAINING

The Louisiana State Police and the Department of Transportation and Development have entered into a cooperative endeavor to enhance the safety of work zones. To promote officer safety, proper training of police officers will be provided.

P.O. 04-09, Work Zone Safety, stipulates that all officers must attend the DOTD training course for police officers prior to September 30, 2004. This class is mandatory if the officer wishes to be assigned to a work zone. The intent of the class is to provide safety information to the police officer about work zones, define his duties and establish proper reporting procedures.

Officials from the Department of Transportation and Development have begun to contact individual troops to schedule training dates. Ensure that those officers who wish to participate in this training are notified of the scheduled training date.

Questions regarding this correspondence should be forwarded to my office or to Sergeant Jason G. Jacob in Operational Development at (225) 922-0836.

c: Colonel Henry Whitehorn
Lt. Colonel Mark Oxley
Captain Jim Mitchell
Sergeant Jason Jacob