

DATE: April 13, 2021

SUBJECT: PA State Police Assistance Requests Updates

TO: District Executives

FROM: T Jay Cunningham, P.E., Acting Director
Bureau of Maintenance and Operations *T Jay Cunningham, P.E.*

This Strike-off Letter (SOL), effective immediately, is time and resource neutral and updates the policy for requesting Pennsylvania State Police (PSP) Assistance in Temporary Traffic Control (TTC) Zones.

These policy revisions will create a clear and streamlined path for authorization, coordination, and payment of PSP assistance in TTC zones along Department roadways. Additionally, to clarify the approval and tracking process for PSP assistance requests, the Bureau of Maintenance and Operations (BOMO) has created the below tracking forms:

- [TE-123: PSP Assistance in TTC Zones Project Authorization Form](#)
- [TE-124: PSP Assistance in TTC Zones Project Tracking Form](#)

This policy updates, and will be incorporated into, the attached Section 6.15 of Chapter 6 in [Publication 46: Traffic Engineering Manual](#) and will rescind the following SOLs:

- 481-16-05 *PSP Assistance Documentation – Pubs 2 and 46*
- 494-20-06 *PA State Police Assistance Request*

Should you have any questions or require additional information, please contact Brian Crossley, Manager, Temporary Traffic Control Unit, at 717.265.7562.

Attachment

4940/BSC/hmq

cc: Jason Wagner, Director, Policy and Government Relations, APC
Leeann Sherman, MPS, CAE, Executive Director, ACEC
Clint Beck, P.E., Director of Technical Services, FHWA
William Houpt, P.E., Safety Engineer, FHWA
Timothy Scanlon, P.E., Director, Traffic Engineering and Operations, PTC
Thomas Macchione, P.E., Traffic Engineering Manager, PTC
Assistant District Executives-Construction
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District Planning and Programming Managers
District Plan Engineers
District Construction Managers
District Traffic Engineers
District Work Zone Managers
County Maintenance Manager
Assistant County Maintenance Managers
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Christine Norris, P.E., Chief, Construction and Materials Division, BOPD
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Brian Crossley, Manager, Temporary Traffic Control Unit, BOMO
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Michael Groody, Temporary Traffic Control Manager, BOMO
Larry Fagan, Temporary Traffic Control Manager, BOMO
MCK Read File

6.15 Pennsylvania State Police Assistance in Temporary Traffic Control Zones

Overview

The memorandum of understanding (MOU), located on [PennDOT's Temporary Traffic Control Portal](#), is an agreement between the Pennsylvania Department of Transportation (PennDOT) and Pennsylvania State Police (PSP) to establish a supplemental safety effort within temporary traffic control (TTC) zones on highways under PSP jurisdiction. The following table will provide an overview of the MOU.

Memorandum of Understanding Overview	
Highway	<ul style="list-style-type: none"> Highways under PSP jurisdiction
Project	<ul style="list-style-type: none"> Construction Projects Department Maintenance Projects
Activity	<ul style="list-style-type: none"> Primary PSP Duty: Vehicle code enforcement Secondary PSP Duty: Traffic queue warning
Request	<ul style="list-style-type: none"> PennDOT submits PSP Assistance project request Maximum of two troopers per project
Approval	<ul style="list-style-type: none"> PennDOT Bureau of Maintenance and Operations' (BOMO) TTC Unit will maintain a list of approved PSP Assistance projects Data Driven <ul style="list-style-type: none"> Including but not limited to: existing speed limit, temporary traffic control zone speed limit, anticipated traffic queues, type of construction or maintenance project, past experience, and areas with high crash rates
Notification	<ul style="list-style-type: none"> PennDOT must notify the Local PSP Troop two weeks before the anticipated need for PSP Assistance
Location	<ul style="list-style-type: none"> Queue Present: Advance of the queue No Queue Present: Advance of the construction/maintenance project
Documentation	<ul style="list-style-type: none"> PennDOT and PSP will keep detailed records of PSP Assistance
Cost	<ul style="list-style-type: none"> PennDOT will reimburse PSP for trooper overtime, shift differential, and vehicle costs
Payment	<ul style="list-style-type: none"> PSP will send PennDOT monthly invoices for PSP Assistance

Project Identification

Construction and maintenance projects occurring on highways under PSP jurisdiction are eligible for PSP Assistance. The following tables will assist in identifying and budgeting for PSP Assistance on construction and maintenance projects.

