

2019 – 2021 WORK ZONE ENFORCEMENT GUIDELINES

Oregon Department of Transportation

Transportation Safety
Division

June 2020



Help keep
everyone
safe. *Pay
attention!*

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The Way to Go.

Transportation Safety – ODOT

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Work Zone Law Enforcement (WZ LE) Guidelines

2019-2021 Biennium WZ LE Selection Process

1. FHWA provides funding to ODOT Transportation Safety Division (TSD) to support WZ LE grants to Oregon law enforcement agencies to provide WZ LE on highway construction projects.
2. TSD Work Zone Program Manager sets up a biennial WZ LE parent grant in the TSD Grant Management System (GMS).
3. The Oregon Department of Transportation (ODOT) Region Transportation Safety Coordinator (RTSC), in coordination with ODOT staff and the proposed law enforcement agency, identifies Region construction projects needing work zone law enforcement.

The law enforcement agency is either the Oregon State Police (OSP) and/or local law enforcement agency(s).

Regions should start to identify their next biennium list of projects that will require enhanced enforcement approximately 6 months in advance of the State Biennium start, e.g. in January prior to new state fiscal year start of July 1.

Projects must be infrastructure construction projects, not maintenance or emergency projects, and be built to federal design standards in order to be eligible for these FHWA enhanced enforcement dollars.

Note: Project identification must occur in advance as noted above in order for all necessary Transportation Safety Division grant agreements to be completed and to give the police enforcement agency enough advance notice to receive approval from their Headquarters/City Council/Board of Commissioners. Adequate time is also needed for specific enforcement project(s) to go through the contract development process.

4. The TSDs WZ Program Manager coordinates with the RTSCs to set up overtime enforcement OSP and/or local LE agency mini-grants in GMS. Each law enforcement agency must have a signed and approved mini-grant prior to providing overtime WZ LE for reimbursement.

The TSD WZ Program Manager also enters the projects identified for WZ LE into the Work Zone Electronic Tracking System (WZ ETS), along with updated law enforcement agency data, estimated billing rates, contacts etc.

5. After approval, any additional projects are entered by the RTSC in the WZ ETS.

If a local law enforcement agency is not online with WZ ETS the projects, any updates and their approvals must be coordinated by the local LE agency and RTSC via email, or other communication method. Updated information is entered into WZ ETS by the RTSC.

Note: A signed and approved TSD Grant Agreement is required prior to a law enforcement agency providing WZ overtime LE and billing to the grant.

6. The law enforcement agency must accept, monitor and track projects within the WZ ETS. However, if the law enforcement agency is not online with WZ ETS then acceptance of projects and tracking of monthly data is sent between the RTSC and the law enforcement agency contact by email.
7. The RTSC, ODOT Resident Engineer or the Resident Engineer-Consultant Projects must contact the law enforcement agencies three weeks prior to project start date to provide any project updates. Details as to the number of enforcement hours per month for each project should be customized as necessary in WZ ETS. Any special enforcement information should also be noted within WZ ETS. If active enforcement vs. non-enforcement is not specifically requested, the law enforcement agency will assume active enforcement or use their best judgement based on work zone conditions.

It is also required that the law enforcement agency be invited to relevant project pre-construction meetings. See the “**Law Enforcement Processes During Project Design and Construction**” section below.

Note: The RTSC must update projects and provide all possible approvals in as timely a manner as possible within WZ ETS, or by email if the agency is not online with the WZ ETS system. Regardless of being online or not, all projects need to be updated in WZ ETS in a timely manner and shared with the law enforcement agency.

8. The law enforcement agency provides WZ LE according to the project schedule and within the agreed upon awarded project dollar amount.

Note: Continuous communication is necessary between the law enforcement agency and the RTSC and/or ODOT Resident Engineer, the Resident Engineer-Consultant Projects and/or Construction Inspector to process project updates and make needed schedule changes.

9. The law enforcement agency works with the RTSCs to accept, monitor and track WZ LE projects within the ODOT Work Zone Electronic Tracking System (ETS). If a law enforcement agency is not online with ETS, in coordination with the WZ Program Manager, project activities are tracked by email and paper documentation; e.g. a hard copy Monthly Construction Zone Project Report (MCZPR).

Note: For law enforcement agencies not online with WZ ETS, TSD will enter the agency's enforcement shifts/stats/necessary approvals into WZ ETS when processing Claims for Reimbursement and associated MCZPR form(s).

10. A Claim for Reimbursement is submitted by the law enforcement agency, along with supporting documentation, to the Transportation Safety Division (TSD) after RTSCs and LE agency approve shift/stats information. Claims are submitted per the TSD GMS mini-grant timeline.

