USE OF POLICE TRAFFIC SERVICES IN WORK ZONES

A. INTRODUCTION

The use of police traffic services in construction and maintenance work zones has proven to be effective in enhancing the safety of road workers and motorists. The primary reasons to utilize police services in work zones are:

(a) **Speed Control**. Vast research has shown that the presence of a marked police car is simply the most effective speed control measure in work zones.

(b) **Enforcement**. Police enforcement increases motorists' compliance with work zone regulations and discourages aggressive or careless driving.

(c) **Traffic Incident/Accident Management**. Work zone officers can immediately respond to any incident/accident, quickly restoring traffic flow and enhancing the safe operation of the work zone.

(d) **Traffic Control**. A police officer commands respect and authority. Thus, his presence facilitates the safe and efficient movement of traffic through the work zone (e.g., detour/diversion situations).

(e) **Increased Visibility**. The presence of a marked police vehicle in the work zone area is an effective measure to capture the attention of passing motorists causing greater motorist alertness.

B. USE OF POLICE AS A SPEED CONTROL MEASURE IN STATIONARY WORK ZONES

B.1. INTRODUCTION

When police are used as a speed control measure in stationary work zones, the service is usually implemented in one of the three following forms: (1) *Stationary Police Vehicle with Lights and Radar On*, this technique involves a police officer sitting inside a marked police car stationed at the site with its roof-mounted lights and radar in operation; (2) *Police Traffic Controller*, this technique consists of a uniformed officer standing at the side of the road near a speed limit sign, who manually motions for traffic to slow down; and (3) *Cruising Police Vehicle*, a marked police car regularly cruises the work zone area. The most effective of these techniques is the stationary police car with lights and radar on. For that reason, the deployment guidelines contained in this section are intended for this particular technique only.

B.2. OBJECTIVE

- Reduce the speed of vehicles traveling through a work zone.
- Encourage speed limit compliance.
- Increase safety in construction and maintenance work zones.
- Encourage greater motorist alertness to the surroundings.

B.3. LITERATURE REVIEW SUMMARY

B.3.1. ADVANTAGES

- Police presence/enforcement is a very effective measure of speed control in work zones.

- Average speeds in the work zone are reduced by 6 to 22 percent (2 to 13 mph, see *14, 18, 19, 24, 27 and 28).*
- The percentage of vehicles traveling at excessive speeds through the work zone is reduced by 14 to 32 percent (see *19*).
- The percentage of traffic merging in advance of a lane closure location is increased.
- Effectiveness of police presence/enforcement is sustained over time.
- This speed control measure is relatively easy to implement and remove.
- Police presence/enforcement with a stationary police cruiser with lights and radar on can be especially effective at night.
- Driver attention is higher and behavior more cautious when police are present.
- Increased police presence/enforcement at work zones appears to significantly reduce the frequency of work zone crashes.

B.3.2. DISADVANTAGES

- Though police presence/enforcement is very effective in reducing speeds, it is hampered by the limited availability of police officers and patrol cars, and the safety concerns for police officers.
- Police presence/enforcement is costly, particularly for long-term applications.
- Cooperation and creating a partnership between law enforcement, the contractor, and the Department of Transportation is a key component for a successful deployment.
- When on-duty police officers are assigned to the work zone, they may sometimes be called off the job to attend to higher priority police work.
- Speeds increase or go back to previous levels after the enforcement vehicle leaves the area.
- Lack of space for maneuvering and apprehending speeders is a drawback of law enforcement usage in work zones.

B.3.3. OTHER RELEVANT ISSUES

- Research studies have revealed that speed reductions are observed upstream from the stationary police car and at the location of the police car, with the greatest reductions occurring at the location of the police car. Immediately after the vehicles pass the police car, speeds tend to increase or go back to their original level.
- Though mean speeds decrease dramatically near the patrol car, the effect does not continue downstream.
- A police officer controlling traffic is less effective than a stationary police vehicle with light-bar and radar on (i.e., the police officer standing at the side of the road is perceived by passing drivers as less of a threat compared to a stationary patrol car capable of starting a pursuit and issuing a speeding ticket at any moment).
- Numerous studies have shown that mean traffic speeds are more likely to be reduced when a stationary police vehicle is present than when the police vehicle is cruising the area.
- A circulating police car may have a higher impact on individual vehicles than a stationary police car; nonetheless, the circulating vehicle is seen by fewer drivers and thus, its effect on the traffic stream as a whole is smaller compared to the stationary police vehicle.
- In spite of police presence/enforcement, mean speeds show some degree of variation throughout the work zone area.
- Speed enforcement is difficult in urban multi-lane facilities.

B.3.4. GUIDELINES

In addition to the guidelines described herein, SHA and construction personnel must refer to SHA's Standard Operating Procedures for the Use of Maryland State Police in Work Zones and SHA's Criteria for Use Form (see enclosed SHA Construction Memorandum 7210.100.30).

- **Motorists approaching stationary work zones should be able to see the marked police car three to five seconds in advance of its location.**

- **The police officer should be capable of starting a pursuit and issuing a speeding ticket at any moment.**
- **The marked police car should have its roof-mounted flashing lights and radar unit operating at all times. This will allow for the police car to be as conspicuous and noticeable as possible.**
- If traffic is expected to be free flowing through the work zone with little or no back-ups, the marked police car should be positioned in advance of the work zone location (e.g. workers and equipment very near the traffic stream).
- During traffic backups, the marked police car should be placed approximately ¼ mile in advance of the traffic backup. The police car should move with the backup as it lengthens or shortens.
- The marked police vehicle should be located in a position that provides maximum safety for the officer, as far from the traveled lane as possible.
- For the most part the marked police car should remain in place; however, to avoid the perception that there is no enforcement in the work zone, approximately 15 percent of the police officer's time should be used for active enforcement (this is particularly true for long-term work zone applications on which traffic citations should be periodically issued).
- Aggressive enforcement should be used during the opening days of the project and following major changes in work zone conditions.
- Enforcement pullout areas should be spaced throughout long work zones. The pullout areas need to be approximately 0.25 mile long to safely accommodate the use by police personnel. In long work zones, the pullout areas should be spaced approximately every 3 miles to adequately support the enforcement efforts (see *32*).
- The stationary police car technique should be used in those construction projects where slow-moving or stopped traffic backups are anticipated.
- The stationary police car technique may be used on all types of highways and in both short- and long-term work zones.
- Long work zones (e.g., one mile or longer) may require additional police officers and police car units.

