

# OFFICER FIELD CHECKLIST

- I have identified and contacted the IDOT point of contact in the field.
- I have driven through the work zone, from both directions and major entrance points, to familiarize myself with the work zone.
- I have a complete understanding of the work zone in which I have been assigned to work (type of work, duration, advanced warning signs, tapers, buffers, etc.).
- I know and understand my role at this work zone.
- I have expressed concerns about my safety, and I am satisfied with the resolution (if applicable).
- I have identified the safest, most effective location to position my patrol vehicle, and it is as visible as it can be.
- I have my patrol vehicle's headlights off and the emergency lights on.
- My patrol vehicle **IS NOT** parked within a merging taper, a shifting taper or a buffer space.
- My patrol vehicle **IS NOT** parked in front of barricades or crash attenuators, or in front of or behind truck-mounted-attenuators.
- I am alert and paying complete attention to traffic.
- If traffic backs up, I have identified a relocation procedure.
- I have an approved ANSI 107 Class 2 retroreflective vest in case I need to be outside my patrol vehicle.



**Retroreflective Vest**

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Illinois Department of Transportation

## BASIC GUIDANCE FOR UNIFORMED HIREBACK DETAILS IN WORK ZONES

This document presents guidance based on the principles in the Federal Highway Administration's Manual on Uniform Traffic Control Devices, the Illinois Department of Transportation and Illinois State Police intergovernmental agreement, and best practices developed to perform critical and routine work zone traffic control needs. **The primary goal of this program is to encourage safe traffic behavior and compliance with traffic laws.**

These guidelines cannot address every situation. When necessary to deviate, each party needs to ensure immediate communication with each other to balance motorist and worker safety. Agreement from the IDOT point of contact is needed to change the type of deployment, unless the officer is responding to an emergency. For additional guidance or direction, contact the IDOT/ISP hireback coordinator or the Bureau of Safety Programs and Engineering.

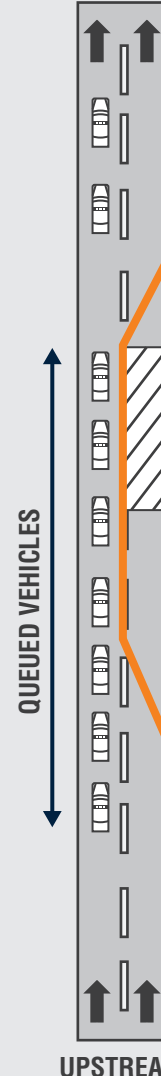
For a list of hireback coordinators, scan or visit: [idot.click/wz-material](https://idot.click/wz-material).



Document prepared by the **BUREAU OF SAFETY PROGRAMS AND ENGINEERING.**

# COMPONENTS OF A WORK ZONE

DOWNSTREAM



**TERMINATION AREA**  
Traffic resumes normal driving.

**END WORK ZONE SPEED LIMIT SIGN**  
**100-FOOT DOWNSTREAM TAPER** (optional)

**WORK AREA**  
Area for workers, equipment and material storage.

**BUFFER SPACE**  
Provides protection for traffic and workers.

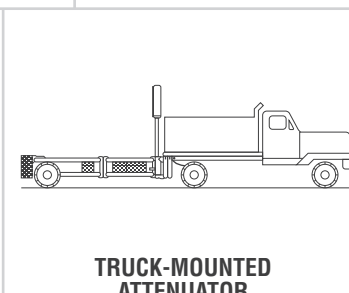
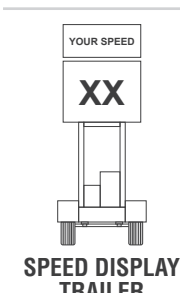
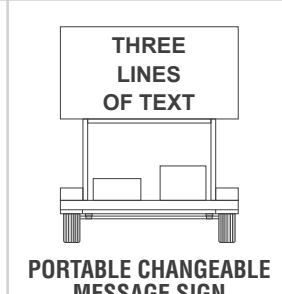
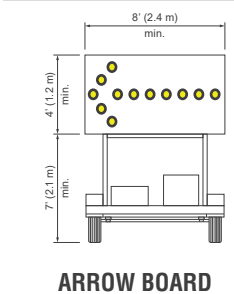
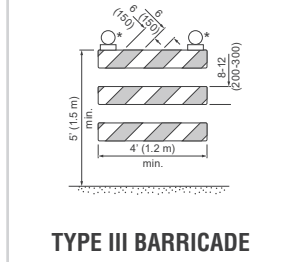
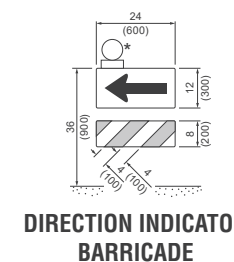
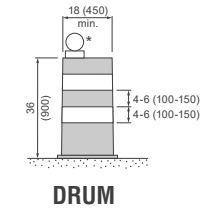
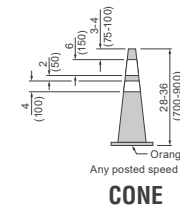
**TRANSITION AREA**  
Location where traffic lanes merge or are shifted.