Construction		
Identification	Standard Process	During Construction
	<ul style="list-style-type: none"> Identified within the project scoping or design process 	<ul style="list-style-type: none"> Identified after the project has started based on critical safety concerns
Funding	<ul style="list-style-type: none"> Funding acquired during design 	<ul style="list-style-type: none"> Funding acquired during construction
Budget	<ul style="list-style-type: none"> PennDOT Engineering Districts should budget for anticipated PSP Assistance using the hourly cost multiplied by the total hours anticipated during the construction phase of the project. PennDOT Engineering Districts should indicate the estimated cost for PSP Assistance on the Project Development Checklist by selecting State Police Assistance and entering the total dollar amount. The average per hour cost for PSP assistance can be found in the following location: PennDOT's Temporary Traffic Control Portal. <p>Note: PSP Assistance is not a bid item in the proposal and is not included in the Maintenance and Protection of Traffic items. However, to clarify both the Department and the contractor roles, include the "Pennsylvania State Police Construction Assistance" special provision.</p>	
Authorization	<ul style="list-style-type: none"> When preparing the request for the Federal Authorization (Form D-4232), include the amount estimated for PSP Assistance as a separate line item and include a comment in the State Remarks field that indicates "Line No. includes \$_____ for PSP assistance." 	

Maintenance	
Identification	<ul style="list-style-type: none"> Identified by PennDOT County Maintenance based on critical safety concerns.
Funding	<ul style="list-style-type: none"> Funding acquired through PennDOT County Maintenance budget.
Budget	<ul style="list-style-type: none"> PennDOT County Maintenance should budget for anticipated PSP Assistance using the hourly cost multiplied by the total hours anticipated for the project. The average per hour cost for PSP assistance can be found in the following location: PennDOT's Temporary Traffic Control Portal.

PSP Assistance Process

PSP assistance in TTC zones may be established on construction and maintenance projects if the requirements of the MOU are satisfied. PSP Assistance includes the following areas:

