

Washington State Patrol Work Zone Enforcement and Assistance

Introduction

The use of Washington State Patrol (WSP) enforcement and assistance in work zones can increase driver compliance and improve worker safety and traffic movement. The need for WSP assistance in a work zone is considered and determined during project development or when planning a maintenance operation. Region Designers, with input from the Region Work Zone Safety Specialist, assess all work zone impacts and develop a work zone strategy in accordance with *Design Manual* Chapter 1010. If used, the appropriate level of WSP enforcement and assistance is spelled out in the Transportation Management Plan (TMP). In addition, local law enforcement agencies may be considered for work zone enforcement or assistance; their use is also managed following the procedures provided in this appendix.

This appendix:

- Discusses factors to consider when determining appropriate use of WSP for work zone enforcement and assistance.
- Provides guidance on work zone strategies, equipment, and procedures related to WSP assistance and enforcement.
- Establishes the procedures to make specific work zone assignments.

Policy

WSP assistance is considered as part of an overall work zone strategy:

- In areas of high worker exposure.
- Where a high level of traffic violations are expected.
- Where there are other unique safety concerns.

WSP assistance is not a replacement for effective work zone strategies and traffic control devices. However it can be a cost effective enhancement that provides enforcement emphasis or other specific assistance duties when other measures are not practical or effective. Active enforcement of traffic laws in operating work zones is the most effective strategy for achieving driver attention and compliance. Routine enforcement by WSP in our work zones is always welcome.

Determining the Need for WSP Enforcement or Assistance

The need for WSP assistance or enforcement is determined during the Project Development phase and is based on specific project conditions. Consider the following factors:

Work Zone Location. Consider WSP use if the work zone includes any of the following:

- High Accident Location (HAL) or corridor.
- High traffic volume or high speed roadway segment.
- Unprotected work zone areas.
- Speed enforcement emphasis area.
- DUI enforcement area.

Type of Work. Consider the use of WSP assistance in work zones which include:

- **Mobile Work Operations.** Both construction and maintenance use mobile operations for the installation and removal of traffic control and other operations. WSP may be used as a “shadow vehicle” on the shoulder in advance of the first traffic control device, to alert motorists to the operation.
- **Short-Term Work Operations.** Because these operations are of short duration, it is not practical to install positive protection devices such as barriers; thus, workers can be subjected to greater levels of traffic hazards. WSP presence can alert drivers to the work zone and the workers. Short term closures or rolling slowdowns may also require WSP assistance.
- **Night Work.** Because of reduced visibility and potentially higher numbers of impaired drivers, consider WSP assistance for night work.

Enforcement Strategies and Techniques

Enforcement is used to enhance the work zone traffic control measures. It is not a “stand alone” substitute for appropriate traffic control design, signs and devices. Any decision to use WSP assistance or enforcement must focus on the worker safety benefits and the possible reduction of work zone crashes. The local WSP detachments are familiar with operational and enforcement issues along state highways; it is important to request their early input during work zone strategy development.

Random/Roving Enforcement. High profile enforcement in work zones results in increased levels of driver compliance and leads to a “residual compliance effect” even when WSP is not present. The appropriate number of troopers and the frequency of use are determined with input from WSP. A minimum enforcement effort would employ one or two troopers for a shift.

Typically, enforcement can be implemented once or twice a week, depending on the location, to provide adequate compliance and may be used Region-wide in multiple work zones. Implement enforcement during active work operations, stage change-overs, major traffic control shifts, etc. Troopers should be located prior to or just beyond the work area since it can be difficult and potentially hazardous to pull over vehicles within the work area limits. Coordinate with the Region Public Information Office (PIO) as part of this strategy. A Task Assignment form is needed for specific enforcement requests.

Speed Limit Reductions in Work Zones. The rules and guidance for setting regulatory work zone speed limits are covered in [Executive Order E 1060.00](#) and *Traffic Manual*, Chapter 5, [Appendix 5.B](#).

