

Need for Extra Enforcement

Drivers do not always reduce speeds in the work zone. In many cases, extraordinary efforts must be taken to enforce speed limits and reduce the risk of traffic accidents within the work zone. Law enforcement officials provide the means for enforcing work zone speed limits. Mn/DOT employs the Minnesota State Patrol (MSP) for extra enforcement on federally funded construction projects.

Mn/DOT has specific procedures for obtaining extra enforcement funding on Mn/DOT State Projects (S.P.). Federal funding is available for extra enforcement if approved in advance by the State Construction Engineer. These requests are considered for approval on a project-by-project basis.

Extra Enforcement Policy

It is the policy of the Minnesota Department of Transportation (Mn/DOT) and the Federal Highway Administration (FHWA) to employ extra enforcement and surveillance efforts when it is expected to increase the safety of the travelling public or construction personnel. The need for extra enforcement should be identified early in the project development process. Timely planning increases the effectiveness of the extra enforcement effort and the likelihood it will be approved.

Truck Inspections

Truck inspections may also be included in the extra enforcement effort. MSP personnel, either Troopers or Law Compliance Representatives (LCR), can provide truck inspection support on a contract basis. Obtaining funding and support follows the same procedure as that used for extra enforcement, but truck inspections require more flexibility in planning and operation.

Planned versus Immediate Requests

A planned request is always preferable to an immediate request. Planned use of extra enforcement and truck inspections ensures enough time for processing and provides better coordination between MN/DOT and the MSP.

Immediate requests are requests that take less than one week to process before enforcement is required. Procedures for immediate requests are the same as those for planned requests, except that immediate requests may be faxed or emailed. This informal request must still be followed by an official written request per the format illustrated later in this chapter.

Procedure

As a stipulation to receiving federal funding, Extra enforcement and truck inspection

EXTRA ENFORCEMENT

CONTRACT ADMINISTRATION MANUAL

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requests must be approved by the State Construction Engineer before contracting with the MSP. When MSP support arrives, a Mn/DOT representative must sign the MSP Weekly reports at the end of each shift. It is a good practice to give the MSP Trooper a cell phone or pager number to call at the conclusion of the shift. Ensure the MSP report identifies the correct S.P. number.

The following outlines the extra enforcement process:

<u>Action</u>	<u>Responsibility</u>
1. Analyze the phases of the project to identify which areas may require extra enforcement.	MN/DOT District
2. Contact the local State Patrol District to request assistance in the enforcement plan and to obtain an estimate of its cost.	MN/DOT District
3. Submit a request for extra enforcement services funding to the State Construction Engineer (see sample at end of this chapter); send a copy to the Work Zone Safety Coordinator.	MN/DOT District
4. Assist in the development of the Work Zone Enforcement Plan and provides an estimate of the cost.	State Patrol District
5. Evaluate the District request for extra enforcement or Truck Inspection services. Send approval, or reason for denial, to the requesting district.	Central Office
6. On approval, contract with the MSP for extra enforcement services. Coordinate provisions of the extra enforcement plan with the local MSP Captain, and modify the extra enforcement plan as needed.	MN/DOT District
7. Provide extra enforcement services. Coordinate with Project Engineer, or designated representative as needed.	State Patrol District
8. Validate MSP Weekly Report: sign at bottom, ensure correct S.P. appears; make log entry in construction diary.	MN/DOT District
9. Submit Weekly Reports with MN/DOT official's signature and S.P. number to State Patrol Headquarters.	State Patrol District
10. Submit invoices with appropriate S.P. number to MN/DOT Construction Office. . Ensure Weekly Report has MN/DOT official's signature, and correct S.P. number.	MSP Headquarters
11. Audit and track invoices and supporting documents. Submit MSP invoices to Finance Office for payment.	Central Office
12. Make payment to MSP.	Central Office
13. Monitor the enforcement effort and modify as needed.	MN/DOT District

In the case of immediate requests, fax an information copy of the request to the attention of the Work Zone Safety Coordinator, Office of Construction and Innovative Contracting, at (651) 366-4248. Contact this office if you have not received a response within 24 hours.

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Compensation for extra enforcement services will be the current MSP fee for contracted services, and will be on a flat fee basis.

The following **qualify** for extra enforcement and truck inspection funding:

1. All contracted costs associated with extra enforcement and truck inspection services on an approved Mn/DOT State Construction project.
2. Travel time for enforcement personnel to and from the construction work zone as allowed by current labor contract.
3. Minimum payments, as provided by current labor contract and MSP policy.

The following **do not** qualify for extra enforcement or truck inspections funding:

1. Maintenance projects or locally initiated projects.
2. Patrolling outside of the work zone, except as provided by the extra enforcement plan, project engineer or his designated representative.
3. Time spent on bookings, warrants, etc., beyond the scope of extra enforcement duties.
4. When engaged in services not directly associated with extra enforcement, e.g., escorting contractor equipment, motorist assistance, etc. This applies even if these activities are conducted within the work zone.
5. Travel and incidental costs above those allowed by current labor contract.

SAMPLE**OFFICE MEMORANDUM**

XXXXX XX XXXXXXXXXXXX XXX XXXXXXXX
 XXX XXXX XXXXXXXX XXXXX
 XXXXXXXXXXXXXXX, MN 5XXXX-XXXX

Phone: XXX-XXX-XXXX

Fax: XXX-XXX-XXXX

DATE: *(Date of request)***TO:** Tom Ravn
State Construction Engineer**FROM:** *(Resident Engineer)***SUBJECT:** Request for Extraordinary Enforcement Funds
S.P. 123-4567, TH 1 from Illgen City to Finland

With the approval of the Assistant District Engineer, I request funding for extraordinary traffic enforcement in this construction work zone. We determine that use of the Minnesota State Patrol (MSP) is necessary for the safety of construction personnel and the travelling public.

The construction work zone is approximately X miles long, with a posted speed limit of XX mph. We expect that MSP presence on the site will help reduce traffic speeds to a safe level. I am requesting one trooper and unit for XX hours a day each week during the project duration:

xx hours @ \$75.76/hour (through 6/30/11) = \$x, xxx.xx

	<u>Office</u>	<u>Mobile</u>
<i>(Resident/Project Engineer)</i>	<i>(612) 777-7777</i>	<i>(612) 555-5555</i>
<i>(Project Inspector)</i>	<i>(612) 123-4567</i>	<i>(800) 222-3333</i>

cc: **Craig Mittelstadt - MS 650**
J. Hancock - ADE
B. Harrison - Traffic
Lt. Getum - MSP
(Others you think appropriate)
 File

SAMPLE