1. Project Authorization (Figure 1)
2. Project Coordination (Figure 2)
3. Payment (Figure 3)

Legend

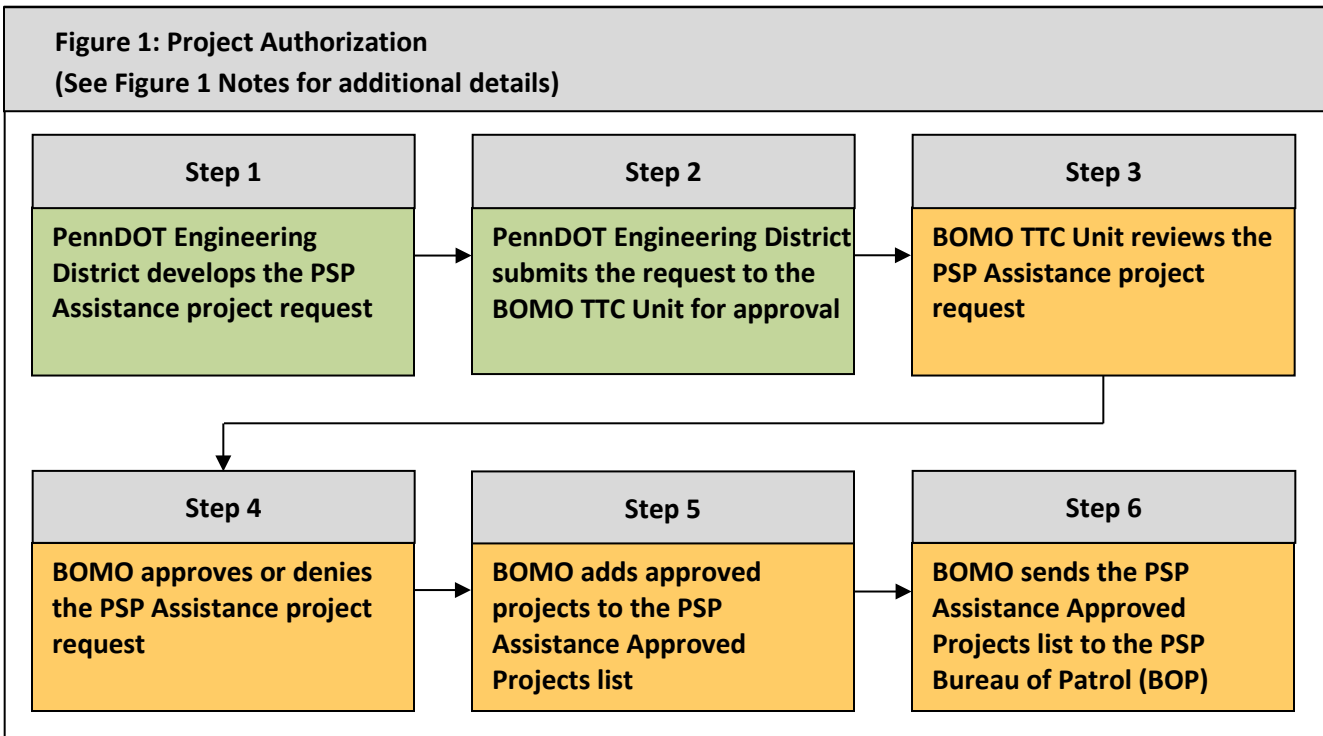
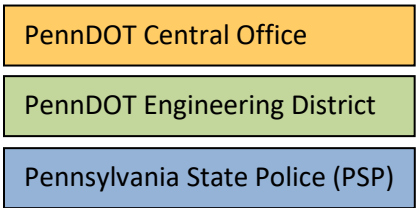


Figure 1 Notes

- Step 1. PennDOT Engineering District develops the PSP Assistance project request
- a) Preliminary coordination of PSP Assistance occurs between the PennDOT Engineering District Personnel and the PSP Local Troop
 - Ensure compliance with the MOU
 - b) PennDOT Engineering District completes the PSP Assistance in TTC Zones: Project Authorization (TE-123) form
 - TE-123 form location: [PennDOT's Temporary Traffic Control Portal](#)
- Step 2. PennDOT Engineering District submits the PSP Assistance project request to the BOMO Temporary Traffic Control (TTC) Unit for approval
- PennDOT Engineering District must submit the PSP Assistance in TTC Zones: Project Authorization (TE-123) form at least three weeks prior to the need for PSP Assistance
- Step 3. BOMO TTC Unit reviews the PSP Assistance project request
- Ensure compliance with the MOU
- Step 4. BOMO TTC Unit approves or denies the PSP Assistance project request:
- Approved
 - PSP Assistance in TTC Zones: Project Authorization (TE-123) form is returned to the PennDOT Engineering District with approval
 - Denied
 - PSP Assistance in TTC Zones: Project Authorization (TE-123) form is returned to the PennDOT Engineering District with justification for denial
- Step 5. BOMO TTC Unit adds approved projects to the PSP Assistance Approved Projects list
- PSP Assistance Approved Projects list is generated from the PSP Assistance Database
 - PSP Assistance Approved Projects list location: [PennDOT's Temporary Traffic Control Portal](#)
- Step 6. BOMO sends the PSP Assistance Approved Projects list to the PSP BOP
- PennDOT Engineering District is notified that the updated PSP Assistance Approved Projects list has been sent to PSP BOP
 - PSP BOP utilizes the PSP Assistance Approved Projects list to authorize the PSP Assistance project request between the PennDOT Engineering District and the PSP Local Troop