Public Information Campaign. A Public Information Campaign to increase driver awareness of work zone safety issues increases the effectiveness of using WSP enforcement or assistance. A campaign should include notice of the “double fines” law for a work zone citation. The Region PIO can help develop information strategies to fit the situation.

Routine Patrols. The occasional presence of WSP in work zones will maintain driver awareness and compliance with traffic laws. Local detachments will often increase their presence when notified by WSDOT of the work zone. There is no cost to WSDOT and no Task Assignment form is needed.

Short Term Road or Ramp Closures. Use of a traffic barrier for short term roadway or ramp closures may not be practical. WSP can provide effective enforcement of the closure where violations are likely to occur, such as on a high volume roadway or where there is no convenient detour route. A Task Assignment form is needed to implement this strategy.

WSP Vehicles. The WSP uses patrol cars or motorcycles in their enforcement or assistance efforts. A WSP vehicle shall not be used as a buffer vehicle. In some cases, motorcycles may be more effective due to their ability to navigate narrow work zones, but they are generally used only during daytime operations. Contact WSP to determine which vehicle type is most appropriate for a specific work zone condition.

Passive vs. Active. Active enforcement of traffic laws is a more effective use of the WSP, rather than the passive use of a WSP vehicle stationed in the vicinity of a work zone.

Flagging at Intersections. WSP flagging at either signalized or unsignalized intersections provides a cost effective operation with high driver compliance. A complex intersection may require more than one trooper. When flagging at a signalized intersection, the signal shall be turned off or set to all-red flash mode. Coordinate with WSP to determine who accesses the signal controller. Use of WSP for a flagging operation requires a Traffic Control Plan (TCP) and Task Assignment form.

Rolling Slowdowns. WSP typically conducts any rolling slowdown, particularly on freeways. The WSP troopers are skilled in the techniques used to implement the operation and their presence adds a high level of compliance. Use of WSP for rolling slowdowns requires an approved TCP and Task Assignment form. The WSP should be notified of any rolling slowdown or stop operation, even if they are not conducting it.

Short term Traffic Stops. This operation is a variation of the rolling slowdown and the use of WSP is advised. An approved TCP and Task Assignment form is needed.

Toolbox (Exhibit 1). This list provides guidance on the appropriate use of WSP or other law enforcement in work zones.

Sign and Radio Equipment

Specialized signing and radio equipment is often used in a work zone to provide current and pertinent information to drivers. Driver compliance to these messages is increased by the use of WSP enforcement. Consider use of special signs when WSP speed enforcement is part of the work zone strategy. The Region Traffic office or work zone specialist can assist with use of special equipment and appropriate messages.

Portable Changeable Message Sign (PCMS). PCMSs display work zone information to drivers and send safety, enforcement and compliance messages. PCMSs are available with optional radar speed detection and display equipment.

Following are example PCMS messages to display when using WSP assistance or enforcement. A minimal level of enforcement will be needed to validate the message.

“WORK ZONE AHEAD – SPEED LIMIT ENFORCED”

“WORKERS ON ROAD – SPEED LIMIT ENFORCED”

“WORK ZONE AHEAD – WSP PATROLED”

“WORK ZONE AHEAD – ACTIVE WSP PATROL”

**“YOUR SPEED IS XX – SPEED LIMIT ENFORCED”

**“YOUR SPEED IS XX – SLOW DOWN”

** These messages are for use with a PCMS sign with incorporated radar.

Speed Display Signs. The units are available separately or as an option for a PCMS. Radar speed detection equipment measures an approaching vehicle's speed and displays it on the sign's message panel. The speed can be accompanied by a message of "YOUR SPEED IS XX." Studies show that most drivers will check and adjust their speed when provided this clear message.

Use these devices when active enforcement is in place; effectiveness is reduced when drivers see no consequence associated with their speed.

Portable Highway Advisory Radio (PHAR). These portable radio stations are used to broadcast messages to drivers regarding roadway restrictions, detours, or other work zone impacts. Enforcement and safety messages strengthen WSP efforts to enforce traffic laws in the work zone.