- A second police car unit located downstream of the work zone may be occasionally used to ticket speeding drivers as they exit the work zone.
- It is believed that drivers are less attentive and travel at higher speeds at night, also, more impaired drivers are reported to be involved in crashes at night. In view of this information, the use of police officers to enforce speed limits and otherwise show their presence in nighttime work zones is highly recommended.

C. USE OF POLICE SERVICES IN MOBILE WORK ZONE OPERATIONS

C.1. INTRODUCTION

Marked police vehicles are utilized to enhance the visibility and safety of mobile work zone operations.

C.2. GUIDELINES

- The marked police car should be highly visible to approaching traffic, having its roof-mounted flashing lights and radar unit activated at all times. Drone radar use by work zone crews is a particularly effective device for mobile work zone operations (see drone radar section). Therefore the police officers should have the radar activated when escorting a mobile operation.
- The marked policed vehicle should not block an open lane unless protected by a shadow vehicle with a Truck Mounted Attenuator (TMA).
- The marked police car should be placed at least 600 ft ahead of the shadow vehicle with TMA (see *3*). Note: The distance between the vehicles may be increased or decreased depending on the type of work, terrain, local area and other factors.

D. USE OF POLICE ROLLING ROADBLOCKS FOR WORK ZONE OPERATIONS

D.1. INTRODUCTION

The police rolling roadblock technique (also referred as controlled delay) is used by some transportation agencies for work zone situations requiring intermittent short-duration full road closures (e.g. closures for bridge girder placement and utility crossing work) and/or slowing of traffic (e.g. abrupt lane shifts and hazardous conditions requiring reduced speed).

D.2. OBJECTIVE

- To momentarily suspend the entire traffic flow through a specific roadway segment where short-duration roadwork (i.e., 10- to 12-minutes) is taking place.
- To slow traffic through a work zone.

D.3. LITERATURE REVIEW

D.3.1 ADVANTAGES

- The rolling roadblock technique is a means of:
    1. short-term temporary closure of all travel or
    2. slowing traffic.
- Rolling roadblocks allow traffic to remain in motion; thus, faster traffic flow recoveries are possible compared to what occurs when traffic is brought to a complete stop.

D.3.2. DISADVANTAGES

- Rolling roadblocks have the potential to create significant traffic congestion.
- Performing rolling roadblocks generally requires additional manpower.

D.4. GUIDELINES FOR POLICE ROLLING ROADBLOCKS

Both Temporary Road Closures and Slowing of Traffic Conditions

- The rolling roadblock technique should be used only on expressways and freeways.
- Both types of rolling roadblocks need to be carefully planned and require coordination between SHA, Maryland State Police, and the contractor.
- Portable changeable message signs should be placed in advance of each point where pilot cars enter the highway to alert motorists of the rolling roadblock.
- Radio communications shall be established and maintained at all times among the traffic control vehicles and construction crew.
- A successive rolling roadblock should not be started until traffic from the preceding rolling roadblock has been cleared.
- Written notification should be provided to all affected emergency services, with a minimum of 14 calendar days when possible, prior to any road closure using the rolling roadblock technique.
- Given the potential to create congestion, rolling roadblocks should preferably be implemented during nighttime only.

Temporary Road Closures

- Marked police cars (i.e., “pilot cars”) should lead the rolling roadblock and protection vehicles should be positioned in front of each travel lane and on both shoulders (if the shoulder width is greater than 8 feet) to control the flow of traffic on the highway. The pilot cars shall enter the roadway, form the rolling roadblock, and slow traffic to create a gap far in advance of the work activity area without completely stopping traffic. If necessary, the crews may stop traffic but the stop in traffic shall not exceed 15 minutes.
- The upstream location where the pilot cars should start forming the blockade and the speed at which the blockade should travel will be determined based on the time needed to complete the work in the activity area.
- Marked “chase vehicles” should be used to follow the last free-flowing vehicles ahead of the rolling roadblock to notify construction staff that the blockage has begun.

- All ramps between the start of the blockade and the work zone shall be temporarily closed until the blockade has passed.
- The contractor may begin work immediately after the chase vehicle has passed the work zone.
- Radio communications should be used to adjust the speed of the rolling roadblock as necessary.
- If the work in the activity area is not completed when the rolling roadblock reaches it or the maximum time limit has been reached, all work should be immediately ceased except what is necessary to clear the roadway and reopen it to traffic.

Slowing of Traffic

- Marked police cars (i.e., "pilot cars") should be positioned in front of each travel laneto control the flow of traffic on the highway. The pilot cars shall enter the roadway, form the rolling roadblock, and slow traffic to create a gap far in advance of the work activity area without completely stopping traffic.
- Police personnel should maintain a set speed through the work zone as determined by the Engineer. The speed should be set so that vehicles can safely travel through the work zone.

E. POLICE ASSISTANCE IN WORK ZONE'S CRASH REPORTING

Due to the complex nature of work zones, an enhanced crash report form has been developed by SHA for reporting of work zone accidents. This form should be used by the SHA Project Engineer to report any work zone incident/accident (see next page).

