



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.