

WORK ZONE MANAGEMENT

17.01 PURPOSE

The purpose of this regulation is to establish policy for directing Department resources to provide a supplemental safety effort in work zones. This effort will ensure the safe and efficient movement of traffic through work zones, with due regard for the safety of the motorists, workers, and assigned members. Priority for deploying Department resources within a work zone will be for queue monitoring/protection. When no queue exists or is anticipated, enforcement efforts shall be utilized up to two miles prior to the work zone and within the work zone itself.

17.02 GENERAL INFORMATION

- A. The Department has established a Memorandum of Understanding (MOU) (Appendage A), with the Pennsylvania Department of Transportation (PennDOT) to conduct supplemental safety efforts in work zones on interstate and limited-access highways. Requests for supplemental safety efforts may only be made by authorized PennDOT personnel. Members shall not negotiate the approval or designation of work zones with PennDOT personnel. Requests from private contractors, construction company employees, etc., will not be honored.
- B. The Department has also agreed with the Pennsylvania Turnpike Commission (PTC) to provide supplemental safety efforts in work zones on the Pennsylvania Turnpike in accordance with this regulation.
- C. In accordance with the MOU, PennDOT's request for supplemental safety efforts will occur at least two weeks prior to the anticipated need. Requests for supplemental safety efforts received with less than two weeks notice may be denied. Approval of work zone requests for supplemental safety efforts must be determined based upon Department staffing levels and the safety needs of the motoring public.
- D. Approval for requests by PennDOT for supplemental safety efforts in work zones on highways, other than interstate and limited-access highways, requires written justification by the

Station Work Zone Coordinator (WZC), submitted through channels, and approved by the Director, Bureau of Patrol.

- E. Federal Highway Administration (FHWA) regulations are found in Title 23, The Code of Federal Regulations, Part 630, Subpart K, which includes the use of police in work zones. Specifically, Subsection 630.1108, Work Zone Safety Management Measures and Strategies, states that uniformed law enforcement officers in marked vehicles may be used in certain work zones, but that such law enforcement presence is not a substitute for the temporary traffic control devices required by Part 6 of the Manual on Uniform Traffic Control Devices. A work zone plan must provide traffic control without ever having a police presence, but may be augmented with such presence in accordance with the existing MOU. The Department has determined that the only approved activities for members in work zones are either queue protection (priority) or enforcement. Therefore, no more than one member should be scheduled to perform duties in a work zone, without prior approval.

NOTE: Efforts shall be made by Troop Commanders and Station Commanders to utilize regular time prior to using overtime for members assigned to work zones, whenever practicable.

- F. Approval for requests for more than one member to be assigned to a supplemental safety effort within a single work zone requires written justification by the Station WZC, submitted through channels and approved by the Director, Bureau of Patrol.
- G. Members assigned to supplemental safety efforts in work zones shall remain under the control and authority of the Department at all times. Members shall not take direction, assignments, or duties from anyone other than Pennsylvania State Police (PSP) personnel in accordance with existing regulations.
- H. Once work zone overtime has been scheduled, every effort shall be made to provide no less than two hours notification of cancellation to affected members. The policy for dealing with cancellation of work zone overtime will be:
 - 1. If notice of cancellation is communicated to the member two or more hours prior to the start time of the work zone detail, the member will not be entitled to work or

compensation. A telephone message left at the member's telephone number of record with the Department two or more hours prior to the beginning of the member's scheduled overtime assignment shall constitute notice of cancellation.