Maryland SHA Work Zone Accident/Incident Report

A. Accident Report ☐

Incident Report: ☐

(An event that results in damage to traffic control devices or barrier, crash cushion, pavement, etc. {ex.: tire marks on barrier, skid marks on pavement, broken headlights/taillights, etc.})

☐☐☐☐☐☐☐☐ MAARS Report Number (Preprinted on Police Report)

_____ Acct/Incid Date

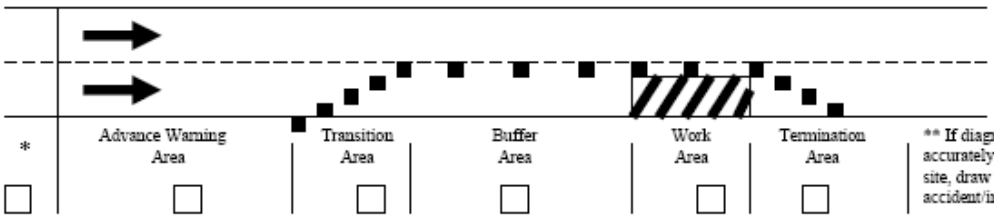
☐☐☐☐☐☐☐☐☐☐☐☐ Contract Number

B. _____ County _____ Route _____ Location (Intersecting Road etc.)

Acct/Incid Time _____ ☐ Non Work Hours _____ Weather

C. Accident/Incident Severity ☐ Fatal ☐ Injury ☐ Property Damage ☐ Unknown

D. Location of Accident/Incident Check all that apply: ☐ Non-Intersection ☐ Intersection ☐ Accel/Decel Lane ☐ Ramp



** If diagram does not accurately depict the accident site, draw a detail of accident/incident on back.

E. Traffic Control in Use
- ☐ Right Lane Closure
- ☐ Left Lane Closure
- ☐ Center Lane Closure
- ☐ Shoulder Work/Closure
- ☐ Lane or Roadway Shift
- ☐ Lanes Divide
- ☐ Flagging Operation ☐ Intersection
- ☐ Detour/Road Closure
- ☐ Exit/Entrance Ramp
- ☐ Traffic Markings in Use ☐ Lane Lines ☐ Edge Lines ☐ Centerline
- ☐ Mobile ☐ Less than 15 min/slow ☐ Moving normal ☐ Mowing ☐ Marking
- ☐ Other _____

F. Type of Accident/Incident
- ☐ Rear End
- ☐ Sideswipe
- ☐ Turning
- ☐ Head-on
- ☐ Run-off-Road/Drop-off
- ☐ Fixed Object
  - ☐ Barrier Tangent
  - ☐ Barrier Flare
  - ☐ Barrier End Treatment (crash cushion)
  - ☐ Channelizing Devices
  - ☐ Sign/Sign Support
  - ☐ Arrow Panel/VMS
  - ☐ Work Vehicle/Equipment
- ☐ Other _____

* An accident/incident which may occur **before** the advance warning area should be noted.

G. Road Geometrics
- ☐ Straight & Level
- ☐ Horizontal Curve
- ☐ Vertical Curve
- ☐ Combination of Above Curves

H. Speed Limit MPH
- ___ Prior to Work
- ___ During Work

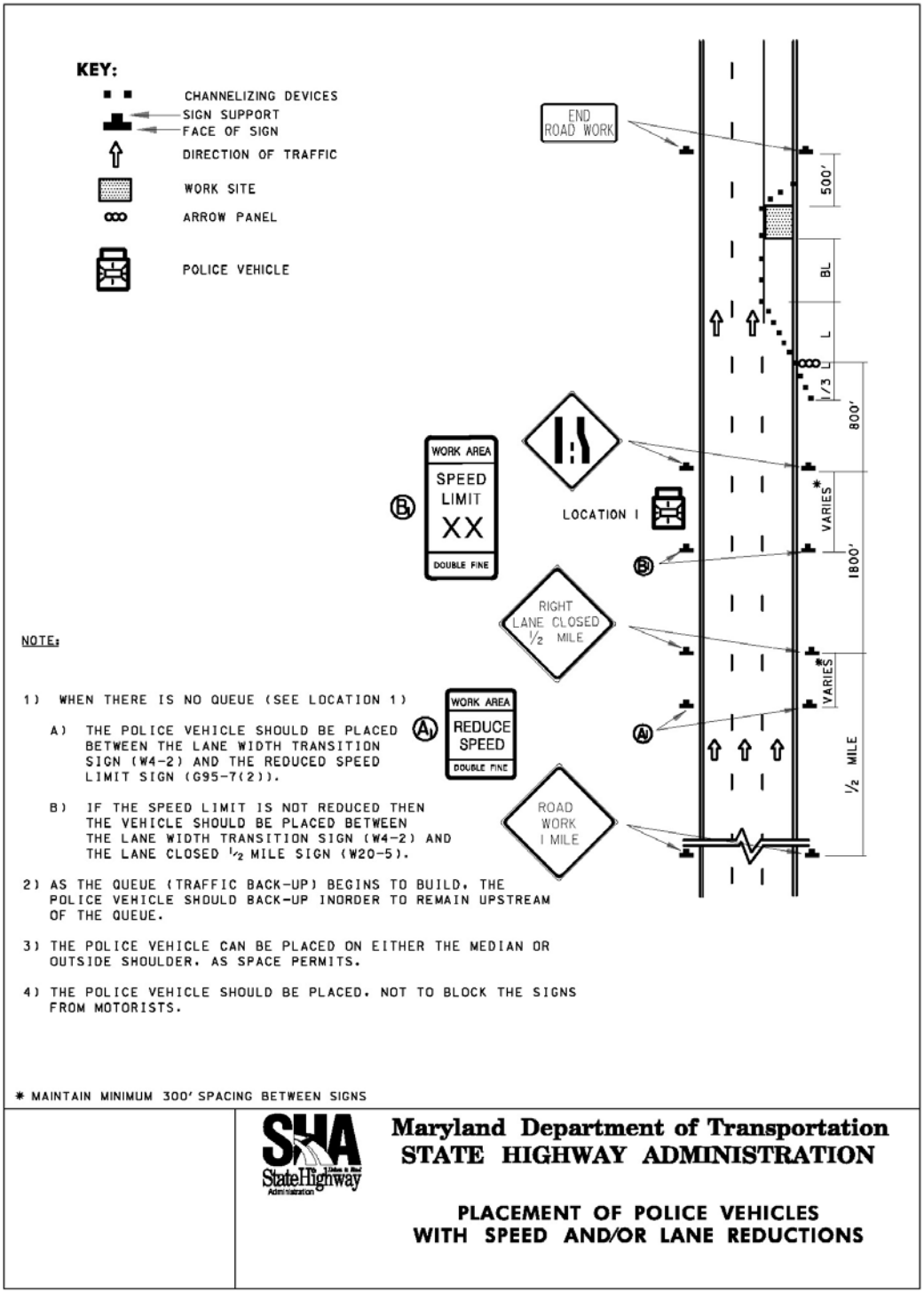
Mail to:
1) Office of Traffic & Safety
TDSD RM 150
Hanover Complex
2) Asst. District Engineer-Traffic