"Double Fines in Work Zones" Signs. The WSP encourages the use of these signs in our work zones. Although the signs are not required to enforce the "double fines" law, they can be an effective reminder to drivers and provide the WSP with a "no excuse" back-up when issuing a work zone citation. Install "double fines" signs at strategic locations, usually in advance of the work zone, or where side traffic enters the work zone.

Procedures for Incorporating Use of WSP Assistance or Enforcement

Project Scoping. Use of WSP enforcement and assistance must be determined and coordinated at the Project Development phase as part of the TMP. Early planning secures adequate funding and ensures WSP resource availability. A preliminary cost estimate is developed using \$75/hour (which includes the trooper and vehicle).

Project Design. The work zone design strategy identifies specific uses of WSP assistance or enforcement. A more complete cost estimate is prepared to identify the dollar amount attached to the project. Average cost rates are shown in Agreement GC 5080 ([Exhibit 2](#)) and are applied to the number of estimated hours. A Task Assignment ([Exhibit 3](#), WSDOT Form 130-020EF) showing costs and assigned WSP activities must be completed and processed prior to advertisement of the project, to establish the reimbursement work order.

Local WSP representatives should always be invited to the work zone design strategy meeting even if specific WSP assistance is not anticipated.

Enforcement activities are managed by WSDOT, but are not part of the contract work items.

Project PS&E. Traffic control plans are required for specific WSP traffic control assistance. Typical operations requiring TCP's are rolling slowdowns, traffic stops, intersection flagging or similar assignments. The [Work Zone](#)

Traffic Control Guidelines M 54-44 are used as a reference during plan development. Do not develop TCP's for routine enforcement operations.

Project Construction. The local WSP representative is included in the preconstruction meeting. Their input is valuable and it is important that they are aware of the project and how it might impact traffic operations, safety and mobility. Projects with WSP assistance or enforcement need to have a TMP strategy meeting to discuss specific project assignments, schedules, report forms, communication contacts and expectations.

Maintenance. Regional maintenance divisions may establish a standing Task Assignment agreement (considered a “best practice”). This allows for a quick response by the WSP if needed, with the paperwork already in place.

Emergency Response and Incidents Within a Work Zone. WSP responds to emergencies and incidents in work zones, just as in regular roadway sections. If incidents or emergencies occur in the work zone contact WSP if they are present; otherwise call 911. Do not resume the same work zone activity until it is determined if the traffic control needs to be revised or protective measures added. If WSP activities are not directly related to work zone features or project traffic control, costs incurred will be covered by the WSP.

Ensure that flaggers and others working at isolated areas in the work zone have a means of communication with the WSP.

Agreement GC 5080 (Exhibit 2)

This agreement between WSDOT and WSP is the legal document that allows WSDOT to reimburse WSP for costs associated with assigned work zone enforcement or assistance.

Task Assignment Form 130-020EF (Exhibit 3)

The Task Assignment form is completed to assign specific work zone activities to the WSP. It also connects WSDOT reimbursement to a specific work order. The Task Assignment form must be approved and signed by the Agreement manager, Region approving authority, and WSP prior to requesting WSP presence on the roadway.

The following steps provide a “walk through” on completing the Task Assignment:

Each Region assigns a person the duties of Task Agreement Manager; typically this is the Work Zone Specialist in the Traffic office. The Task Agreement Manager requests the agreement number for the Task Assignment from the Headquarters Traffic Office fiscal manager. Do this via email to provide a written record of the request. Include the project name and route number, Contract or Work Order number, if known, and estimated dollar amount.

Once the task number is assigned, the Task Assignment form can be filled out by the Region Task Agreement Manager and signed by both WSP and WSDOT. The WSDOT signature is typically a Region Construction Engineer and the WSP signature is from their Budget and Fiscal manager (Mailstop 42602). Two originals are required, one for WSP and one for WSDOT.