Note: The Claim for Reimbursement must be submitted with a corresponding Project Administration report within WZ ETS or a fully signed MCZPR hardcopy form(s) if the law enforcement agency is not online with WZ ETS.

11. ODOT TSD then reconciles the Claim for Reimbursement and reimburses the law enforcement agency per the grant agreement. Original signatures are required for any claim payments.

Monthly Construction Zone Project Report (MCZPR) Form Use

To receive compensation for work zone law enforcement services provided, local law enforcement agencies not online with WZ ETS must complete an MCZPR form for each project receiving these services. A signed hard copy of the MCZPR is attached by the law enforcement agency to its monthly Claim for Reimbursement submitted to TSD. TSD reviews the MCZPR and sends to the appropriate RTSC for concurrence prior to paying the claim.

Law Enforcement Processes During Project Design and Construction

Summary:

When law enforcement use is planned for a project, include a Work Zone Enforcement Plan (WZEP) in the Transportation Management Plan (TMP). Consider the need, extent, and type of police enforcement to be used. Manage the WZEP throughout the life of the project. Law Enforcement personnel must be invited to pertinent project meetings, including the Pre-Construction meeting to discuss how law enforcement will be used and to coordinate locations within the project for enforcement. During construction coordinate with law enforcement on a weekly, if not daily basis, to implement the WZEP, including finding the safest locations for placement of law enforcement within the work zone, while also maintaining a visual presence to the public.

During Design:

If a TSD/LE agency grant is in place and signed, work with law enforcement during project design to designate locations within the project for placement of law enforcement. Provide positive protection to the greatest extent feasible while maintaining a visible presence of the law enforcement to motorists.

Identify safe locations for increasing the safety of law enforcement in the project specific law enforcement plan, in order of preference, as follows:

- A. Include longitudinal and lateral buffer spaces from live traffic.
- B. Incorporate positive protection features of the existing highway and current construction project. Existing positive protections may include:
 - a. Existing pullouts
 - b. Existing guardrail, barriers, etc
 - c. Project related positive protection, including shadow vehicles and truck mounted attenuators
- C. To greatest extent feasible provide law enforcement project specific positive protections, keeping in mind that a clear zone should be maintained for traffic.
- D. Incorporate delineation to the greatest extent feasible for identified locations if the previous alternatives are not appropriate.

During Construction:

To identify safe zones for the deployment of law enforcement in projects, while still maintaining a visual presence to motorists. Work with the Contractor and law enforcement during construction to identify locations with the following considerations:

- A. Include longitudinal and lateral buffer spaces from live traffic.
- B. Incorporate positive protection features of the existing highway and current construction project. Existing positive protections may include:
 - a. Existing pullouts
 - b. Existing guardrail, barriers, etc.
 - c. Project related positive protection, including shadow vehicles and truck mounted attenuators
- C. To greatest extent feasible provide law enforcement specific positive protections, keeping in mind that a clear zone should be maintained for traffic.
- D. Incorporate delineation to the greatest extent feasible for identified locations if the previous alternatives are not appropriate.

Also, during design or construction as appropriate consider:

- A. Asking Law Enforcement to turn lights on while providing presence.
- B. Asking Law Enforcement to provide mobile enforcement.
- C. Asking Law Enforcement to provide two officers for enforcement, one mobile and one stationary.


Other Considerations:

Consider speed management alternatives and supplements to enforcement. These may include the following:

- a. Reduced Speed Limits
- b. Speed Reader Trailers, Rumble Strips, Other Temporary Traffic Control Devices
- c. Public Information Campaigns

2019 – 2021 Biennium Work Zone Law Enforcement Funding

The following chart show available 2019 -2021 biennium work zone, local police department and Oregon State Police, law enforcement funding. Funding allocations are shown for each Region. During this biennium the only process to bring LE onto a project is through the use of this funding via signed grant agreements between TSD and a LE agency.

Status:		Budget			
Title:	2019-2021 Biennium	Local		OSP	
Short:	19-21	OBDU		OBDU	
Start:	7/1/2019	Region 1	1,112,578	Region 1	365,950
Stop:	6/30/2021	Region 2	180,331	Region 2	861,056
Description:	19-21 State Biennium	Region 3	35,058	Region 3	469,668
		Region 4	20,000	Region 4	156,556
		Region 5	20,033	Region 5	146,770
Budget:	3,753,484	TSD		TSD	
Allocated Budget:	\$3,368,000	Total:	\$1,368,000	Total:	\$2,000,000
Unallocated Budget:	\$385,484				

Anticipated 2021-2023 Biennium Process

Beginning with the 2021-2023 biennium, the process to provide WZ LE on ODOT construction projects will change. WZ LE will be implemented and billed on construction projects directly through the ODOT Project Delivery process.