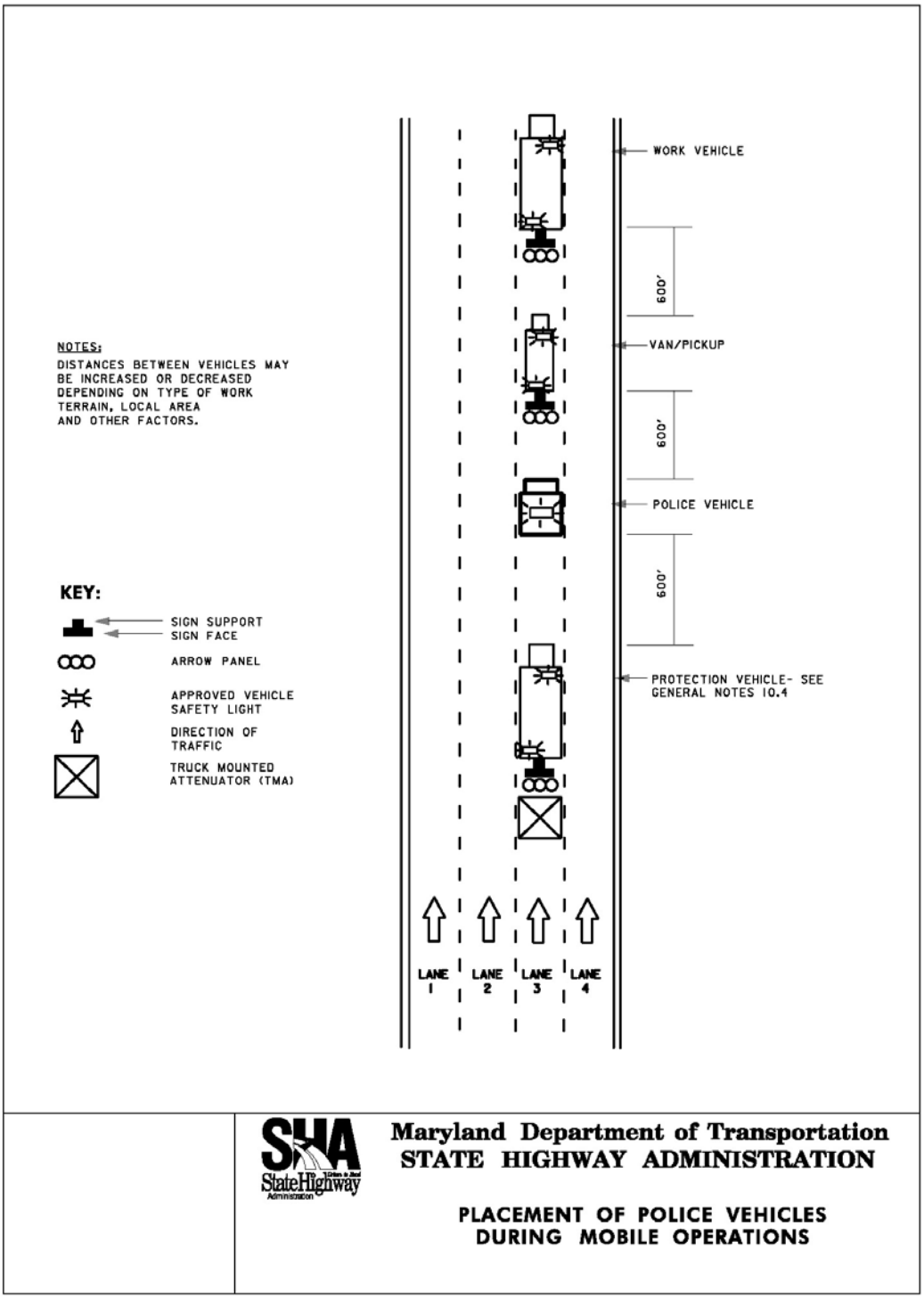
_____ Name (Person Completing Report) _____ Date