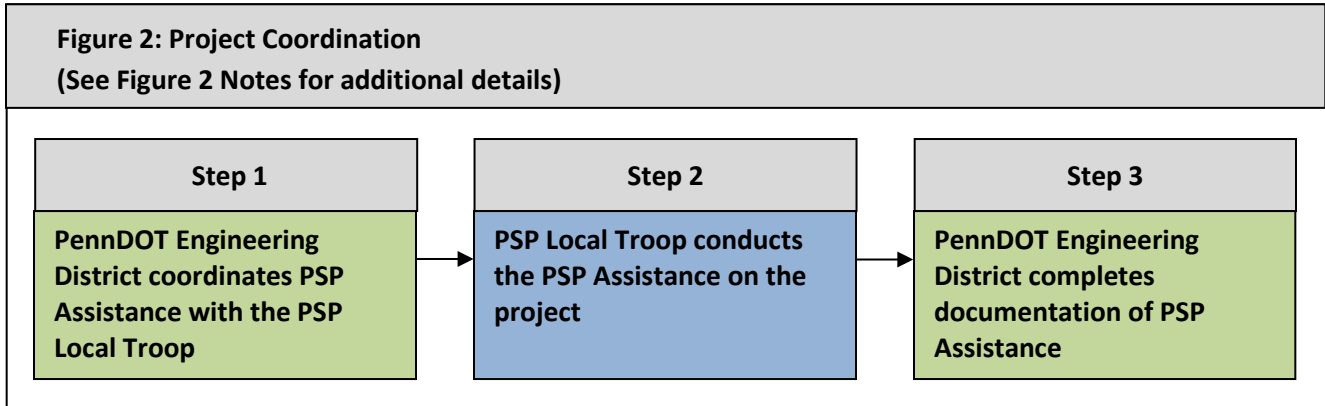


Figure 2 Notes

- Step 1. PennDOT Engineering District coordinates PSP Assistance with the PSP Local Troop
- a) PennDOT Engineering District must notify the PSP Local Troop at least two weeks prior to the need for PSP Assistance
 - o PSP Local Troop directory: [PennDOT's Temporary Traffic Control Portal](#)
 - b) The Work Zone Coordinator at the PSP Local Troop contacts the PSP BOP to confirm the project is on the PSP Assistance Approved Projects list
 - o PSP BOP issues the grant code to the PSP Local Troop if the project is on the PSP Assistance Approved Projects list
 - c) Scheduled PSP Assistance must be documented on the PSP Assistance in TTC Zones: Project Tracking (TE-124) form
 - o TE-124 form location: [PennDOT's Temporary Traffic Control Portal](#)
 - d) PennDOT Engineering District must contact the PSP Local Troop immediately if PSP Assistance is no longer needed on a scheduled date.
 - o PSP may charge PennDOT for PSP Assistance that is canceled
- Step 2. PSP Local Troop conducts PSP Assistance on the project
- Primary PSP Duty: Vehicle code enforcement in advance of the TTC zone
 - Secondary PSP Duty: Traffic queue warning in advance of the traffic queue
- Step 3. PennDOT Engineering District completes documentation of PSP Assistance
- Confirmed PSP Assistance must be documented on the PSP Assistance in TTC Zones: Project Tracking (TE-124) form
 - o PSP Assistance in TTC Zones: Project Tracking (TE-124) form will be used to verify PSP Assistance on the project when the PSP Assistance monthly invoice is received