In the 2021-2023 biennium, WZ LE will be paid directly through the project delivery process as follows:

- State Highway Funds will pay for Non-enforcement work
- Federal Funds will pay for Active Enforcement work.

TSD/LE grant agreements and associated mini-grants will no longer be used to fund and track WZ LE on construction projects.

These process changes are being implemented to increase the efficacy and efficiency of getting WZ LE on ODOT construction projects. With this process WZ LE will be able to be brought to work on a project more directly and as needed.

A select few of 2019-2021 biennium WZ LE projects will be identified as pilot projects for the new process. This will help define and inform the anticipated 2021-2023 WZ LE program changes.

Work Zone Law Enforcement WZLE *Transition Process* (NEW)

- As of July 1, 2021 all Work Zone Law Enforcement (WZLE) on ODOT construction projects will be provided and funded through the ODOT Project Development and Construction Administration processes. With Project Delivery taking the lead, Transportation Safety Division (ODOT- TSD) will transition to no longer providing work zone enforcement grants to law enforcement agencies. **David Kim, Statewide Delivery Manager, will monitor each of the transitions of the work zone projects**
- With this shift of funding for WZLE, there is no longer a “cap” on the amount of enforcement an agency may receive. However, agencies may not have staffing resources to provide all enforcement requested.
- The Region Transportation Safety Coordinators (RTSCs) will continue to work with Region Resident Engineers (RE) and other stakeholders during the project development. ***LE will also be present at the project meetings.*** Together, the group will create a list of projects that will require WZLE (as Anticipated Items) receiving project funding. The RTSCs coordinate between the Law Enforcement (LE) agency and ODOT Regional RE for WZLE activities.
- The ODOT-TSD Administrator will develop interagency Agreements with each of the Enforcement entities that will participate in the WZLE process after June 30, 2021.
- Oregon State Police, through this current grant cycle are working on a time tracking system to replace the Enforcement Tracking System (ETS) developed by ODOT-TSD. Once finished, this system will be available for any LE Entity that wishes to use it to continue working with the revised WZLE Process.
- Billing will be coordinated through each LE Entity or “department.” Each department will be responsible for their own billing with the new system (patterns after ETS/ODOT).
- This ***Work Zone Enforcement Guidance*** document has updated with all contacts up until the 2021 Biennium begins. (July 1, 2021). At that time, this guidance document will be altered to promote the new guidelines.
- LE departments can report enforcement hours to the RTSC and Resident Engineer (Project Manager) for reimbursement and must indicate whether patrol hours are non-active or active enforcement. As there are two fund sources for this, both efforts will need itemized documentation for reimbursement.

This information is to give you an idea of what is coming July of 2021. Some of the participants may be different, but the goal will be to keep our work zones safe.

Work Zone Contacts

ODOT Region Transportation Safety Coordinators

Region 1

Tiana Tozer

Tiana.Tozer@odot.state.or.us

(503) 731-3150

Fax (503) 731-8259

Region 2

Nicole Charlson

Nicole.L.Charlson@odot.state.or.us

(503) 986-2763

Fax (503) 986-2839

Region 3

Rose Senger

Rosalee.Senger@odot.state.or.us

(541) 957-3657

Fax (541) 672-6148

Region 4

Vanessa Robinson

Vanessa.Robinson@odot.state.or.us

(541) 508-9690

Fax (541) 388-6022

Region 5

Billie-Jo Deal

Billie.Jo.M.Deal@odot.state.or.us

(541) 963-1387

Fax (541) 963-0738

ODOT Transportation Safety Division (TSD) Headquarters Contacts

ODOT Roadway Safety Program Manager

William Warner, Roadway Safety Program Manager

William.A.Warner@odot.state.or.us

(503) 986-4195

Fax (503) 986-3143

Jody Raska, Executive Support

Jody.L.Raska@odot.state.or.us

(503) 986-4188

Fax (503) 986-3143

ODOT Work Zone Website: <https://www.oregon.gov/ODOT/Safety/Pages/Work-Zone.aspx>