2. When notice of cancellation is not communicated to the member in accordance with the aforementioned provision, the member shall promptly be advised the overtime assignment has been cancelled. The member shall then elect to do one of the following:
 - a. Decline to work and be compensated for 30 minutes of the member's regular hourly rate of pay, less applicable deductions.
 - b. Work four hours within the work zone providing queue monitoring or enforcement efforts as outlined in paragraph 17.01 of this regulation, and be compensated at the rate of time and one half of the member's regular hourly rate of pay, less applicable deductions.
3. If PennDOT or the PTC cancels a supplemental safety effort after a member has started his/her shift, but prior to the completion of that shift, the following shall apply:
 - a. The member shall continue providing a supplemental safety effort in the work zone until four hours have passed, monitoring queue and providing enforcement as outlined in paragraph 17.01 of this regulation. At that time, the member shall terminate the supplemental safety effort and be compensated for four hours at the rate of time and one half of the member's regular hourly rate of pay, less applicable deductions.
 - b. If more than four hours have passed, the member shall terminate the supplemental safety effort immediately and be compensated for the number of hours actually worked at the rate of time and one half of the member's regular hourly rate of pay, less applicable deductions.
- I. Marked patrol vehicles shall be utilized by all members assigned to provide supplemental safety efforts in work zones.

17.03 DEFINITIONS

For the purposes of this regulation, these phrases shall have the following meanings:

- A. Buffer Space: The unoccupied area of the work zone prior to the work space, generally 600 to 1,000 feet in length.
- B. Maintenance Project: Highway maintenance work conducted by PennDOT employees on interstate and limited-access highways and on a case-by-case basis on other highways.
- C. Manual on Uniform Traffic Control Devices (MUTCD): As adopted by the FHWA establishes minimum standards and guidelines for the proper set up of work zones.
- D. Queue: Slowing or stopping traffic commonly referred to as a backlog.
- E. Supplemental Safety Effort: A safety effort employed by law enforcement personnel, which is in addition to and not in place of the safety measures employed by highway engineers and maintenance workers; such as signs, jersey barriers, traffic cones and barrels, and truck-mounted attenuator.
- F. Truck-Mounted Attenuator (TMA): A vehicle designed to absorb crash impact, commonly referred to as a "crash truck."
- G. Work Space: The area of a work zone where actual construction operations are conducted.
- H. Work Zone (WZ) (Also referred to as construction zone): The area of a highway where construction, maintenance, or utility work activities are being conducted which is properly signed as a work zone in accordance with PennDOT regulations.
- I. Work Zone Coordinator (WZC): A PSP supervisor assigned to coordinate work zone duties in the jurisdictional area of a PSP Station.
- J. Work Zone Supervisor (WZS): A PSP supervisor assigned to coordinate the activities of the WZC within a Troop.

17.04 RESPONSIBILITIES

A. Director, Bureau of Patrol:

1. Approve designated work zones meeting the prescribed criteria as listed in Appendage A.
2. Act as the final approving authority for any work zone project not meeting the prescribed criteria.
3. Act as the final approving authority for requests for more than one member to be assigned to a supplemental safety effort within a single work zone.
4. Act as a liaison with PennDOT or the PTC to resolve work zone issues.
5. Prescribe and provide training specific to law enforcement duties and trends in work zones to WZSs and WZCs for dissemination to affected members.

B. Supervisor, Vehicle Crash and Driver Safety Section, Bureau of Patrol:

1. Maintain a list of approved work zones furnished by PennDOT.
2. Convert the six-digit code called the Electronic Contract Management System (ECMS) number, which PennDOT has assigned to all work zone projects, to a two-character project code.
3. Provide the assigned project code to the respective Troop WZSs; Station WZCs; and the Fiscal Division, Bureau of Staff Services.
4. Maintain a current list of all assigned WZSs and WZCs on the Bureau of Patrol PSPiNet home page.
5. Maintain a page on the Bureau of Patrol PSPiNet home page for notifications required by this regulation.