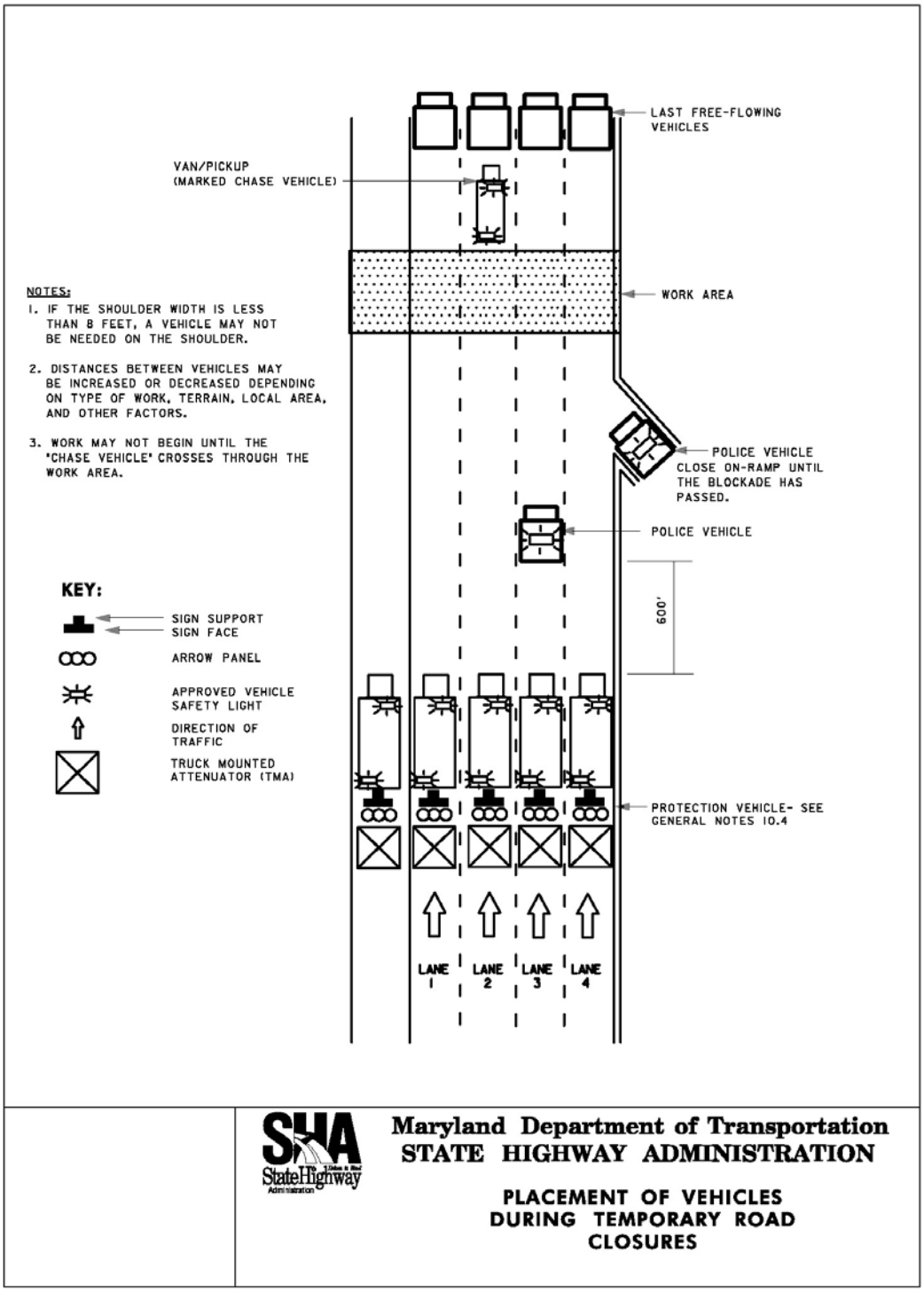
_____ Title _____ Phone Number

SHA 52.4 Revised 9/29/99

F. FIGURES FOR POLICE DEPLOYMENT




NOTES:
DISTANCES BETWEEN VEHICLES MAY BE INCREASED OR DECREASED DEPENDING ON TYPE OF WORK TERRAIN, LOCAL AREA AND OTHER FACTORS.
KEY:
SIGN SUPPORT
SIGN FACE
ARROW PANEL
APPROVED VEHICLE SAFETY LIGHT
DIRECTION OF TRAFFIC
TRUCK MOUNTED ATTENUATOR (TMA)
WORK VEHICLE
600'
VAN/PICKUP
600'
POLICE VEHICLE
600'
PROTECTION VEHICLE- SEE GENERAL NOTES 10.4
LANE 1
LANE 2
LANE 3
LANE 4
Maryland Department of Transportation
STATE HIGHWAY ADMINISTRATION
PLACEMENT OF POLICE VEHICLES
DURING MOBILE OPERATIONS


LAST FREE-FLOWING VEHICLES
VAN/PICKUP (MARKED CHASE VEHICLE)
WORK AREA
NOTES:
1. IF THE SHOULDER WIDTH IS LESS THAN 8 FEET, A VEHICLE MAY NOT BE NEEDED ON THE SHOULDER.
2. DISTANCES BETWEEN VEHICLES MAY BE INCREASED OR DECREASED DEPENDING ON TYPE OF WORK, TERRAIN, LOCAL AREA, AND OTHER FACTORS.
3. WORK MAY NOT BEGIN UNTIL THE "CHASE VEHICLE" CROSSES THROUGH THE WORK AREA.
POLICE VEHICLE CLOSE ON-RAMP UNTIL THE BLOCKADE HAS PASSED.
POLICE VEHICLE
600'
KEY:
SIGN SUPPORT
SIGN FACE
ARROW PANEL
APPROVED VEHICLE SAFETY LIGHT
DIRECTION OF TRAFFIC
TRUCK MOUNTED ATTENUATOR (TMA)
PROTECTION VEHICLE- SEE GENERAL NOTES 10.4
LANE 1
LANE 2
LANE 3
LANE 4
Maryland Department of Transportation
STATE HIGHWAY ADMINISTRATION
PLACEMENT OF VEHICLES DURING TEMPORARY ROAD CLOSURES