Oregon State Police (OSP) Contacts

OSP Salem Headquarters

Lt. Scott Rector

scott.rector@osp.oregon.gov

(971) 600-6581

Fax (503) 391-5910

Laura Steward
Laura.Steward@osp.oregon.gov

(503) 934-0269
Fax (503) 391-5910

Other ODOT Work Zone Related Contacts

Traffic Control Plans Engineer

ODOT Technical Services Division, Traffic Engineering and Operations Section

Justin King
Justin.S.King@odot.state.or.us

(503) 986-3584
Fax (503) 986-3749

ODOT Office of Employee Safety

R. "Scott" Seater
Ronald.Seater@odot.state.or.us

(503) 378-2639
Fax (503) 986-6382

Region Transportation Management Operations Centers (TMOC) or Dispatch Centers

Region 1	TMOC	(503) 283-5859 or (503) 362-0457
Region 2	Station 2 Dispatch Center	(503) 362-0457
Region 3	Station 3 Dispatch Center	(877) 877-3806
Region 4	Station 4 Dispatch Center	(866) 228-4164 or (541) 383-0121
Region 5	Station 4 Dispatch Center	(541) 383-0121

Please use these numbers to report incidents on a given state roadway. Do not use these numbers as a means to make your contact with ODOT staff per the work zone enforcement grant.

For specific information about your work zone, dates and times of enforcement needs, and to report as part of the officer reporting process, please contact your ODOT Resident Engineer

Local Agency LE Contacts

City of Beaverton Police Department

PO Box 4755
Beaverton, OR 97076

Patrol Contact: Deputy Chief Jeff Williams
Phone: 503-526-2289
Fax: 503-826-2541
Email: Jwilliams@beavertonoregon.gov

Finance Contact: Michelle Harrold
Phone: 503-526-2517
Email: mharrold@beavertonoregon.gov

Clackamas County Sheriff's Office

9101 Sunnybrook Blvd.
Clackamas, OR 97015

Patrol Contact:
Sean Collinson
Phone: 503-785-5092
Fax: 503-785-5112
Email: seancol@co.clackamas.or.us

Finance Contact: Nancy Artmann
Phone: 503-785-5012
Email: nartmann@clackamas.us

Finance Contact: Bouavieng Bounnam,
Grant Accountant Phone: 503-742-5422
Email: bbounnam@co.clackamas.or.us

City of Eugene Police Department

300 Country Club Rd.
Eugene, OR 97401

Patrol Contact: S. Marsh
Phone: 541-682-5336
Email: SMarsh@eugene-or.gov

Finance Contact: Julie Schafer
Phone: 541-682-5092
Email:
Julie.j.schafer@ci.eugene.or.us

Alternate Finance Contact: Tim Costin
Phone: 541-682-8364
Email: TCostin@eugene-or.gov

City of Forest Grove Police Department

PO Box 326
Forest Grove, OR 97116

Patrol Contact: Capt. Michael Hall
Phone: 503-992-3211
Email: mhall@forestgrove-or.gov

Finance Contact: Paul Downey, Finance Manager
Phone: 503-992-3220
Email: pdowney@forestgrove-or.gov

City of Gresham Police Department

1333 NW Eastman Parkway Gresham, OR 97030

Patrol Contact: Lt. Bill Smith
Phone: 503-618-2326
Email: William.Smith@greshamoregon.gov

Finance Contact: Julie Kallem,
Sr. Management Analyst
Phone: 503-618-2458
Email: Julie.Kallem@greshamoregon.gov

City of Hillsboro Police Department

250 SE 10th Avenue Hillsboro, OR 97123

Patrol Contact: Sgt. Jincy Pace
Phone: 971-724-2212
Fax: 503-681-6260
Email: Jincy.Pace@hillsboro-oregon.gov

Finance Contact: Kim Basney,
Program & Support Manager
Phone: 503-681-6193
Fax: 503-681-6260
Email: Kim.Basney@hillsboro-oregon.gov

Marion County Sheriff's Office

PO Box 14500, Salem, OR 97309

Patrol Contact: Allycia Weathers,
Phone: 503-589-3238
Fax: 503-589-3259
Email arweathers@co.marion.or.us