**ADVANCE WARNING (AW) AREA**  
Informs drivers of what to expect ahead and how to navigate work zone.

- ◆ THIRD AW SIGN
- ◆ SECOND AW SIGN
- ◆ FIRST AW SIGN

UPSTREAM

# TRAFFIC CONTROL DEVICES





## IDOT RESPONSIBILITIES

- Request and coordinate scheduling of officers.
- Establish the type of deployment to be performed on-site.
- Communicate any change of plans/deployment with the officer on-site.
- Ensure that temporary traffic control is acceptably deployed and maintained within the work zone.

## ISP RESPONSIBILITIES

- Establish communication with the IDOT point of contact upon arrival to the work zone.
- Become familiar with the different types of deployments to assist with: lane closures, back-of-queue warning, enforcement, motorist assistance, and incident response and management.
- Perform the type of deployment requested by the IDOT point of contact (request additional guidance if deployment is unclear).
- Convey any contractor or construction personnel issues to the IDOT point of contact.
- Alert IDOT personnel of any safety concerns, including changes in traffic patterns or suspected traffic control device deficiencies.
- Respond to incidents and help motorists to aid in expedited clearance and mobility maintenance if requested to do so by the IDOT point of contact.
- Inform the IDOT point of contact of the completion of the detail or wait to be dismissed by the IDOT point of contact.

## GENERAL

- Outside the vehicle, wear high-visibility retroreflective safety apparel during daytime and nighttime (ANSI 107 Class 2).
- Establish direct lines of communication between the IDOT point of contact and the officer on-site prior to the start of the deployment to aid in timely transmittal of changed conditions.

## TYPES OF DEPLOYMENT – PRESENCE

The goal of presence detail is to raise awareness of changed conditions to encourage compliance with traffic laws and improve driver attentiveness. Typical cases include crew support and back-of-queue warning.

- The vehicle should be positioned upstream of the activity area or the back of the queue.
- The vehicle should be visible to traffic and have its warning lights on. A marked vehicle is preferred, but unmarked is acceptable with adequate lighting.

## PRESENCE DEPLOYMENT – DO

1. Position the vehicle as far as practical from the edge of the lane open to traffic.
  - a. For lane closure warning, locate between the second and third advanced warning signs.
  - b. For back-of-queue warning, stay approximately ¼ mile upstream of the back of slowed/stopped traffic.
  - c. For crew support, locate within closed lane upstream of work activity.
2. Turn off headlights and turn emergency lights on.
3. For moving operations, coordinate the deployment location with the IDOT point of contact.
4. Maintain awareness of approaching traffic.

## PRESENCE DEPLOYMENT – DON'T

1. Park within limits of merging tapers or shifting tapers, or in the buffer space.
2. Park in front of barricades or crash attenuators, or in front of or behind trailer- or truck-mounted crash attenuators.
3. Direct traffic, unless it is an emergency or requested by the IDOT point of contact.

## TYPES OF DEPLOYMENT – ENFORCEMENT

The goal of enforcement detail is to be visible and address speeding and/or distracted driving by engaging drivers through traffic stops to achieve lasting behavioral change. Typical deployment is located within less than a mile of a desired compliance area.

- The operation can be done with one or multiple patrol units.
- A marked vehicle is preferred, but unmarked is acceptable with adequate lighting.

## ENFORCEMENT DEPLOYMENT – DO

1. Single vehicle enforcement typically locates downstream and on the same side of work activity.
2. Multiple vehicle enforcement locates the lead vehicle ahead of or within the work zone to identify violators and subsequent enforcement vehicles downstream for apprehension and citation.
3. Complete traffic stops for moving violations at least 1,000 feet downstream from the lane closure, outside of the work zone.

## ENFORCEMENT DEPLOYMENT – DON'T

1. Park within limits of merging tapers or shifting tapers, or in the buffer space.
2. Park in front of barricades or crash attenuators, or in front of or behind trailer- or truck-mounted crash attenuators.
3. Perform citation duties in hazardous areas, or in conflicting paths to work operations.
4. Create congestion within work zone limits.
5. Have more than four officers and more than one enforcement location within a single work zone without prior approval of the IDOT hireback Coordinator.



## TYPES OF DEPLOYMENT – CIRCULATING

The goal of circulating detail is to be seen as present and mobile in the area to effectively calm traffic speeds or other driver behaviors. This detail is typically used when stationary presence or enforcement may result in congestion and traffic mobility is more desirable, when multiple work zones are nearby that may benefit from mobile enforcement strategies, or when traffic control assistance is needed to support contractor operations.

- The officer should monitor traffic behaviors nearby as well as away from the work activity area(s).
- A marked vehicle is preferred, but unmarked is acceptable with adequate lighting.

## CIRCULATING DEPLOYMENT – DO

1. Travel at the posted work zone speed limit throughout the work zone without emergency lights activated.
2. Observe and report traffic behaviors at key components, including lane merges and limits of congestion in relation to the warning area.
3. Rotate between two or three work zones within 20 minutes travel time. However, the minimum time at each should generally be 2 hours. Confirm locations, billing hours and work zone coding procedure with hireback coordinator.
4. Remain in contact with IDOT personnel to be responsive to changing needs on-site.

## CIRCULATING DEPLOYMENT – DON'T

1. Perform other ISP duties while working hireback hours.