Disclaimer

The information provided in this section of the Maryland State Highway Administration's Work Zone Safety Tool Box is only to provide guidance. The Work Zone Safety Tool Box supplements current practices and standards provided in the current edition of the following documents:

1) The Manual on Uniform Traffic Control Devices (MUTCD)
2) The Maryland Supplement to the Manual on Uniform Traffic Control Devices
3) Maryland State Highway Administration Standard Sign Book
4) Maryland State Highway Administration Book of Standards for Highway and Incidental Structures
5) Maryland Department of Transportation State Highway Administration Standard Specifications for Construction and Materials

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CONSTRUCTION INSPECTION DIVISION

CONSTRUCTION MEMORANDUM 7210.100.30 **DATE: JULY 28, 2004**

TO: All CID Personnel

FROM: Richard F. Weddle
Construction Inspection Division

SUBJECT: SHA – Maryland State Police (MSP) Agreement

FORM: Contract for Using Local Police Agencies (OOTS01 – 04/01/04)
MSP – Criteria for Use (OOTS02 – 04/01/04)
Timesheet for Use of Police in Work Zones (OOC55 – 03/01/04)
Procedures for Using MSP in Work Zones (SHA/OOTS/TDSD – 03/30/04)
MSP Contract for Services – (MSP 198A – 09/02)
Interagency Work Zone Agreement (Signed 03/01/04)

SOURCE: Thomas Hicks, P.E., Director
Office of Traffic & Safety

CONTACT PERSON: Jawad Paracha **PHONE NUMBER:** 410-787-5891

PURPOSE:

It was recently observed that the proper procedures governing the use of extraordinary law enforcement services such as the Maryland State Police, as well as the accurate and complete documentation regarding their use are not being consistently implemented. Please take the necessary time to review the attached guidelines and forms to assure that all procedures are properly followed and all paperwork is satisfactorily completed.

Thank you in advance for your cooperation in this matter. As indicated above, please contact Mr. Jawad Paracha if you have any questions regarding the procedures or the forms.

Attachments

cc: Mr. Robert Harrison
Mr. David Beaulieu
Mr. John Huchrowski
Mr. Douglas Rose
Mr. Paul Gudelski
Regional Construction Engineers
Assistant District Engineers-Construction
Area Engineers
Mr. Jawad Paracha

CONSTRUCTION MEMORANDA: CATEGORY 100 PRELIMINARY

7210.100.00 TABLE OF CONTENTS

Maryland State Highway Administration
Standard Operating Procedures for
Requesting Maryland State Police in Work zones

The following document is to be used by Maryland State Highway Administration (SHA) personnel for obtaining off-duty Maryland State Police (MSP) Troopers in Work zones.

The need for a MSP Trooper may be realized during preparation of the Traffic Control Plan (TCP), pre-construction conference, or during construction/maintenance operations. Once the need has been identified the following steps should be taken to request an off-duty MSP Trooper.

1) Project Engineer or his/her designee must fill out the Maryland State Highway Administration's Maryland State Police Criteria for Use Form (SHA Criteria for Use Form) and Maryland State Police Contract for Extraordinary Law Enforcement Services (Form MSP 198A).
2) The SHA Criteria for Use Form and Form MSP 198A must be submitted to the District Engineer (or other SHA Senior Manager) or his/her designee for approval. The designee of the District Engineer (or other SHA Senior Manager) shall not be at a level lower than an Assistant District Engineer or Division Chief.
3) After approval by the District Engineer (or other SHA Senior Manager),
   a) Copies of the SHA Criteria for Use Form should be forwarded to the Chief Engineer – Operations, Director of the Office of Traffic and Safety, and the Project Engineer.
   b) The appropriate MSP Barrack should be contacted and advised that you are sending by fax the completed and signed Form MSP 198A for their signatures and approval. MSP will provide SHA with a Z-Number and this number should be placed on the SHA Criteria for Use Form.

   The request must be received by MSP at least seventy-two (72) hours in advance of the requested time of service.
4) Any change in scheduling shall be provided to the MSP Barrack at least twenty-four (24) hours in advance. The responding Trooper is responsible for checking with the MSP Barrack two (2) hours prior to their scheduled arrival time to confirm assignment.
5) In the event that the responding MSP Trooper appears at the work site without being notified of any changes, then two (2) hours of the Trooper's time may be charged to the project.
6) In the event MSP Troopers are unavailable, the SHA may request the services of the County or Municipal Police. All requests for the use of County or Municipal Police must be approved by the District Engineer (or other SHA Senior Manager).
7) Upon arriving and prior to leaving the work site, the MSP Trooper(s) must sign in/out with the Project Engineer or his/her designee.
8) Should the MSP Trooper need to leave the work zone, he/she will make every effort to notify the Project Engineer. If the MSP Trooper is unable to contact the Project Engineer before leaving the work zone, the Project Engineer shall note on the timesheet that the MSP Trooper did not return to the project office to complete the sign-out portion of the timesheet.
9) The Trooper(s) assigned to a project should be an off-duty Trooper(s) in full uniform, with a marked police car with all of the usual police equipment.
10) Typical tasks and duties of the MSP Work Zone enforcement personnel will be reviewed by the Engineer with the MSP and the contractor in advance of commencing work.
11) A sense of team work is important. If a Trooper is prohibited from performing a certain task due to MSP policy or procedures, or otherwise fails to perform in a manner expected by the District Engineer, this is to be brought to the attention of the Director – Office of Traffic and Safety, who will resolve the matter with the Chief of Operations Bureau, MSP.
12) All time charges are calculated from the time of arrival at the work site to the time of departure from the work site.
13) The Project Engineer shall forward a copy of the completed MSP Trooper(s) timesheet to the District Office (or other appropriate SHA Office) within seven (7) days of the Date of Service.
14) When submitting a bill to the SHA, MSP shall include a spreadsheet that includes the hours worked by the Trooper(s) as obtained from the Trooper(s) timesheet. The spreadsheet must also include the information noted on the timesheet, such as the SHA Financial Management Information System (FMIS) number or SHA Project Number, initiating index, date of service, hours charged, name of SHA project engineer, name of Trooper, Trooper's badge number, etc. The SHA will not approve any billings that do not have this information.
15) The SHA shall receive all invoices by 180 days from the Date(s) of Service.
16) The SHA shall submit payment to MSP within thirty (30) days of receiving the bill.