Multnomah County Sheriff's Office

234 SW Kendall Ct., Troutdale OR 97060

Patrol Contact: Lt. Brent Laizure

Phone: 503-849-5315

Fax: 503-261-2812

Email: brent.laizure@mcso.us

Finance Contact: Pam Rothe

501 SE Hawthorne Blvd Ste 350

Portland OR 97214

Phone: (503) 988-4336

Email: pam.rothe@mcso.us

City of Newberg-Dundee Police Department

PO Box 970 Newberg, OR 97132

Patrol Contact: Sgt. Eric Ronning

Phone: 503-537-1226

Fax: 503-538-5393

Email: eric.ronning@newbergoregon.gov

City of North Plains Police Department

31360 NW Commercial Street

North Plains, OR 97133

*Contracted Services with WA County Sheriff's Office

Finance Contact: Sarah Baker,

Administrative Supervisor

Phone: 503-647-5555

Email: finance@northplains.org

City of Oregon City Police Department

320 Warner Milne Road

Oregon City, OR 97045

Patrol Captain: Sgt. Justin Young

Phone: 503-496-1679

Fax: 503-655-0530

Email: jyoung@orccity.org

Finance Contact: Kelly Dilbeck

Phone: 503-496-1682

Fax : 503-655-0530

Email: kdilbeck@orccity.org

Portland Police Bureau

7214 N. Philadelphia Ave. Portland, OR 97203

Patrol Contact: Capt. Stephanie Lourenco

Phone: 503-823-4173

Fax: 503-823-2220

Email: Stephanie.lourenco@portlandoregon.gov

Finance Contact: Katy Schnoor

Phone: 503-823-6944

Email: katy.schnoor@portlandoregon.gov

City of Salem Police Department

555 Liberty Street SE, Suite 130

Salem, OR 97301

Patrol Contact: Sgt. Jon Hardy

Phone: 503-588-6171

Fax: 503-588-6329

Email: jhardy@cityofsalem.net

Patrol Contact: Lt. Michael Bennett

Phone: 503-588-6171

Fax: 503-588-6329

Email: mbennett@cityofsalem.net

Finance Contact: Kimberly Blaylock

Phone: 503-588-6248

Email: kblaylock@cityofsalem.net

City of Tigard Police Department

13125 SW Hall Blvd. Tigard, OR 97223

Patrol Contact; Lt. Neal Charleton

Phone: 503-718-2571

Fax: 503-670-1561

Email: neal.charleton@tigard-or.gov

Finance Contact: Lisa Shaw, Business Manager

Phone: 503-718-2554

Email: lisa.shaw@tigard-or.gov

City of Tillamook Police Department

210 Laurel Avenue Tillamook, OR 97141

Patrol Contact: Chief Terry Wright

Phone; 503-842-2522

Fax: 503-815-1900

Email: twright@tillamookor.gov

Washington County Sheriff's Office

215 SW Adams Ave, MS 32
Hillsboro, OR 97123

Patrol Contact: Lt. Tim Tannenbaum
(until June 1)
Phone: 503-846-5954
Fax: 503-846-5910
Email:
Timothy_Tannenbaum@co.washington.or.us

Patrol Contact 2: Sgt. Colin Kurfess
Phone: 503-846-5955
FAX: 503-846-5910
Email: Colin_Kurfess@co.washington.or.us

Finance Contact: Debbie McCarroll
Phone: 503-846-2546
Email:
Debbie_McCarroll@co.washington.or.us

City of West Linn Police Department

1800 8th Avenue West Linn, OR 97068

Patrol Contact: Sgt. B. Wade Corbin
Phone: 503-655-6214
Fax: 503-656-0319
Email: bcorbin@westlinnoregon.gov

Finance Contact; Lauren Breithaupt,
Assistant Finance Director
Phone: 503-657-0331
Email: lbreithaupt@westlinnoregon.gov
Consultant Projects/Construction Inspector
or RTSC for your given project.

Additional Information

For additional information, see the following supporting documents.

- EXHIBIT A “2019-2021 BIENNIUM WORK ZONE ENFORCEMENT PROJECT WORK PLAN”
- “Considerations for Determining Law Enforcement Involvement on STIP Projects”
- Title 23 Federal Aide Policy Guide:
 - Title 23: Highways
 - CHAPTER I: FEDERAL HIGHWAY ADMINISTRATION, DEPARTMENT OF TRANSPORTATION
 - SUBCHAPTER G: ENGINEERING AND TRAFFIC OPERATIONS
 - PART 630: PRECONSTRUCTION PROCEDURES
 - Subpart K: Temporary Traffic Control Devices
 - 630.1108 - Work zone safety management measures and strategies.

EXHIBIT A

2019-2021 BIENNIUM WORK ZONE ENFORCEMENT PROJECT WORK PLAN

Under the work zone enforcement grants ODOT will enlist the forces of state and local law enforcement agencies as authorized by ODOT and in compliance with the provisions of local cooperative policing agreements. Grantees will operate according to processes and procedures herein and outlined in the 2019-2021 Work Zone Enforcement Guidelines and its modifications.

Project Objectives

- Increase driver attentiveness.
- Reduce traffic related deaths, injuries and crashes in roadway work zones by reducing speeds through these zones. Focus on reducing vehicle speeds within the transition zone prior to the work area and throughout the zone.
- Provide ODOT input on the ability to safely and instinctively maneuver through the zones.
- Provide information to local media sources emphasizing safety in work zones.