C. Troop Commanders:

1. Ensure that a supervisor at each Troop Headquarters and Station under their command is designated as a WZC. Troop Commanders shall also designate one supervisor as the Troop WZS, who may or may not be a WZC, and shall notify the Director, Bureau of Patrol in writing of the names and telephone numbers of those individuals and any changes to those assignments within ten days.
2. Monitor the amount of overtime utilized in work zones and ensure it is distributed in a fair and equitable manner among members and Units under their command in accordance with FR 5-1, Assignment of Discretionary Overtime. Efforts shall be made to utilize regular time prior to using overtime for members assigned to work zones, whenever practicable.
3. Review written justification submitted by WZCs for supplemental safety efforts on highways other than interstates and limited-access highways. If approval is granted, endorse the original justification and forward to the Director, Bureau of Patrol for final approval.
4. Review written justification submitted by WZCs for more than one member to be assigned to a supplemental safety effort within a single work zone and forward the request to the Director, Bureau of Patrol for approval.
5. Ensure data from the Special Program Data Collection Report, Form SP 3-116, for each month is entered into the Administrative Terminal by the tenth day of the following month in accordance with AR 10-1, Federally Funded Projects and Special Programs, and the original forms with required signatures are forwarded to the Bureau of Patrol.

D. Station Commanders:

1. Assign a Noncommissioned Officer at their Station as a WZC.
2. Ensure the assigned WZC completes all assignments in accordance with this regulation.

3. Ensure shift supervisors are made aware when members are assigned to work zones.
 4. Ensure shift supervisors provide supervision to members assigned to work zone details to ensure patrol vehicles are properly positioned and members are relieved as necessary.
 5. When scheduling a member for work zones, determine the ability of the member to safely perform the detail by considering other duties and contiguous shifts worked by the member. Efforts shall be made to utilize regular time prior to using overtime for members assigned to work zones, whenever practicable.
 6. Ensure the applicable policy described in this regulation is followed, if PennDOT or the PTC fails to cancel a supplemental safety effort in a timely manner, which precludes the Department from providing the assigned member at least two hours advanced notice, or cancels a supplemental safety effort after a member has started his/her shift, but prior to completion of that shift.
 7. Ensure members assigned to work zone details complete all required reports in accordance with this regulation.
 8. Schedule zone patrols and/or other enforcement details in the area of the work zones, whenever practical and/or necessary, to supplement a dedicated work zone patrol.
- E. Troop Work Zone Supervisors:
1. Perform WZS duties in addition to other supervisory duties.
 2. Perform the duties of the Station WZC for their assigned Station in the absence of an assigned Station WZC.
 3. Be the liaison with the WZCs and the Bureau of Patrol regarding work zones and assist WZCs as necessary in their Troop.
 4. Advise the Troop Commander of the names and telephone numbers of all WZCs in their Troop and any changes to those assignments within five days.

5. Notify the Supervisor, Vehicle Crash and Driver Safety Section, Safety Program Division, Bureau of Patrol, of Department vehicle crashes and/or significant incidents occurring in Troop work zones, **via the PSPiNet, Patrol & Criminal Investigations–Services & Support, Work Zone Resources, under the “Significant Activity Work Zone” link.**
6. Ensure WZCs in their Troop complete all assignments in accordance with this regulation.
7. Review and forward to the Troop Commander written justifications submitted by WZCs for supplemental safety efforts on highways other than interstates and limited-access highways.
8. Review and forward to the Troop Commander written justifications submitted by WZCs for two or more members to be assigned to a supplemental safety effort within a single work zone.
9. Attend work zone training as prescribed by the Bureau of Patrol.
10. Provide work zone training as prescribed by the Bureau of Patrol to members assigned to work zones and maintain a record of those members trained.

F. Work Zone Coordinators:

1. Perform WZC duties in addition to other supervisory duties.
2. Act as liaisons with Troop WZSs, PennDOT’s or the PTC’s Work Zone Managers, and safety site supervisors.
3. Attend all preconstruction meetings for major projects, when notified by PennDOT or the PTC, and maintain bi-weekly contact with the PennDOT or the PTC project manager.
4. Ensure contingency plans for alternate routes are prepared in the event of an emergency occurring in a work zone. Acquire a list of emergency contact

personnel and their telephone numbers from PennDOT or the PTC. A copy shall be provided to Station Communications-Desk Unit personnel.