Maryland State Highway Administration
MARYLAND STATE POLICE
-CRITERIA FOR USE-

The use of off-duty Maryland State Police (MSP) and their vehicles may be used to enhance the safety of our employees, the contractor's employees, and/or the traveling public.

The District Engineer (or other SHA Senior Manager) or his/her designee must approve any use of MSP by affixing their signature to this criteria indicating the reason for their use.

Additionally, the use of MSP must be reported to the Chief Engineer's office as well as the Office of Traffic and Safety upon approval of the District Engineer.

Justification for Request:

- ☐ Major construction projects.
- ☐ Full roadway or major ramp closures on expressways/freeways required for temporary maintenance.
- ☐ Closure of two or more lanes on urban freeways or expressways.
- ☐ To complement reduced speed signs where reduced speed is desired.
- ☐ Work zone situations involving short term or momentary traffic flow disruptions such as those caused by the erection of overhead structures, the moving of large construction equipment, and signal swap-overs along busy arterials.
- ☐ Work areas in which driver error and/or inattentiveness may result in erratic maneuvers, such as those involving temporary median crossover, temporary bypass roads, areas with new and / or unusual traffic patterns.
- ☐ Other: _____

_____

Approval

Date of Request: _____

Job Date: _____ Number of Troopers Requested: _____

Beginning Time: _____ AM PM Ending Time: _____ AM PM

Project Location: _____

Recommended by: _____ Approval by: _____
(District Engineer)

Title: _____

Date: _____ Date: _____

For Office Use Only

SHA FMIS Number: _____ MSP Z-Number: _____

MSP Barrack Contacted: _____ MSP Contact Person: _____

MSP Available: Yes ____ No ____ If no, Department of Local Police Contacted: _____

cc: Chief Engineer for Operations
Director, Office of Traffic and Safety

MARYLAND STATE POLICE
CONTRACT FOR EXTRAORDINARY LAW ENFORCEMENT SERVICES

Parties 1 The Maryland State Highway Administration ("Requesting Party")
2 The Maryland Department of State Police ("Department")

The parties agree that the Requesting Party shall pay the Department to provide extraordinary law enforcement services pursuant to the terms of this contract as set forth below.

1. Description of Service: _____

2. Date(s) of Service: Beginning: _____ and Ending: _____
on each day at times from: _____ to: _____

3. The location(s) the services are to be performed: _____

4. The anticipated cost of the extraordinary law enforcement service is: May not exceed $57.80 per hour, per Trooper.

5. The Department shall submit its bill to: Name: _____
Position: _____ Telephone: _____
Address: _____

6. Upon billing by the Department, the Requesting Party shall promptly pay the cost of the services described herein. "Promptly pay" as used herein shall mean thirty (30) days from the date of billing.

7. For purposes of this Contract and the execution of its terms, the parties agree that the employees of each, for purposes of liability, shall remain the employee of the respective party. It is not the intention of either party to either limit or expand any of the immunities and defenses currently applicable to law enforcement officers or employees of their respective employers.

8. Either party may terminate this Contract for any reason by giving the other party prompt notice of the intention to do so. This notification provision shall not prohibit the Department from immediately terminating this Contract or reassigning law enforcement personnel assigned to this Contract to other duties as emergencies may require.

9. This Contract shall be construed, governed and enforced in accordance with the laws of the State of Maryland.

10. This Contract has no exhibits, contains all the agreements, conditions and understandings made between the parties and supercedes all prior written or oral agreement between them with respect to the matter discussed herein.

11. Each individual executing this Contract on behalf of a party represents and warrants that such individual is duly authorized to execute and deliver this Contract on behalf of the party the individual purports to represent and that this Contract is enforceable against either entity in accordance with its terms.

For the Requesting Party

By: _____
Printed Name: _____
Position: _____

Witness:

_____
Printed Name: _____

For the Department of State Police

By: _____
Printed Name: _____
Position: _____

Witness:

_____
Printed Name: _____

This is to certify that this Contract was prepared by or under the supervision of the undersigned Maryland attorney.

Betty S. Sconion, Betty Stemley Sconion, Assistant Attorney General

Approved as to form and legal sufficiency: Betty S. Sconion
Betty Stemley Sconion,
Assistant Attorney General, Maryland Department of State Police

Maryland State Highway Administration
Contract for Extraordinary Law Enforcement Services using Local Police Agencies

Parties 1 The Maryland State Highway Administration ("SHA")

2 _____ ("Department of Local Police")

The parties agree that the SHA shall pay the Department of Local Police to provide extraordinary law enforcement services pursuant to the terms of this contract as set forth below.

1. Description of Service: _____
2. Date of Service: Beginning: _____ and Ending: _____
   on each day at times from: _____ to: _____
3. The location the services are to be performed: _____
   _____
4. The anticipated cost of the extraordinary law enforcement services is: _____ (May not exceed $57.80 per hour, per Officer.)
5. The Department of Local Police shall submit its bill to: Name: _____
   Position: _____ Telephone: _____
   Address: _____
   _____

6. The SHA shall receive all invoices within 180 days of the Date of Service. Upon billing by the Department of Local Police, the SHA shall promptly pay the cost of services described herein. "Promptly pay" as used herein shall mean thirty (30) days from the date of billing.