Project Operation

These projects meet federal design and construction standards to be eligible for federal participation and reimbursement for enforcement. The projects may be state or federally funded projects. Maintenance projects are not eligible under this grant agreement.

The program is paid for with Federal Highway Administration Funds. It's a statewide program operated on a biennial budget authorization through the Oregon Transportation Commission. Funds used for enforcement are not part of construction project budgets. The entire work zone budget for the 2019-2021 biennium is approximately \$3.8M in federal funds including match for ODOT education, enforcement, and ODOT minor equipment needs. Federal funds are provided to the ODOT Regions based on work zone enforcement needs identified by Region staff, consultants and state/local enforcement agencies.

Work zone enforcement construction project identification and coordination for ODOT's Region managed construction projects are the responsibility of the Region Transportation Safety Coordinator in coordination with the Resident Engineer.

This agreement is primarily with the Oregon State Police, although funds may be used to fund local police agencies within the provisions of local cooperative policing agreements. As stewards of the state highway system, OSP will generally have the first opportunity to cover the enforcement needs in work zones on state highways up to the amount of their budget limitation. If the work zone is on a state highway, located within City limits, OSP may be notified that patrol hours are available as long as OSP budget limitation exists however enforcement would typically be requested of the City in this instance. If OSP indicates they will not be able to

provide resources for the identified enforcement or they do not typically respond to priority calls for service in the area the enforcement hours may be offered to the local police department or sheriff's office.

Reimbursable work zone activities:

- ❑ Reimbursement will be provided to OSP or local police agency based on the grant negotiations and will be identified within the Grant Agreement.
- ❑ The total reimbursable grant amount must be matched with a non-reimbursable match amount of 10.27percent.
- ❑ Direct travel to a project, or in-between projects, shall ideally not be more than a maximum of 20 percent of the total hours of patrol effort provided for that shift. *Thus, an 8 hour patrol effort ideally will not have more than an additional 1.6 hours of associated travel time.* Travel will be reimbursable at the same rate as it was incurred (regular or overtime.) The final decision regarding the amount of travel time allowed on a per project basis will be at the discretion of the ODOT Region Transportation Safety Coordinator.
- ❑ Reimbursable patrol under this grant is to be within 3 miles either side of the official work zone.
- ❑ Direct administrative time spent by the enforcement agency in relation to the work zone projects and program as long as the administrative time is not already loaded into an indirect agency billing rate. Direct administrative activities eligible for reimbursement include:
 - Supervisory documentation of grant hours and activities.
 - Program level enforcement consultation with ODOT personnel.
 - Scheduling and coordinating enforcement patrols, billings etc.
 - Coordination of public safety announcements with news media.

Non-reimbursable work zone enforcement activities shall include

- ❑ Enforcement at work sites not approved by ODOT.
- ❑ Time spent on unrelated service calls.
- ❑ Match at 10.27 percent of the total grant amount.

Responsibilities

Program responsibilities have been divided into four sections:

- ❑ ODOT Transportation Safety Division.
- ❑ ODOT Region Transportation Safety Coordinator.
- ❑ ODOT Resident Engineer or Resident Engineer- Consultant Projects and Construction Coordinators.
- ❑ Enforcement Agency.

ODOT Transportation Safety Division:

- ❑ Develop grant documents as necessary.
- ❑ Monitor program and budget at statewide level.

- ❑ Revise program scope as necessary.
- ❑ Adjust Region and OBDU budget allocations as needed.
- ❑ Track total program expenditures and budgets.
- ❑ Administer the Work Zone Enforcement Tracking System (WZ ETS) at a statewide level.
- ❑ Partner with FHWA.
- ❑ Develop and administer Work Zone Public Information and Education Program statewide.
- ❑ Coordinate with ODOT Headquarters and Region, OSP Headquarters and local police agency public information representative(s) to provide information to statewide media.
- ❑ Process and authorize various program documents in a timely manner.
- ❑ Operate according to project guidelines outlined in official grant document including the 2019-2021 Work Zone Enforcement Guidelines and its modifications as necessary.
- ❑ Raise safety concerns in work zones through the ODOT chain of command if issues are not dealt with in a timely, appropriate and safe manner.