A signed original Task Assignment must be submitted to WSDOT Headquarters Budget Office. Copies are to be sent to Region Program Management, the Project Engineer's Office administering the project, the Region Accounting Office, and the Region Traffic Office.

The Region accounting office reimburses WSP per the Task Assignment Agreement.

For use of local agency law enforcement personnel, the Region Local Programs office develops a project specific agreement between WSDOT and the agency to establish procedures for use and reimbursement.

WSP Field Checklist Form 421-045 EF (Exhibit 4)

The WSP field checklist is filled out by the project inspector. Use of the form establishes the "on the job" expectations for the work to be performed by the WSP trooper. To ensure effective enforcement or assistance work, discuss the specific details with the trooper, including any suggestions the trooper may offer.

Schedule. On each project, identify the person who will coordinate with the WSP to schedule troopers. In some Regions scheduling is done by the individual project office administering the contract. In other Regions the traffic office is the primary scheduling contact. This communication should be established prior to the project to avoid confusion and overlapping of duties. The WSP contacts can be identified at the preconstruction meeting or from the WSP Contact List in this document (Exhibit 5).

To ensure troopers will be available, secure scheduling as soon as possible. Cancel only when necessary; this may include incidents of inclement weather, work stoppage, etc. A 2-hour minimum call out is required when assigning troopers for a project.

Field Monitor and Adjust the Work Zone. The field engineer or project inspector should meet with the assigned WSP trooper(s) at the beginning of each shift to determine communication methods and to discuss WSP tasks for the work operation. The goal is to have steady, balanced traffic flow through the work area.

The project inspector monitors the traffic control operation and WSP enforcement or assistance activities. If there is excessive braking, queuing of traffic, etc., due to WSP presence, then adjustments may be necessary.

Additional Resources

Secretary's [Executive Order E 1060.00](#)

Traffic Manual, Chapter 5, [Appendix 5.B](#)

Standard Specifications, Section 1-10

General Special Provisions, Division 1-10

WSDOT/WSP Joint Operating Procedures (JOPs)

WSP Work Zone Enforcement and Assistance “Toolbox”

Exhibit 1

The Work Zone Safety Task Force has developed this toolbox to provide guidance on the appropriate use of WSP troopers in work zones. The toolbox is intended to be used as a quick reference to common procedures and the appropriate category for use. Use of the WSP checklist (Form 421-045 EF) is required on individual contracts, but is not needed when WSP use is part of a region-wide enforcement emphasis. The Task Assignment (Form 130-020 EF) must be approved and funded prior to WSP use.

The following specific assignments for WSP are allowed as listed below.

Recommended

- Enforcement Emphasis – **The most effective overall strategy is active enforcement in the work zone.**
- Signalized intersection control in lieu of flaggers, signal off or on all-red flash.
- Rolling slowdowns or temporary stopping of traffic.
- Full closures of roadways that are high-volume or at high risk for motorist intrusion.
- During installation and removal of traffic control devices. (WSP trooper on the shoulder in advance of the first traffic control device, not as a buffer vehicle).
- To control access points where motorists could follow construction vehicles into the work zone.

Not Recommended

The following tasks are not recommended as efficient use of WSP assistance and are generally not allowed. Short term use may be considered, but not an ongoing strategy.

- General or routine use, especially with no significant traffic impacts expected.
- Passive use (vehicle parked near or inside work zones with blue or yellow lights flashing). WSP presence is not a substitute for proper traffic control.
- Shoulder or HOV closures.
- Single-lane closure on a multi-lane highway unless significant traffic impacts are likely.
- Single-lane closure on a two-lane highway.
- A ramp closure without other traffic control devices.
- WSP vehicles are not buffer vehicles and shall not be the first vehicle in the lane when setting up or removing traffic control.

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AGREEMENT 5080
STATEWIDE WORK ZONE ENFORCEMENT and TRAFFIC CONTROL ASSISTANCE
AGREEMENT BETWEEN WSDOT and WSP

THIS AGREEMENT is made and entered into this 22 day of February 2008, by and between the State of Washington, Department of Transportation, hereinafter called the "WSDOT," and the Washington State Patrol, hereinafter called the "WSP," referred to collectively as the "PARTIES" and individually as the "PARTY."

