

# Guidelines for Use of Extra-Enforcement in Iowa Department of Transportation Work Zones



IOWA | DOT



# CONTENTS

These guidelines are comprised of two separate documents combined into one file. Each is owned and updated by their respective DOT Bureau.

Current versions of each are listed on this page.

## CONSTRUCTION WORK ZONES

Current Version:  
July 2024

Current Project Number:  
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## MAINTENANCE WORK ZONES

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Current Project Number:  
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# **Guidelines for Use of Extra-Enforcement in Iowa Department of Transportation Construction Work Zones**

## **BACKGROUND**

On December 5, 2007; the FHWA issued the final rule on Temporary Traffic Control Devices. A part of this rule [630.1106(c)] requires state highway agencies to disseminate guidelines that address the use of law enforcement (extra enforcement) on Federal-aid highway projects.

## **DETERMINATION CRITERIA**

A number of conditions may indicate a need for or benefit of extra enforcement in work zones. In general, the need for extra 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 extra enforcement, such as the following:

1. Projects with frequent worker presence adjacent to high-speed traffic without positive protection devices
2. Projects with complex or very short-term changes in traffic patterns
3. Projects with work at night
4. Existing traffic conditions or crash histories which could cause congestion
5. Work zone operations that require brief stoppage of all traffic in one or both directions
6. High speed roadways where unexpected or sudden traffic queuing is anticipated
7. Projects with higher potential for incidents due to high traffic generated by special events
8. Other work site conditions where traffic may present a higher risk for workers and road users

## **ENFORCEMENT STRATEGIES**

Three primary enforcement strategies have been identified by Iowa DOT. The following strategies will be executed by ISP or local law enforcement:

1. Dedicated extra enforcement at specific work zones.
  - a. Stationary enforcement where patrol vehicles are static and positioned at various points in advance of or within the work zone.
  - b. Circulating patrols where the vehicles patrol on a random pattern throughout work zone and approaches to the work zone.
  - c. ISP Aircraft observing traffic violations from the air.

2. General strategic alignment between DOT, ISP, and local law enforcement agencies.
  - a. Work zone locations provided by DOT for monitoring and increased visibility in these areas as feasible during daily operations.
  - b. Combined efforts between DOT, ISP, and local law enforcement within identified safety corridors exhibiting high rates of motor vehicle crashes.
3. Local Media Campaigns
  - a. Topics could include general warnings about the presence of work zones, public education about increased fines in work zones, specifics about a particular work zone, and planned use of extra enforcement.

## **REQUEST PROCESS FOR DEDICATED EXTRA ENFORCEMENT**

To arrange for dedicated enforcement at specific work zones, the Resident Construction Engineer (RCE) office or designee will contact the [ISP Post Lieutenant](#) and/or Area Captain or local law enforcement representative nearest to the work zone of interest.

Three days' notice should be provided to facilitate scheduling of enforcement personnel except in emergency situations. Final scheduling is needed 24 hours prior to work beginning that requires active enforcement.

Once assigned, discussion between the extra enforcement personnel and the RCE office should consist of the following:

1. Where and how should the extra enforcement be deployed (see Enforcement Strategies 1).
2. Hours / dates of extra enforcement
3. How to communicate between DOT staff and the extra enforcement personnel. This should include consideration for incidents and emergencies.
4. Other agreed upon issues

## **PAYMENT PROCESS FOR DEDICATED EXTRA ENFORCEMENT**

The following costs are reimbursable by the DOT:

1. Actual out-of-pocket costs to the enforcement agency
  - a. Direct vehicle costs
  - b. Hourly costs for ISP or local law enforcement personnel

The following costs are not reimbursable by the DOT:

1. Routine patrol outside of project limits
2. Time for arrests and warrants beyond the scope of extra enforcement duties
3. Additional equipment or modification to the enforcement vehicle
4. Locally administered projects without prior arrangement
5. Other costs not agreed to between DOT & ISP or local law enforcement

agency.