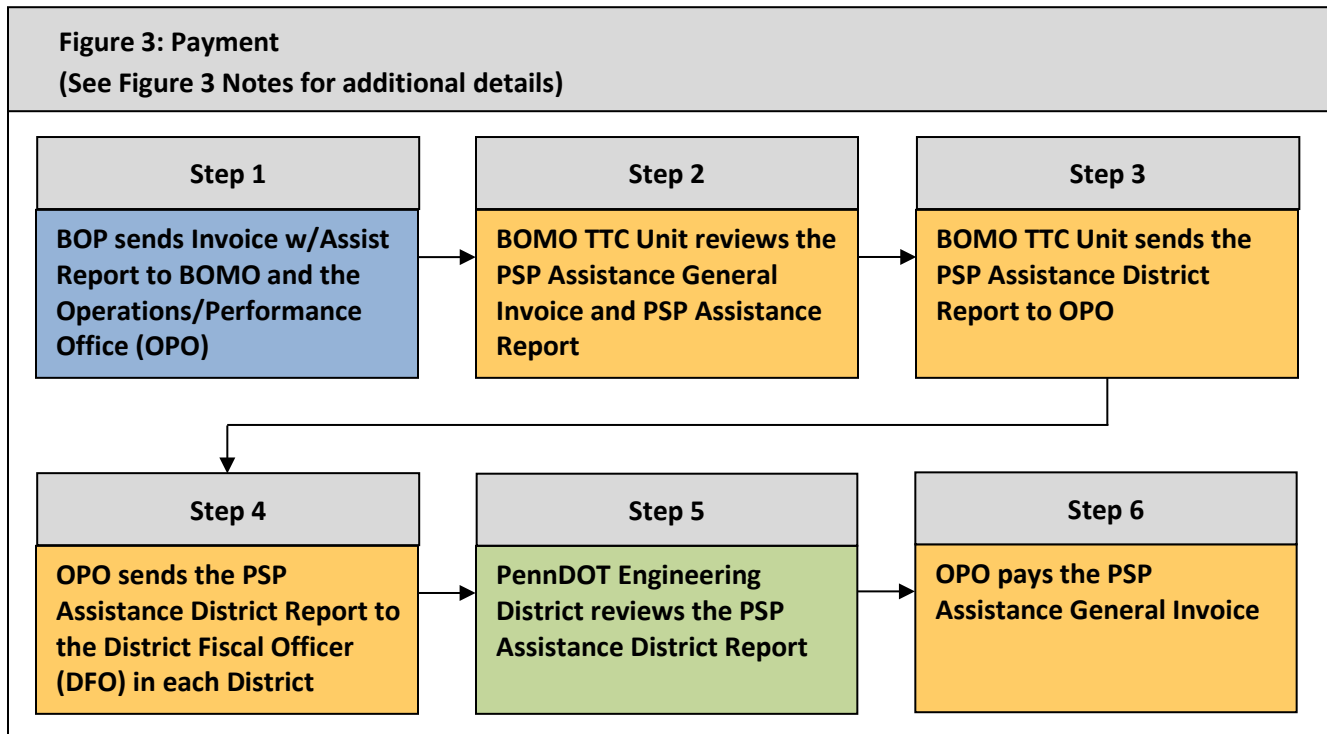


Figure 3 Notes

Step 1. PSP BOP sends a PSP Assistance General Invoice and PSP Assistance Report to the BOMO TTC Unit and OPO

- PSP Assistance Report is a list of monthly PSP Assistance charges per project
 - PSP Assistance Report includes the project number, trooper name, pay period of PSP Assistance, hours charged, shift differential, vehicle cost, and total cost per project
Note: Hours charged include the travel time of the PSP Trooper to and from the project

Step 2. BOMO TTC Unit reviews the PSP Assistance General Invoice and PSP Assistance Report

- Individual PSP Assistance District Reports are generated from the PSP Assistance Report
 - PSP Assistance District Reports include the project number, WBS, hours charged, and total cost per project

Step 3. BOMO TTC Unit sends the PSP Assistance District Report to OPO

Step 4. OPO sends the PSP Assistance District Report to the DFO in each PennDOT Engineering District

Step 5. PennDOT Engineering District reviews the PSP Assistance District Report


- Verify the projects, hours charged, and funding
 - Disputed PSP Assistance projects and hours charged must be resolved between the PennDOT Engineering District and the PSP Local Troop
 - If the PSP Assistance project and hours charged cannot be verified, the BOMO TTC Unit will work with the PennDOT Engineering District, PSP BOP, and the Local PSP Troop to resolve the dispute
- Complete the review of the PSP Assistance District Report within the timeframe established by OPO

Step 6. OPO pays the PSP Assistance General Invoice

- OPO notifies the Comptroller's Office that the payment can be processed to the PSP Comptroller's Office
- OPO transfers expenditures from the initial payment account to the individual projects that requested PSP Assistance

Appendix: Sample Documents

PSP Assistance in TTC Zones: Project Authorization (TE-123)