WHEREAS, WSDOT and the WSP first entered into Agreement GC 9131 on July 1, 1991 for the purpose of having WSP provide traffic control in WSDOT work zones, and

WHEREAS, GC 9131 needs to be superseded to reflect the PARTIES current agreement, and

WHEREAS, WSDOT, as it deems necessary, desires WSP to provide traffic control in work zones where project work may disrupt the smooth flow of traffic, increase the risk of crashes to the traveling public, and/or increase hazards to roadway workers, and

WHEREAS, WSDOT may not at times have sufficient trained personnel in traffic control available to provide the needed traffic control for safe highway project operations for the benefit of the traveling public and roadway workers, and

WHEREAS, WSDOT does not have the authority to enforce traffic laws, and

WHEREAS, WSP is also concerned with the safety of the traveling public and roadway workers and agrees to provide the additional traffic control as needed by the WSDOT and as provided under this AGREEMENT, and

WHEREAS, the PARTIES deem it to be in the public's best interest for WSP to be present in the work zones to enforce traffic laws and to assist WSDOT with traffic control when requested by the WSDOT,

NOW, THEREFORE, by virtue of chapter 39.34 RCW, and in consideration of the terms, conditions, covenants and performance contained herein,

IT IS MUTUALLY AGREED AS FOLLOWS:

1. WSP RESPONSIBILITIES

1.1 WSP agrees to furnish uniformed officers, vehicles and associated equipment to assist the WSDOT in traffic control operations, hereinafter the "WORK," when requested by WSDOT. The WORK to be assigned to WSP under this AGREEMENT may include, but is not limited to, the following: work zone traffic enforcement; rolling slowdowns; flagging; controlling pedestrians, spectators and participants; controlling signalized intersections; and controlling traffic in restricted lane situations and/or providing support during ramp, lane or road closures.

1.2 The officers provided by WSP, under the terms of this AGREEMENT, shall be under the sole direction, management and control of the Chief of the WSP or his/her designee and shall perform the WORK required by this AGREEMENT in a manner consistent with WSP policy and regulations, applicable state and local laws, and the Constitutions of the State of Washington and the United States.

1.3 The assignment of uniformed officers to accomplish the WORK under this AGREEMENT shall be at the discretion of the Chief of the WSP or his/her designee.

2. SCOPE OF WORK

2.1 The PARTIES agree to enter into separate Task Assignments for the WORK performed under the terms of this AGREEMENT. WSDOT may assign WORK to the WSP only as authorized by an agreed upon and executed Task Assignment. Task assignments shall be made in writing and shall at a minimum include: date, time, and location of WORK; number of personnel and type of equipment needed; estimated hours per day required; estimated number of days required; and name, location and phone number of WSDOT contact in charge of the WORK. WSDOT Traffic Manual (M51-02) outlines the process for developing the Task Assignment.

2.2 If time or circumstances do not permit preparation of a written Task Assignment *prior* to the start of WORK, WSDOT may verbally authorize WSP to proceed with WORK and document this authorization in a written Task Assignment within 72 hours after the verbal authorization is given. The PARTIES agree that the terms and conditions of this AGREEMENT shall be in full force and effect with any verbal authorization to start WORK prior to entering into a written Task Assignment.

3. PAYMENT AND RECORDS

3.1 WSDOT, in consideration of faithful performance of the WORK to be performed by WSP, agrees to reimburse WSP for the actual direct and related indirect costs in accordance with a work order accounting procedure as prescribed and approved by the Office of Financial Management for all reimbursable work requested by WSDOT.

3.2 Costs for WORK under this AGREEMENT are likely to be included in requests to the Federal Highway Administration for reimbursement of project costs; therefore, WSP agrees to follow the rules of the Office of Management and Budget (OMB) Circular A-87. In particular, WSP shall follow A-87, regarding equitable distribution of indirect costs and the provisions for costs of Interagency Services (sections F and G of A-87). All labor costs billed to WSDOT by WSP shall comply with WSP regulations and policies relating to employee compensation.