Reimbursable costs should be documented by invoice via email from ISP or local law enforcement agency to the [RCE Office](#) and should include:

1. Dates extra enforcement was utilized
2. Location description of extra enforcement
3. The number of hours for each date
4. ISP or local law enforcement personnel names

All costs reimbursed to ISP or local law enforcement are considered as non-participating for federal aid and shall utilize:

1. Project Numbers
  - a. Current extra enforcement project number for construction projects as shown on page 2
  - b. DOT project number at which extra enforcement was utilized
2. Cost Center
  - a. 601000 for Interstate routes
  - b. 611000 for Primary routes
3. Spend Category
  - a. 890 for all routes
4. Function Code
  - a. Appropriate 400 series for project type

Process invoices for payment to ISP through the IET process.

Process invoices for payment to local law enforcement agencies via warrant.

## **CONTACT INFORMATION**

Iowa DOT Work Zone Operations Engineer  
[https://iowadot.gov/construction\\_materials/Contacts](https://iowadot.gov/construction_materials/Contacts)

Iowa DOT Resident Construction Engineers (RCEs)  
<https://iowadot.gov/districts/District-contacts>

Iowa State Patrol  
[Field Operations Commander](#)

# **Guidelines for Use of Extra-Enforcement in Iowa Department of Transportation Maintenance Work Zones**

## **BACKGROUND**

Use of enforcement within and around maintenance work zones has increased since 2020. Due to the integration of Motor Vehicle Enforcement within Iowa State Patrol (ISP) in July of 2023, more formal guidance was needed to identify the strategies employed as well as the operational and payment process associated with extra enforcement used in maintenance work zones. The following paragraphs provide this formal guidance.

## **DETERMINATION CRITERIA**

A number of conditions may indicate a need for or benefit of extra enforcement in work zones. In general, the need for extra enforcement is greatest in situations 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. Extra enforcement is not to be used in every maintenance work zone and will be at the discretion of the Highway Maintenance Supervisor with consultation of the District Maintenance Manager or designee. Instead, specific conditions should be examined to determine the need for or potential benefit of extra enforcement, such as the following:

1. Complex or very short-term changes in traffic patterns
2. Existing traffic conditions which could cause congestion
3. Historical problems or elevated crash rates resulting from a particular work zone
4. Work zone operations that require brief stoppage of all traffic in one or both directions
5. High speed roadways where unexpected or sudden traffic queuing is anticipated
6. Higher potential for incidents due to high traffic generated by special events
7. Other work site conditions where traffic may present a higher risk for workers and road users

## **ENFORCEMENT STRATEGIES**

Three primary enforcement strategies have been identified by Iowa DOT. The following strategies will be executed by ISP or local law enforcement:

1. Dedicated extra enforcement at specific work zones.
  - a. Stationary enforcement where patrol vehicles are static and positioned at various points in advance of or within the work zone.
  - b. Circulating patrols where the vehicles patrol on a random pattern

- throughout work zone and approaches to the work zone.
- c. ISP Aircraft observing traffic violations from the air.
- 2. General strategic alignment between DOT, ISP, and local law enforcement agencies.
  - a. Work zone locations provided by DOT for monitoring and increased visibility in these areas as feasible during daily operations.
  - b. Combined efforts between DOT, ISP, and local law enforcement within identified safety corridors exhibiting high rates of motor vehicle crashes.
- 3. Local Media Campaigns
  - a. Topics could include general warnings about the presence of work zones, public education about increased fines in work zones, specifics about a particular work zone, and planned use of extra enforcement.

### **REQUEST PROCESS FOR DEDICATED EXTRA ENFORCEMENT**

To arrange for dedicated enforcement at specific work zones, the Highway Maintenance Supervisor (HMS) or designee will contact the [ISP Post Lieutenant](#) and/or Area Captain or local law enforcement representative nearest to the work zone of interest. The ISP or local law enforcement representative will need the following information:

1. Requestor's name & title
2. Maintenance garage responsible for the work zone
3. Geographic location of the work zone (County, route, mileposts)
4. Invoice payment contact (District Executive Officer or designee)

Three days' notice should be provided to facilitate scheduling of enforcement personnel except in emergency situations. Final scheduling is needed 24 hours prior to work beginning that requires active enforcement.