7. All employees of SHA and the Department of Local Police working under this Agreement shall remain employees of their respective agency for all purposes, including but not limited to liability. All immunities and defenses applicable to the State, its agencies, its political subdivisions, its municipalities, and/or law enforcement officers or employees, including but not limited to sovereign immunity, are preserved and shall be unaffected by this agreement.

8. Either party may terminate this Contract for any reason by giving the other party prompt notice of the intention to do so. This notification provision shall not prohibit the Department of Local Police from immediately terminating this Contract or reassigning law enforcement personnel assigned to this Contract to other duties as emergencies may require.

9. This Contract shall be construed, governed, and enforced in accordance with the laws of the State of Maryland.

10. This Contract has no exhibits, contains all agreements, conditions, and understandings made between the parties and supercedes all prior written or oral agreements between them with respect to the matter discussed herein and requires the Department of Local Police to abide by the following requirements:

    a. The Officer(s) assigned to a project will be an off-duty Officer(s) in full uniform, with a marked police car with all of the usual police equipment.
    b. Officer(s) will perform normal police related activities, including radar and speed enforcement, along the approaches to and throughout the Work Zone in order to enforce the law and help regulate, warn, and control traffic movements.
    c. The Officer(s) will be responsible for signing in/out with the Project Engineer or his/her designee at the time of arrival/departure from the work site. The Officer(s)'s time begins when he/she signs in at the Project Office and ends when he/she signs out (i.e. Travel Time is NOT included and will not be reimbursed).
    d. The Officer(s) at the site will be under the command of their Commanding Officer. The Officer(s) will cooperate as much as possible with SHA traffic, construction, and maintenance staff, especially in terms of specific locations in which to set up, and will respond to reasonable requests. A sense of team work is important.
    e. It is understood by the SHA that the law enforcement duties of the Officer(s) take precedence over the services provided under this Agreement. Should an Officer(s) be called to active duty status outside of the work zone, the Officer(s) although not required will make every effort to notify the SHA and the Department of Local Police will not be responsible for any incidents that occur within the work zone while the Officer(s) is away. The Department of Local Police will make every effort to ensure that the Officer(s) returns to the work zone as soon as possible. Furthermore, the SHA is not responsible for reimbursing the Department of Local Police for the Officer(s)'s time while away from the work zone.
    f. Should the Officer need to leave the work zone, he/she will make every effort to notify the Project Engineer. If the Officer is unable to contact the Project Engineer before leaving the work zone, the Project Engineer shall note on the State Highway Administration Timesheet for use of Off-Duty Police in Work zones that the Officer did not return to the project office to complete the sign-out portion of the timesheet.

g. The Officer from the Department of Local Police shall confirm his/her assignment with SHA no more than two (2) hours prior to the scheduled Time of Service. Should an Officer from the Department of Local Police arrive at the work site without proper notification the SHA agrees to reimburse the Department of Local Police for two (2) hours of work.

h. Reimbursement for the use of personnel's time shall be paid on an hourly basis per officer utilized. The Officer(s)'s time begins when he/she signs in at the Project Office and ends when he/she signs out.

i. All costs incurred as a result of this agreement shall be charged to a project account to be established through normal accounting procedures and these costs shall be at the mutually agreed upon rate. All payments made shall be considered as full compensation for services rendered, as annotated on the reimbursement request, and as mutually agreed upon. Billing shall occur on a monthly basis.

j. When submitting a bill to the SHA, the Department of Local Police shall include a copy of the completed State Highway Administration Timesheet for Use of Off-Duty Police in Work zones attached to the bill. All bills submitted to the SHA must include the SHA Financial Management Information System (FMIS) number or SHA Project Number on them. The SHA will not approve any billings that do not include a copy of the timesheet. If the Officer(s) is called into service before completing the scheduled service to SHA and thus not receiving a copy of the complete timesheet, SHA will accept a copy of the Officer's log as evidence for the hours worked.

11. Each individual executing this Contract on behalf of a party represents and warrants that such individual is duly authorized to execute and deliver this Contract on behalf of the party the individual purports to represent and that this Contract is enforceable against either entity in accordance with its terms.

For the SHA:

By:	_____	Witness:	_____
Printed Name:	_____	Printed Name:	_____
	District Engineer	Position:	_____

For the Department of Local Police:

By:	_____	Witness:	_____
Printed Name:	_____	Printed Name:	_____
Position:	_____	Position:	_____

OOC55 03/01/04

MARYLAND STATE HIGHWAY ADMINISTRATION

TIMESHEET FOR USE OF OFF-DUTY POLICE IN WORK ZONES

***Use of Off-Duty Police in Work Zones must be approved in advance by an SHA District Engineer (or other Senior Manager) or Designee*.**

Contract No. / FMIS No: _____ MSP Z-No: _____

Project Location: _____

Initiating Index: _____

Date of Service: _____

Arrival Time	Departure Time	Hours Charged	Badge Number	Name of Trooper (Print)	Trooper's Signature

SHA On-Site Representative: _____
(Printed)

SHA Project Engineer: _____
(Signature)

FOR CANCELLATION USE ONLY

Date of Cancellation: _____ Time of Cancellation: _____ ☐ AM ☐ PM

Reason for Cancellation: _____

MSP Notified: ☐ Yes ☐ No Time of Call: _____ ☐ AM ☐ PM

Date Modified: _____

MSP Phone Number: (___) _____

MSP Notified of Cancellation by: _____

Reschedule Date: _____ Time: _____ ☐ AM ☐ PM

Note: MSP Troopers are guaranteed two hours of work for arriving at the work site.

Original: Project Engineer
Duplicate: Trooper/Police Officer