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3.3 WSP may make requests for payment at any time, but such requests shall not be more frequent than once per month. Payment shall be made by WSDOT to WSP within (30) days following the date the invoice is received.

3.4 WSP agrees to submit a final invoice to WSDOT within sixty (60) days after notification by WSDOT that WSP's services for the WORK under a Task Assignment are no longer required.

3.5 WSDOT will reimburse WSP for actual hours worked by WSP officers or a minimum of 2 overtime hours for each WSP officer called out from an off-duty status to provide WORK under this AGREEMENT. WSDOT will reimburse WSP for overtime salaries and benefits; indirect costs at WSP's federally approved current indirect rate; and mileage at WSP's current rate. Two examples of the overtime cost rates for staff typically assigned to this type of WORK are as follows:

WSP Trooper (w/ 10 years service):
O.T. rate w/ 35% Indirect Costs (i.e. overhead) \$60.31

WSP Sergeant (w/ 15 years service):
O.T. rate w/35% Indirect Costs (i.e. overhead) \$70.74

3.6 WSP will be paid mileage for its vehicles at WSP's approved rate which is currently \$0.48/mile. WSDOT acknowledges that the WSP approved rate is higher than the Office of Financial Management approved mileage rate for privately owned vehicles.

3.7 For the purposes of estimating costs of providing the requested WORK, the all inclusive (labor, vehicle, mileage) amount of \$75.00 per hour shall be used when preparing WORK estimates.

3.8 During the progress of the WORK and for a period of not less than three (3) years from the date of the final Task Assignment payment to the WSP, the records and accounts pertaining to the WORK under this AGREEMENT and accounting therefore are to be kept available for inspection and audit by WSDOT and/or the Federal Government and copies of all records, accounts, documents, or other data pertaining to this AGREEMENT WORK shall be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the 3-year retention period.

4. EXTRA WORK AND AMENDMENTS

4.1 In the event unforeseen conditions require an increase in the costs of a specific Task Assignment by twenty-five percent (25%) or more, or a change in scope of the WORK to be accomplished in connection with a specific Task Assignment is required, the PARTIES agree to amend the Task Assignment in writing to cover the increase or change.

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5. AGENCY REPRESENTATIVES

5.1 WSDOT's representative under this AGREEMENT shall be the Region Administrator of the WSDOT Region for which the WORK is being performed or an appointed representative; except in the case of oversize loads, WSDOT's representative shall be located at WSDOT Headquarters Maintenance and Operations Division in Olympia. These representatives shall be responsible for requesting the WSP provide WORK and shall be responsible for verifying and processing billings for payment. WSP's representative shall be the Headquarters Duty Officer or his/her designee.

6. ADMINISTRATION OF WORK

6.1 WSDOT shall follow the requirements of WSDOT's policy and procedures contained in the WSDOT Traffic Manual Chapter 5 throughout the process of assigning, implementing and compensating for WSP traffic control. Task Assignments must be authorized by the designated WSDOT manager prior to beginning work or within 72 hours for unforeseen or emergency conditions.

7. TERMINATION

7.1 Either PARTY to this AGREEMENT may terminate this AGREEMENT by giving thirty (30) days written notice to the other PARTY. In the event that this AGREEMENT is terminated, such termination shall also terminate all outstanding Task Assignments. The WSP shall be entitled to recover its costs as provided under this AGREEMENT for WORK provided up until the termination date of this AGREEMENT and any Task Assignment.

7.2 WSDOT will initiate a biennial review of this AGREEMENT to ensure that it is kept current.

8. GENERAL PROVISIONS

8.1 Independent Contractor: WSP shall be deemed an independent contractor for all purposes under the terms of this AGREEMENT or any Task Assignment. WSP officers and employees shall not be deemed employees, agents or representatives of WSDOT.