Once assigned, discussion between the extra enforcement personnel and the HMS or designee should occur and consist of the following:

1. Where/how should the extra enforcement be deployed (see Enforcement Strategies 1).
2. Hours/dates of extra enforcement
3. How to communicate between DOT staff and the extra enforcement personnel. This should include consideration for incidents and emergencies.
4. Other agreed upon issues

### **PAYMENT PROCESS FOR DEDICATED EXTRA ENFORCEMENT**

The following costs are reimbursable by the DOT:

1. Actual out-of-pocket costs to the enforcement agency
  - a. Direct vehicle mileage at \$0.50/mile (minimum of \$50.00 – intended to cover fuel and equipment wear if a static approach is used in lieu of roving enforcement)
  - b. Hourly costs for ISP or local law enforcement personnel

The following costs are not reimbursable by the DOT:

1. Routine patrol not associated with extra enforcement in the requested work zone
2. Time for arrests and warrants that are not a direct result of the extra enforcement duties
3. Additional equipment or modification to the enforcement vehicle
4. Other costs not agreed to between DOT, ISP, and local law enforcement agency.

Reimbursable costs should be documented by invoice via email from the ISP or local law enforcement agency to the district point of contact (DPOC) and should include:

1. Dates extra enforcement was used
2. Location description of extra enforcement
3. The number of hours for each date
4. ISP or local law enforcement personnel names

The DPOC will share monthly invoices with the district managers, executive officers, and local garages for their review/awareness. Each invoice will cover the pay periods that end in the subject month. Any discrepancies will be discussed and resolved by the DPOC with the ISP or local law enforcement. Care should be taken to ensure hours charged were for support of maintenance operations. Construction project extra enforcement will be associated with a specific project number and will be processed through the associated RCE Office.

The DPOC will process invoices for payment to the ISP through the IET process.

The DPOC will process invoices for payment to local law enforcement agencies via warrant.

All invoices shall use the uniform coding as follows:

1. Project Numbers
  - a. Current extra enforcement project number for maintenance projects as shown on page 2
2. Cost Center
  - a. 631095 Primary Road Fund
3. Spend Category
  - a. 4140 Governmental Fund Transfers Function Code
4. Function Code
  - a. 674 Other Traffic Service Activities
5. Memo
  - a. Enter specific garage within district, route and mile marker activity occurred in

The overall budget will be monitored by the Central Maintenance Bureau point of



contact. Budget allocations will not be made to individual districts.

## **CONTACT INFORMATION**

### Iowa DOT

District Points of Contact ([District Map](#)):

1. Kelly Makovec [DOT.D1MaintBilling@iowadot.us](mailto:DOT.D1MaintBilling@iowadot.us)
2. Jennifer Waddell [Jennifer.Waddell@iowadot.us](mailto:Jennifer.Waddell@iowadot.us)
3. Jennifer Macklem [DOT.District3Invoices@iowadot.us](mailto:DOT.District3Invoices@iowadot.us)
4. Tina Dooley [Tina.Dooley@iowadot.us](mailto:Tina.Dooley@iowadot.us)
5. Tammy Hamilton [Tammy.Hamilton@iowadot.us](mailto:Tammy.Hamilton@iowadot.us)
6. Janet Worrell [Janet.Worrell@iowadot.us](mailto:Janet.Worrell@iowadot.us) (cc: [ap.d6office@iowadot.us](mailto:ap.d6office@iowadot.us))

Central Maintenance Bureau: 515-239-1628

### Iowa State Patrol

District Lieutenant Points of Contact [District Offices | Iowa Department of Public Safety](#)

Captain Michael Kober, [kober@dps.state.ia.us](mailto:kober@dps.state.ia.us), (w) 515-725-6099, (m) 319-430-0167

Britney Mitchell, [bmithcel@dps.state.ia.us](mailto:bmithcel@dps.state.ia.us), (w) 515-725-6094

Districts shall maintain local law enforcement points of contact.