TE-123 (4-21) 		PENNSYLVANIA STATE POLICE ASSISTANCE IN TEMPORARY TRAFFIC CONTROL ZONES PROJECT AUTHORIZATION	
PROJECT INFORMATION			
Project Number: <input type="text"/> <input type="checkbox"/> New Project <input type="checkbox"/> Revised Project Construction: ECMSMPMS Number Maintenance: County code followed by 3 zeros (e.g. Dauphin County is 085000) PSP Start Date: <input type="text"/> PSP End Date: <input type="text"/>		District: <input type="text"/> County: <input type="text"/> State Route: <input type="text"/> Segment: <input type="text"/> IQ Segment: <input type="text"/> Note: Enter additional location information in the 'Operation Description' if the request is for multiple counties, state routes, and/or segments.	
WBS: - - - - -		Federal Project Number: <input type="text"/>	
Operation Description: <div style="border: 1px solid black; height: 100px;"></div>			
Engineering District			
Justification: <div style="border: 1px solid black; height: 100px;"></div>			
Engineering District Designer: <input type="text"/>		Date: <input type="text"/>	submit to BOMO
BUREAU OF MAINTENANCE AND OPERATIONS - TEMPORARY TRAFFIC CONTROL UNIT			
Comments: <div style="border: 1px solid black; height: 100px;"></div>			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
Temporary Traffic Control Unit Designer: <input type="text"/>		Date: <input type="text"/>	

PSP Assistance General Invoice

GENERAL INVOICE					INVOICE NO. CZ 2019-10	
PAYOR PennDOT		PAYEE PA State Police		ORDER NO.		
		VENDOR FED. I.D./SOC. SEC. NO.		VT OR ADVANCEMENT ACCOUNT NO.		
				TERMS		
DATE OF TRANSACTION	ITEM AND DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
6/8/20	Reimbursement for PSP construction zone "supplemental safety effort" for the April 2020 posting period. SAP Fund 1022000000 Budget Period 2019 Cost Center 2059999100 GL 4436633				\$ 22,401.13	
		SIGNATURE _____ DATE _____				
		SAP FUND	COST CENTER	GL ACCT		
EXPENDITURE SYMBOL				TOTAL \$ 22,401.13		
I CERTIFY THAT THE ABOVE EXPENSES, SERVICES, MATERIALS OR PRODUCTS WERE ACTUALLY INCURRED, RENDERED OR FURNISHED FOR THE USE OF THE COMMONWEALTH OF PENNSYLVANIA, AND THAT THE ABOVE PRICES CHARGED WERE FAIR AND REASONABLE.		ACKNOWLEDGEMENT OF THE FOLLOWING IS REQUIRED IF PAYMENT IS MADE FROM ADVANCED REQUISITION MONEYS. I HEREBY ACKNOWLEDGE RECEIPT IN FULL AS SET FORTH IN THIS INVOICE IN THE AMOUNT OF:				
SIGNATURE _____		\$ _____ SIGNATURE _____				

PSP Assistance Report

Payroll Posting Detail									
Bargaining Unit	Job	Query Technical	2P1_CP1_00004	Order	000028 IU Varior	Chart of accounts	Commonwealth of Pennsylvania COA		
BU (Group/N)	Order	Key Date	9/8/2020	Order	2000100001 001	Controlling area	COMMONWEALTH OF PA		
Business area	Organization	Status of Data	9/8/2020 03:23:50	WBS Element	Empty Selection	Fiscal Year Variant	July - June, 4 special periods		
Bus Area of Emg	Original Pay	Current User	P0048238	WBS Element	Empty Selection				
Commitment Iter	Orig Pay Pd	Last Refreshed	9/8/2020 06:06:11	GL Account	Empty Selection	FM area	Commonwealth of PA		
Cost center	Payroll area	Business Area of	State Police	GL Account	Empty Selection				
Doc number	Payroll Run	Business Area of	20	Payroll Pay Date	Empty Selection				
Document type	Personnel s	Fiscal Year	Empty Selection	Document Posti	Empty Selection				
Employee	Posting peri	Fund Type	Empty Selection	Pay Period End I	8/21/2020				
Employee subgn	Position	Fund	Empty Selection	Personnel Numh	Empty Selection				
Employee group	Payroll Pay	Fund Type	Empty Selection	Personal Numh	Empty Selection				
Fiscal year	Payroll peric	Fund	Empty Selection	Document Numh	Empty Selection				
Fiscal yearperio	Posting date	Fund	Empty Selection	Orig Pay Pd End	Empty Selection				
FM Area(N)	Wage Type	Funds centers	Empty Selection	Position (Select)	Empty Selection				
Fund	WBS elarne	Funds centers	Empty Selection	Position (Select)	Empty Selection				
Fund Type	Work Contr	Cost Centers (S4	Empty Selection						
Funds center	Key Figures	Cost Centers (S4	Empty Selection						
GL Account	COPA/6132000 Overtime Hours - Time & One-Hal								
Funds Ctr Lvl 3(1)									

