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|  | <b>STANDARD OPERATING PROCEDURE</b><br><small>State Form 39870 (R/S-06)</small> | Reference Number<br><b>ENF-007</b>        |
|   | Subject<br><b>IN-TIME and other Incident Response/Management on Roadways</b>    |   |
|   | Special Instructions<br>Replaces ENF-009 dated January 1, 2012                  | Effective Date<br><b>January 15, 2015</b> |

**I. PURPOSE**

Establish guidelines for responding to and managing Indiana’s roadway incidents due to major traffic crashes, traffic incidents, or construction requiring roadway closures.

**II. POLICY**

When notified, the Department shall report the closing of any Indiana roadway to Operations and the Indiana Department of Transportation (INDOT). When applicable, IN-Time guidelines shall be applied to manage roadway closures and temporary lane restrictions. Use of proper safety precautions and efforts to reopen a roadway are top priorities during closures or lane restrictions.

**III. PROCEDURE**

A. Notification of roadway restriction or closure.

1. The first officer, at a vehicle crash or traffic incident, shall advise the district, as soon as possible, of any lane restrictions or roadway closure. The notification shall include:

a. Reasons for the restriction or closure and an estimated duration of any restriction or closure:

- (1) Minor incident- less than 30 minutes;
- (2) Intermediate incident - 30 -90 minutes; or
- (3) Major incident - over 90 minutes.

b. Information on potential traffic back-ups (due to closures/restrictions or geography) in the area and the assignment of officers to reduce the likelihood of secondary crashes; and

c. If necessary, any recommendations for the rerouting of traffic.

2. The seriousness of each incident and the estimated time of restriction or closure shall dictate the necessary level of the Incident Command structure (ICS) to be utilized. Example: A single vehicle “minor incident” with one lane restriction might require a very informal ICS involving an officer and a recovery driver; whereas, a “major incident” involving multiple agencies would require a more structured ICS to be implemented.

3. In response to a road closure/restriction, the regional or district duty officer shall:

a. Immediately notify Operations and the Office of Traffic Management;

- b. Closely monitor the incident to ensure proper management, coordination, and cooperation with at scene personnel, other agencies, and, if activated, ICS personnel;
- c. Assign a supervisor, to respond and, if needed, participate in the ICS;
- d. If necessary, assign personnel to monitor traffic back-ups in the area;
- e. Notify the local news media of the closing; include projected duration and alternate routes. For large scale and/or prolonged incidents, notice should be provided to media outlets far enough away from the scene that motorists in those areas will have enough time to avoid the closure; and
- f. Ensure only personnel necessary to complete the task are sent to or remain at the scene.

B. The officer-in-charge (OIC) at the scene shall:

- 1. Establish a proper safe zone at the scene utilizing available emergency equipment. Reminder: a police vehicle should always be the first vehicle visible to a motorist upon the approach to or at the start of a scene or incident; roadway
- 2. Follow the IN-TIME guidelines and work with emergency personnel and other service providers present to resolve the, crash/incident, roadway closure/restriction in an expedient and safe manner; which may include utilizing the ICS;
- 3. Request necessary warning signs and other traffic control devices from INDOT;
- 4. Request all non-essential personnel and their vehicles clear the scene as quickly as possible;
- 5. If the situation warrants and staffing permits, ensure officers are assigned to monitor traffic back-ups in order to provide advanced warning to motorists and to attempt to reduce the occurrence of secondary crashes;
- 6. In situations involving total road closure or lane restrictions during heavy traffic periods request the nearest approved wrecker/recovery service, instead of the next service in the rotation, if that will expedite the clearing of the roadway. The use of the nearest service versus the rotation list must be approved by the regional duty officer.
- 7. Request all wrecker/recovery vehicles park at the front of the safe zone and out of the roadway until needed; and
- 8. Tag any vehicles left (out of the roadway) at a scene which are to be removed later (due to rush-hour traffic, etc.).

C. Officers assigned to monitor traffic back-ups shall:

- 1. Utilize all necessary emergency lighting and remain off the roadway when possible; and

2. Maintain a 600-900 foot distance behind the rear of stopped traffic while moving forward or backward (as needed) to maintain the proper distance.

D. Notification of roadway reopening.

1. The officer-in-charge at a roadway closing/restriction shall advise the district-duty-officer when a closed/restricted roadway has been partially and/or completely reopened.

2. The district duty officer shall immediately notify Operations, Traffic Management, and all previously notified media outlets regarding the reopening of the roadway.

E. All guidelines regarding IN-TIME procedures and the Open Roads Philosophy may be found in the IN-TIME policy manual.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.