5. Upon receiving an official request from PennDOT or the PTC for members to conduct supplemental safety efforts on an interstate highway or limited-access highway, query the ECMS number **via the PSPiNet, Business Center, CATS Codes, under the “non-grant internal orders—superload alpha” link** to **determine** whether a grant code has already been assigned. If a grant code is not listed, contact the Supervisor, Vehicle Crash and Driver Safety Section, Bureau of Patrol, to ensure that the project has been approved.
6. After confirming that the project has been approved, personally conduct a visual work zone survey to critically review and evaluate requests for supplemental safety efforts within work zones. Consideration shall be given to safety concerns such as daily traffic volume, peak traffic periods, and special events causing an increase in traffic volume.
7. Upon receiving an official request from PennDOT for members to conduct supplemental safety efforts on roadways other than interstate highways and limited-access highways, review and evaluate the request. If deemed appropriate for PSP participation, WZCs shall prepare and forward written justification to the Troop WZS. Department Correspondence, Form SP 3-201, for justification shall include: location, roadway description, traffic conditions, type of construction or maintenance project, and specific hazards which necessitate a supplemental safety effort beyond the scope of the MOU contained in Appendage A. Members shall not be assigned until final approval has been granted by the Director, Bureau of Patrol.
8. Upon receiving an official request from PennDOT or the PTC for two or more members to conduct a supplemental safety effort within a single work zone, review and evaluate the request. The number of personnel required to perform work zone duties shall be determined by the WZC with the concurrence of the Station Commander or Patrol Section Supervisor. If

deemed appropriate for PSP participation, WZCs shall prepare and forward written justification to the Troop WZS. Department Correspondence for justification shall include: location, roadway description, traffic conditions, type of construction or maintenance project, and specific hazards which necessitate more than one member being assigned. Members shall not be assigned until final approval has been granted by the Director, Bureau of Patrol.

9. Notify the affected WZS of the following:
 - a. Project Grant Codes for work zones received from the Bureau of Patrol.
 - b. Crashes and/or significant incidents occurring in work zones.
10. Ensure an Incident Memo is generated under incident classification code 4001, Traffic Control–Work Zone, for each work zone in their geographical area of responsibility during each calendar year. **Each Incident Memo generated shall reflect a December 31 due date. Incident Memos for work zones completed prior to December 31 shall be closed commensurate with the work zone completion date and processed in accordance with existing regulations. Incident Memos with work zone completion dates extending beyond December 31 shall be closed on December 31, and a new Incident Memo shall be generated for each new calendar year the work zone remains active.** Each Assignment Report, Form SP 7-003, documenting member presence and noteworthy occurrences, shall be maintained in a file and, at the end of the calendar year, appended to the **corresponding** Incident Memo and retained in accordance with existing regulations.
11. Create and maintain a file containing all relevant documentation for each work zone in their geographical area of responsibility. The file shall be retained for a period of one year following completion of the work zone project and purged annually.
12. Provide specific instructions to members assigned to the work zone area, outlining their responsibilities and duty

assignments, queue monitoring/protection and/or enforcement, and all specific safety concerns, including the proper positioning of the patrol vehicle.

13. Ensure members assigned to work zone details complete all required reports in accordance with this regulation.
14. Attend work zone training as prescribed by the Bureau of Patrol.
15. Provide work zone training as prescribed by the Bureau of Patrol to members assigned to work zones and maintain a record of those members trained.

G. Shift Supervisors:

1. Provide supervision to members assigned to work zone details to ensure patrol vehicles are properly positioned, and members are relieved as necessary.
2. Ensure that members assigned to work zone details are performing their duties in compliance with all existing Department regulations.
3. Be the approving authority for members assigned to work zone details to leave the work zone for anything other than a police emergency.
4. Determine the assignment of personnel for all incidents occurring within work zones.
5. Ensure the applicable policy described in this regulation is followed, if PennDOT or the PTC fails to cancel a supplemental safety effort in a timely manner, which precludes the Department from providing the assigned member at least two hours advanced notice, or cancels a supplemental safety effort after a member has started his/her shift, but prior to completion of that shift.