8.2 Amendment: This AGREEMENT may be amended by the mutual agreement of the PARTIES. Such amendment or modifications shall not be binding unless they are in writing and signed by persons authorized to bind each of the PARTIES.

8.3 Disputes Resolution: In the event that a dispute arises under this AGREEMENT which cannot be resolved between the PARTIES, the dispute shall be settled in the following manner: Each PARTY to this AGREEMENT shall appoint a member to a dispute board. The members so appointed shall jointly appoint a third member to the

dispute board who is not employed by or affiliated in any with the two PARTIES to this AGREEMENT. The dispute board shall evaluate the facts, contract terms, and applicable statutes and rules and make a determination of the dispute. The determination of the dispute board shall be final and binding on the PARTIES hereto All costs associated with the appointment of the third party to the disputes board shall be split evenly between the two PARTIES. As an alternative to this process, either of the PARTIES may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8.4 Venue: In the event that a PARTY deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the PARTIES hereto agree that any such action or proceedings shall be brought in Thurston County Superior Court.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT as of the day and year first above written.

WASHINGTON STATE PATROL

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

Paul S. Beckley
Signature

Ted Trepanier
Signature

1-27-07
Name Date

TED TREPANI ER 2/22/07
Name Date

Approved as to form
1/17 2007

Approved as to form
12-22 2006

BY: Sharan Singh
Assistant Attorney General

BY: Paul E. Salay
Assistant Attorney General

Scope of Task Assignment

Provide description of work and reference attachments for prime consultant and all subconsultants (to include detailed description of work schedule and estimate).

Agreement No.
Task No.

Report Due Date

Distribution: Originals: Consultant Copies: File Consultant Services
 Accountant Task Manager Other _____

DOT Form 130-020 EF
7/08



WSP Field Check List

Today's Date:

To be Completed by WSDOT Inspector			
Contract No.	SR	Begin WSP Shift	End WSP Shift
Milepost		Date	
From	To	Time	<input type="radio"/> AM <input type="radio"/> PM
Title			
Project Engineer		WSP Task Order No.	
WSDOT Onsite Contact		Field Phone (include area code)	
Traffic Control Strategy Meeting Location		Attended By	
Traffic Control Strategy (review with WSP officer)			

To be Completed by WSP Officer - Return Completed Form to WSDOT Inspector	
Percent of Time	Duties
_____	Assistance in traffic control setup and takedown (blue lights)
_____	Passive presence (yellow lights)
_____	Proactive patrol in work zone (blue lights)
_____	Ramp closures (yellow lights)
_____	Lane closure (yellow lights)
_____	Road closure (yellow lights)
_____	Detours (yellow lights)
_____	Other duties as outlined in Strategy Session (above)

Is a second officer needed for similar work in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Suggestions For Traffic Control Improvements (mandatory):	

Total Violators Contacted	No. of Accidents Within Work Zone
_____	_____
WSP Officer Name	WSP Badge No.
_____	_____

DOT Form 421-045 EF
Revised 2/97

Distribution: White - Project Engineer; Canary - Regional Traffic; Pink - WSP

WSP Statewide and District Contacts

The website for the WSP is www.wsp.wa.gov

Overtime Coordinator – Each district has an overtime coordinator to establish the call out list for troopers available for projects.

WSP Administrative Headquarters

General Administration Building
PO Box 42600
Olympia, WA 98504-2600
(360) 753-6540 (Budget & Fiscal Manager, signs Task Assignment)
(360) 753-0692 (WSP Contracts Coordinator, administers Task Assignments)

District 1 Headquarters and Communications – Tacoma

State of Washington Combined Transportation Center
2502 112th Street East
Tacoma, WA 98445-5104
(253) 536-6210

Detachments:

Olympia/Thurston County
222 Tumwater Blvd., Building 16
PO Box 42640
Tumwater, WA 98504-2640
(360) 586-4443

District 2 Headquarters and Communications – Bellevue

2803 156th Avenue SE
Bellevue, WA 98007-6523
(425) 649-4370

Detachments:

Enumclaw
333 Griffin Avenue
Enumclaw, WA 98022
(360) 825-6154

Seattle North
811 E Roanoke
Seattle, WA 98102
(206) 720-3040

North Bend
134 Sydney Avenue
PO Box 1127
North Bend, WA 98045
(425) 888-1116

Seattle South
15666 International Blvd.
Seattle, WA 98188-6523
(206) 439-3830

District 3 Headquarters – Union Gap

2715 Rudkin Road
 Union Gap, WA 98903
 (509) 575-2320

Detachments:

Kennewick 143302 East Law Lane Kennewick, WA 99337-2011 (509) 734-7029	Walla Walla 406 Wellington Walla Walla, WA 99362 (509) 527-4413
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Sunnyside
 173905 West Interstate 82
 Grandview, WA 98930
 (509) 882-9945

District 4 Headquarters and Communications – Spokane

6403 West Rowand Road
 Spokane, WA 99224-5300
 (509) 227-6566

Detachments:

Colfax 840 West Fairview Street Colfax, WA 99111-9515 (509) 397-3600	Ritzville 1563 East Gun Club Road Ritzville, WA 99169-9713 (509) 659-1210
Colville 751 South Main Colville, WA 99114-2704 (509) 684-7431	Spokane Port of Entry RR1 Westbound I-90, Milepost 299 Liberty Lake, WA 99019-9801 (509) 226-3366

District 5 Headquarters and Communications – Vancouver

11018 NE 51st Circle
 Vancouver, WA 98682-6686
 (360) 260-6333

Detachments:

Chehalis 850 NW Louisiana Avenue Chehalis, WA 98532 (360) 748-2194	Kelso 1823 Baker Way Kelso, WA 98626 (360) 578-4147
Goldendale PO Box 105 Goldendale, WA 98620 (509) 773-3775	Morton 342 Morton Road Morton, WA 98356 (360) 496-3323

District 6 Headquarters and Communications – Wenatchee

2822 Euclid Avenue
 Wenatchee, WA 98801-5916
 (509) 663-9721

Detachments:

Cle Elum Scale (CVD)
 PO Box 550
 Cle Elum, WA 98922
 (509) 674-9704

Ellensburg
 291 Thorp Highway S
 Ellensburg, WA 98926
 (509) 925-2698

Moses Lake
 101 Laguna
 Moses Lake, WA 98837-0151
 (509) 765-6175

Okanogan
 PO Box 486
 Okanogan, WA 98840-0486
 (509) 826-7400

District 7 Headquarters and Communications – Marysville

2700 116th Street NE
 Marysville, WA 98271-9425
 (360) 658-2588

Detachments:

Bellingham
 3860 Airport Way
 Bellingham, WA 98226-8040
 (360) 676-2007

Burlington
 10945 Chuckanut Drive
 Burlington, WA 98233
 (360) 757-7553

Monroe
 909 West Main Street, Suite 1A
 Monroe, WA 98272-2031
 (360) 805-1153

Oak Harbor
 840 SE 8th Avenue #101
 Oak Harbor, WA 98227-2996
 (360) 675-0710

Silverlake
 Interstate 5
 Silverlake, WA 98204
 (425) 514-5444

District 8 Headquarters and Communications – Bremerton

4811 Werner Road
 Bremerton, WA 98312-3333
 (360) 478-4646

Detachments:

Hoquiam
 3111 Pacific Avenue
 Hoquiam, WA 98550-4222
 (360) 533-9332

Naselle
 797 State Route 4
 Naselle, WA 98638
 (360) 484-3130

Shelton
 629 West Dayton Airport Road
 Shelton, WA 98584-8945
 (360) 427-2180

Port Angeles
 62 Old Olympic Highway
 Port Angeles, WA 98362-9121
 (360) 417-1738

Poulsbo
 22065 Viking Way NW
 Poulsbo, WA 98370-9451
 (360) 478-4646