Order	Employee	Payroll period End D	8/21/2020	8/21/2020		
Order	Employee	Payroll period End D	Amount	Actual time		
2030100037	043040 KX Luzerne 1/1/03-12/31/12	475721 Scott M Solack	6132000	OT Hrs-Time&1/2	\$ 1,138.80	14.00 H
2030100037	043040 KX Luzerne 1/1/03-12/31/12	711345 Bruce E Balliet Jr	6132000	OT Hrs-Time&1/2	\$ 454.86	7.00 H
2030100037	043040 KX Luzerne 1/1/03-12/31/12	718322 Cody C Harman	6132000	OT Hrs-Time&1/2	\$ 450.66	7.00 H
2030100037	043040 KX Luzerne 1/1/03-12/31/12	Result			\$ 2,044.42	28.00 H
2030100051	054000 GZ Monroe 7/1/04-12/31/12	475725 Michael J Todaro	6132000	OT Hrs-Time&1/2	\$ 620.56	8.00 H
2030100051	054000 GZ Monroe 7/1/04-12/31/12	709490 Timothy W Krauth	6132000	OT Hrs-Time&1/2	\$ 413.04	8.00 H
2030100051	054000 GZ Monroe 7/1/04-12/31/12	721696 William K Jenkins III	6132000	OT Hrs-Time&1/2	\$ 572.87	11.00 H
2030100051	054000 GZ Monroe 7/1/04-12/31/12	742441 Tyler James Cunningham	6132000	OT Hrs-Time&1/2	\$ 645.38	12.50 H
2030100051	054000 GZ Monroe 7/1/04-12/31/12	742525 Thomas Rehberg	6132000	OT Hrs-Time&1/2	\$ 413.04	8.00 H
2030100051	054000 GZ Monroe 7/1/04-12/31/12	742526 Thomas Whalen	6132000	OT Hrs-Time&1/2	\$ 413.04	8.00 H
2030100051	054000 GZ Monroe 7/1/04-12/31/12	744368 Richard Lee Grant	6132000	OT Hrs-Time&1/2	\$ 361.41	7.00 H
2030100051	054000 GZ Monroe 7/1/04-12/31/12	744405 Adam J Thieling	6132000	OT Hrs-Time&1/2	\$ 413.04	8.00 H
2030100051	054000 GZ Monroe 7/1/04-12/31/12	752930 Kody R Nowicki	6132000	OT Hrs-Time&1/2	\$ 340.13	7.00 H
2030100051	054000 GZ Monroe 7/1/04-12/31/12	Result			\$ 4,292.51	77.50 H
2030100052	055000 EW Northampton 10/1/06-12/31/1	684755 Marvin S Shair	6132000	OT Hrs-Time&1/2	\$ 289.60	4.00 H
2030100052	055000 EW Northampton 10/1/06-12/31/1	694392 Peter M Del Galzo	6132000	OT Hrs-Time&1/2	\$ 397.20	6.00 H
2030100052	055000 EW Northampton 10/1/06-12/31/1	711349 Juan X Barrios	6132000	OT Hrs-Time&1/2	\$ 454.86	7.00 H
2030100052	055000 EW Northampton 10/1/06-12/31/1	Result			\$ 1,140.66	17.00 H
2030100363	062880 E5 1/15/15-12/31/16	638761 Matthew M Kabacinski	6132000	OT Hrs-Time&1/2	\$ 670.89	9.50 H
2030100363	062880 E5 1/15/15-12/31/16	643888 Mitchell R Penrose	6132000	OT Hrs-Time&1/2	\$ 334.06	5.00 H
2030100363	062880 E5 1/15/15-12/31/16	749066 Ethan J Coulter	6132000	OT Hrs-Time&1/2	\$ 370.20	10.50 H
2030100363	062880 E5 1/15/15-12/31/16	Result			\$ 1,515.14	25.00 H
2030100401	075950 AZ - Washington 2/6/17-12/30/20	475862 James J Orbash Jr	6132000	OT Hrs-Time&1/2	\$ 299.84	4.00 H
2030100401	075950 AZ - Washington 2/6/17-12/30/20	499077 Brian A Grimes	6132000	OT Hrs-Time&1/2	\$ 244.68	4.00 H
2030100401	075950 AZ - Washington 2/6/17-12/30/20	610480 Vincent Borello	6132000	OT Hrs-Time&1/2	\$ 862.44	12.00 H
2030100401	075950 AZ - Washington 2/6/17-12/30/20	638765 Scott A Dowlin	6132000	OT Hrs-Time&1/2	\$ 564.96	8.00 H
2030100401	075950 AZ - Washington 2/6/17-12/30/20	678044 Marc D Packrall	6132000	OT Hrs-Time&1/2	\$ 267.24	4.00 H
2030100401	075950 AZ - Washington 2/6/17-12/30/20	718323 Brendon Earl Weaver	6132000	OT Hrs-Time&1/2	\$ 656.16	12.00 H
2030100401	075950 AZ - Washington 2/6/17-12/30/20	718783 Brian T Rousseau	6132000	OT Hrs-Time&1/2	\$ 795.21	13.00 H
2030100401	075950 AZ - Washington 2/6/17-12/30/20	727220 Michael D Piscitelli	6132000	OT Hrs-Time&1/2	\$ 230.84	4.00 H