ODOT Region Transportation Safety Coordinator (RTSC)

- ❑ Develop biennial enforcement plan/project lists and budget in coordination and partnership with ODOT Resident Engineers, Resident Engineer- Consultant Projects, Construction Coordinators and state/local law enforcement or their designees.
- ❑ Allocate enforcement hours and update project list and allocations as needed.
- ❑ Administer the WZ ETS for the Region.
- ❑ Monitor work zone enforcement program status at Region level.
- ❑ Coordinate with ODOT Region, OSP and local police agency public information representative(s) to provide information to local media.
- ❑ Process and authorize various program documents in a timely manner.
- ❑ Operate according to project guidelines outlined in official grant document including the 2019-2021- Work Zone Enforcement Guidelines and its modifications as necessary.
- ❑ Track expenditure of enforcement hours by project.
- ❑ Meet regularly with construction project and enforcement staff to assess program/project progress and needs.
- ❑ Maintain the various processes and forms identified within the 2019-2021 Work Zone Enforcement Guidelines to provide consistency throughout the state.
- ❑ Raise safety concerns in work zones through the ODOT chain of command if issues are not dealt with in a timely, appropriate and safe manner.

1

2 **ODOT Resident Engineer and Resident Engineer- Consultant Projects or their designee:**

- 3 ❑ Coordinate individual project work schedules with enforcement agency(s), Region Transportation Safety
- 4 Coordinators. If specific needs exist such as static enforcement vs. active enforcement that information
- 5 should be provided and included in the WZ ETS by the Region Transportation Safety Coordinator.
- 6 ❑ Schedule specific overtime enforcement needs through requests to the Region Transportation Safety
- 7 Coordinator for inclusion in the WZ ETS at least 3 months prior to construction start date. Two weeks
- 8 prior to construction start date, at a minimum, police should be contacted again to confirm project start
- 9 so police can begin the development of the overtime shift schedule.
- 10 ❑ Consider provision of safe enforcement areas such as “launch pads” and pull-outs when possible within
- 11 specific work zones. Encourage the use of Class III safety apparel at all times.
- 12 ❑ Monitor roadway and shoulder areas for debris including gravel which could be hazardous to police
- 13 motorcycle patrols.
- 14 ❑ Process and authorize various program documents in a timely manner.
- 15 ❑ Encourage notation of presence of patrols on construction Daily Progress Reports or similar construction
- 16 field logs when possible.
- 17 ❑ Encourage cooperative working relationship between Contractor, Inspector, Work Zone Traffic Control
- 18 Supervisor and police agencies in order to perform construction and enforcement functions in the safest
- 19 manner possible.
- 20 ❑ Operate according to project guidelines outlined in official grant document including the 2019-2021
- 21 Work Zone Enforcement Guidelines and its modifications as necessary.
- 22 ❑ Coordinate with ODOT Region, OSP and local police agency public information representative(s) to
- 23 provide information to local media.
- 24 ❑ Raise safety concerns in work zones through the ODOT or OBDP chain of command if issues are not
- 25 dealt with in a timely, appropriate and safe manner.

26 **Enforcement Agency**

- 27 ❑ Provide to the best of their ability the necessary staffing per agreed Enforcement Plan (WZ ETS/Master
- 28 Project Spreadsheet.
- 29 ❑ Provide 10.27 percent match.
- 30 ❑ Provide high visibility/high contact enforcement efforts while patrolling under this grant and while
- 31 performing match patrol hours under this grant or specific enforcement activities as requested.
- 32 ❑ Assist ODOT in identifying alternative law enforcement resources if OSP is unable to provide services.
- 33 ❑ Contact ODOT Resident Engineer/Resident Engineer- Consultant Projects, Construction Coordinators or
- 34 RTSC to alert of work zone safety issues. In emergencies contact the Region Dispatch Office or in

1 Region 1 the Traffic Management Operations Center as noted in the 2019-2021 Work Zone
2 Enforcement Guidelines.

- 3 ❑ Raise safety concerns in work zones through the ODOT chain of command if issues are not dealt with in
4 a timely, appropriate and safe manner.
- 5 ❑ Document information requested in the WZ ETS/MCZPR forms and submit via WZ ETS//MCZPR
6 forms per work zone project for approval monthly.
- 7 ❑ The 10.27 percent Match may be provided in various forms as agreed upon and documented within the
8 Grant Agreement. Option A will be used unless another option is noted in the Grant Agreement.
9 Examples include but are not limited to:
10 Option A: Provide 10.27 percent match in documented straight time enforcement ideally on a monthly
11 basis and based on the amount of overtime funds provided on each work zone.
12 Option B: provide the overtime billings for enforcement to ODOT with a requested reimbursement of
13 89.73 percent. No straight time reporting is necessary with this option.
14 Option C: Provide 10.27 percent match in documented straight/overtime court appearances on work
15 zone citations directly related from this grant.
- 16 ❑ Working with other areas of the enforcement agency regarding resource needs, if applicable.
- 17 ❑ Maintaining project files for federal and state audit purposes.
- 18 ❑ Processing and authorizing various program documents in a timely manner.
- 19 ❑ Participating in project design or work zone construction meetings as possible.
- 20 ❑ Coordinating with ODOT Region, OSP and local police agency public information representative(s) to
21 provide information to local media.
- 22 ❑ Operating according to project guidelines outlined in official grant document including the 2019-2021
23 Work Zone Enforcement Guidelines and its modifications as necessary.