H. Assigned Members:

1. Carry out their duties in accordance with this regulation and instructions provided by the WZCs.

2. Travel through the work zone at the start of each assignment to become familiar with the work zone and identify any potential hazards. Members shall report any problems, issues, or concerns to the shift supervisor and the WZC.
3. Ensure priority effort is given to queue monitoring/protection.
4. When no queue is present, conduct enforcement within and no more than two miles prior to the work zone. Members should familiarize themselves with Title 75, Vehicle Code Sections, which are specific to work zones.
5. Take appropriate police action on all police matters brought to their attention, and notify the shift supervisor if the matter requires them to leave the work zone.
6. Receive the approval of the shift supervisor prior to leaving the work zone for anything other than a police emergency.
7. Notify the shift supervisor and the WZC when PennDOT or the PTC cancels a supplemental safety effort prior to completion of the hours scheduled.
8. Attend training on work zones as prescribed by the Bureau of Patrol.

17.05 OPERATIONAL PROCEDURES

A. Positioning of Vehicles:

1. While stationary and conducting queue monitoring protection, members shall position the patrol vehicle approximately one-quarter mile prior to the last vehicle in the queue, either on the berm or in the median, facing traffic when practical, with emergency lights activated, and headlights on during daytime hours and off during nighttime hours (refer to Appendage B).
2. Members shall not park or position patrol vehicles in the established buffer space, which is usually 600 to 1,000 feet in advance of the work space. However, when a

buffer space exceeds 1,000 feet, members may position the patrol vehicle on the berm, in the area beyond 1,000 feet, for the purpose of enforcement activities.

3. Members shall not park or position patrol vehicles behind a TMA within the activity area of a work zone, where oncoming traffic could strike the patrol vehicle before the TMA. Additionally, members shall not park or position patrol vehicles within 100 feet in front of the TMA, as they are designed to move forward upon impact and could potentially strike the patrol vehicle.
- B. Removal of Abandoned Vehicles: Members shall ensure abandoned vehicles within work zones are removed in accordance with existing regulations.
- C. Crashes:
1. Members assigned to work zones shall investigate all crashes occurring within the work zone, unless a supervisor assigns another member to conduct the investigation.
 2. Members shall notify the WZC of all crashes occurring in the work zone.
- D. Other Considerations:
1. Members shall familiarize themselves with the entire work zone and bring to the attention of the PennDOT or the PTC project manager, the shift supervisor, and the WZC any safety concerns or problems they encounter.
 2. Members shall refer all requests from private contractors, construction company employees, etc., to the PennDOT or the PTC project manager, the shift supervisor, or the WZC.
- E. Reports:
1. An Assignment Report shall be prepared to log member presence at each work zone and document any noteworthy occurrences. At a minimum, the following information shall be entered:
 - a. Date, time, and hours worked.

- b. Number of hours on regular time and overtime.
 - c. Number of hours dedicated to queue protection.
 - d. Number of hours dedicated to enforcement.
 - e. Number of Traffic Citations and written warnings.
- 2. Multiple members may use a single Assignment Report to log as many work zone assignments and occurrences as space permits in Block 24.
 - 3. All hours dedicated to work zone assignment shall be reported on the Special Program Data Collection Report, in accordance with the reporting procedures established in AR 10-1. The Program/Grant Code to be utilized in Block 1 shall be the two-character project code issued by the Bureau of Patrol. The Project Name in Block 2 shall be the ECMS number assigned to the project.

F. Miscellaneous:

Members who are standing outside of a patrol vehicle within a work zone shall be attired in a high-visibility safety vest in accordance with existing regulations.