PSP Assistance District Report

PSP Assistance						
January 2021						
District	Project Number	Hours	Cost	WBS Number	Federal Project Number	
District 04	69149	8.5	1,027.11	T-05555509000-0460-711-2	N/A	
District 04	76860	2	-242.12	P-100084T7449-0440-373-1	X044-223-M0E1	
District 04	104293	8.5	1,096.64	P-100081T7255-0420-373-1	T042-517-M0E1	
		19	1,881.63			
District 05	54000	60	7,196.56	T-ADFPSP09PSP-0540-713-2	N/A	
District 05	86738	7.5	921.39	P-1000780713M-0510-373-1	X051365	
District 05	94011	4	473.76	P-1000780720B-0510-361-2	N/A	
		71.5	8,591.71			
District 06	17816	184.5	22,134.12	P-51781607CH1-0650-362-1	X065-373-Z001	
District 06	79826	72	8,674.95	P-100095T7GR3-0650-373-1	T065-169-M001	
District 06	80054	29	3,513.20	P-100676T7PAB-0650-373-1	N/A	
District 06	92582	32	3,817.57	P-10009507PM1-0610-373-1	X061-253-X230	
District 06	92583	66	7,945.79	P-100076T7PM4-0640-373-1	T064-187-Z001	
District 06	95366	22.5	2,685.63	P-400202T73RR-0620-373-1	T062-182-7001	
District 06	95444	28	3,401.55	P-1TPINTT7D20-0610-375-1	T061-166-MOE1	
		434	52,172.81			
District 08	90204	15.5	1,883.96	P-100081T7070-0850-373-1	N/A	
		15.5	1,883.96			
District 12	47022	14.5	1,748.45	P-1000700710J-1240-373-1	T124-175-MOE1	
		14.5	1,748.45			
Total		554.5	64,396.93			