Considerations for Determining Law Enforcement Involvement on STIP Projects

- Average Daily Traffic
 - Complex or very short term changes in traffic patterns with significant potential for road user confusion or worker risk from traffic exposure.
 - Frequent worker presence adjacent to high speed traffic without positive protections devices.
- Crash History
 - Existing traffic conditions and crash histories that indicate a potential for substantial safety and congestion impacts related to the work zone activity, and that may be mitigated by improved drive behavior and awareness of the work zone.
- Speed Zone
 - High speed roadways where unexpected or sudden traffic queuing is anticipated, especially if the queue forms a considerable distance in advance of the work zone or immediately adjacent to the work space
- Visibility of Work Area
 - Night work operations that create substantial traffic risks for workers and road users
- Potential Distance Between Idle Location and Active Work
 - Traffic control setup or removal that presents significant risks to workers and road users
 -
- Type of Construction Operations i.e.; change of stage is a vulnerable time
 - Work zone operations that require brief stoppage of all the traffic in one or both directions.
- Road Geometry
 - Other work site conditions where traffic presents a high risk for workers and road users such that the risk may be reduced by improving road user behavior and awareness.

Temporary Traffic Control Devices Final Rule 23 CFR 630 Subpart K

23 CFR § 630.1108 (d) - Work zone safety management measures and strategies.

§ 630.1108 Work zone safety management measures and strategies.

(d) Uniformed Law Enforcement Officers.

(1) A number of conditions may indicate the need for or benefit of uniformed law enforcement in work zones. The presence of a uniformed law enforcement officer and marked law enforcement vehicle in view of motorized traffic on a highway project can affect driver behavior, helping to maintain appropriate speeds and improve driver alertness through the work zone. However, such law enforcement presence is not a substitute for the temporary traffic control devices required by Part 6 of the MUTCD. In general, the need for law enforcement is greatest on projects with high traffic speeds and volumes, and where the work zone is expected to result in substantial disruption to or changes in normal traffic flow patterns. Specific project conditions should be examined to determine the need for or potential benefit of law enforcement, such as the following:

- (i)** Frequent worker presence adjacent to high-speed traffic without positive protection devices;
- (ii)** Traffic control setup or removal that presents significant risks to workers and road users;
- (iii)** Complex or very short term changes in traffic patterns with significant potential for road user confusion or worker risk from traffic exposure;
- (iv)** Night work operations that create substantial traffic safety risks for workers and road users;
- (v)** Existing traffic conditions and crash histories that indicate a potential for substantial safety and congestion impacts related to the work zone activity, and that may be mitigated by improved driver behavior and awareness of the work zone;
- (vi)** Work zone operations that require brief stoppage of all traffic in one or both directions;
- (vii)** High-speed roadways where unexpected or sudden traffic queuing is anticipated, especially if the queue forms a considerable distance in advance of the work zone or immediately adjacent to the work space; and
- (viii)** Other work site conditions where traffic presents a high risk for workers and road users, such that the risk may be reduced by improving road user behavior and awareness.

(2) Costs associated with the provision of uniformed law enforcement to help protect workers and road users, and to maintain safe and efficient travel through highway work zones, are eligible for Federal-aid participation. Federal-aid eligibility excludes law enforcement activities that would normally be expected in and around highway problem areas requiring routine or ongoing law enforcement traffic control and enforcement activities. Payment for the services of uniformed law enforcement in work zones may be included in the construction contract, or be provided by direct reimbursement from the highway agency to the law enforcement agency. When payment is included through the construction contract, the contractor will be responsible for reimbursing the law enforcement agency, and in turn will recover those costs through contract pay items. Direct interagency reimbursement may be made on a project-specific basis, or on a program-wide basis that considers the overall level of services to be provided by the law enforcement agency. Contract pay items for law enforcement service may be either unit price or lump sum items. Unit price items should be utilized when the highway agency can estimate and control the quantity of law enforcement services required on the project. The use of lump sum payment should be limited to situations where the quantity of services is directly affected by the contractor's choice of project

scheduling and chosen manner of staging and performing the work. Innovative payment items may also be considered when they offer an advantage to both the highway agency and the contractor. When reimbursement to the law enforcement agency is made by interagency transfer of funds, the highway agency should establish a program-level or project-level budget that is adequate to meet anticipated program or project needs, and include provisions to address unplanned needs and other contingencies.