

CHAPTER 10

CALIFORNIA HIGHWAY PATROL AND DEPARTMENT OF TRANSPORTATION
INTERAGENCY ENHANCED ENFORCEMENT PROGRAMS

REVISED DECEMBER 2025

TABLE OF CONTENTS

GENERAL 10-3
EXPECTATIONS..... 10-4
CALIFORNIA HIGHWAY PATROL ROLES AND RESPONSIBILITIES 10-5
 Field Division Commander..... 10-5
 Area Commander 10-6
 On-Duty Supervisor 10-7
 Uniformed Employees Assigned to Details..... 10-8
COORDINATOR RESPONSIBILITIES..... 10-11
 Division Coordinator Responsibilities..... 10-11
 Area Coordinator Responsibilities..... 10-12
SERVICE REQUESTS..... 10-12
 General..... 10-12
 Amending Service Requests 10-13
 Cancellation Notifications 10-14
RECONCILIATION PROCESS 10-15
 Division 10-15
 Area 10-15
 Records Retention 10-17
REIMBURSEMENT FOR DAMAGED UNIFORMS AND PROPERTY 10-17

ANNEXES

A – CALIFORNIA HIGHWAY PATROL SPECIAL PROJECT CODES..... 10-19
B – AREA COORDINATOR CHECK-OFF LIST 10-21
C – AREA CONTROL LOG (EXCEL)..... 10-23

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 10

CALIFORNIA HIGHWAY PATROL AND DEPARTMENT OF TRANSPORTATION INTERAGENCY ENHANCED ENFORCEMENT PROGRAMS

1. GENERAL.

a. Work zone enhanced enforcement programs are jointly operated between the California Highway Patrol (CHP) and the California Department of Transportation (Caltrans). The objectives are to increase the safety of motorists and construction and maintenance workers in state highway construction, maintenance, and project delivery zones. These programs are part of the joint CHP and Caltrans congestion mitigation and management program for planned freeway lane closures. The goal is to ensure safe work zones, minimize the impact on motorists, and reduce congestion.

(1) Additional information regarding joint CHP and Caltrans responsibilities can be found in General Order (GO) 100.43, Joint Operational Policy Statements, California Department of Transportation and California Highway Patrol.

b. The Construction Zone Enhanced Enforcement Program (COZEEP) improves the safety of construction work crews, as well as the public, by reducing motorists' speeds and the potential for traffic crashes within construction work zones. There are provisions in the COZEEP contract to provide services using a CHP boat to patrol waters underneath state bridges when a work zone is in place above the waters.

c. The Maintenance Zone Enhanced Enforcement Program (MAZEEP) is used to enhance safety, slow motorists, and assist in preventing roadway incidents in and around maintenance work zones. Unlike construction work zones, which may be set up behind concrete barriers and be in place for long periods of time, maintenance zones are generally short-term, "moving" work zones. Additionally, the use of the MAZEEP funds is authorized for illegal encampment removal assistance to Caltrans.

d. The Project Delivery Zone Enhanced Enforcement Program (PDZEEP) is a program with many of the same aspects of COZEEP and MAZEEP, such as services provided, daily forms processing, and costs. This program provides services for other necessary requirements prior to the construction or maintenance phase of projects, such as geotechnical drilling, right-of-way, surveying, and environmental exploration.

e. For the purpose of this manual, COZEEP, MAZEEP, and PDZEEP will be collectively referred to as "ZEEP" when appropriate.

- f. Enhanced enforcement services provided by the CHP are reimbursed by Caltrans on a straight time or overtime basis through statewide reimbursable services agreements.
- g. Overtime shall be assigned in accordance with the Bargaining Unit 5 agreement and policy found in Highway Patrol Manual (HPM) 10.3, Personnel Transactions Manual, Chapter 24, Overtime.
- h. For this chapter, all CHP uniformed officers and sergeants will be referred to as uniformed employees. Caltrans Resident Engineers (RE), Regional Managers (RM), on-site supervisors, or their respective designee (Inspector) will be referred to as Caltrans representatives.
- i. To obtain copies of the current ZEEP reimbursable services agreements, contact Special Projects Section (SPS) at (916) 843-3370. Copies of the reimbursable services contracts can also be found on the SPS [SharePoint](#) page on the CHP's intranet.
- j. All provisions of GO 100.51, Number of Uniformed Employees Assigned to Field Patrol Units, apply. This includes requiring two uniformed employee units to be paired up during specified hours.
- k. Regular patrol operations remain the priority. Commands should not work under scheduled priority to accommodate ZEEP requests.
- l. Discretionary days off should not be authorized to fill ZEEP details.

2. EXPECTATIONS.

- a. The CHP's intent with ZEEP is to promote proactive work zone enforcement, thereby providing an enhanced layer of safety and security for workers and the motoring public.
- b. The ZEEP is designed as an enhancement tool for highway worker safety and is not intended to replace Caltrans' use of positive work zone protection (PWP).
- c. High-visibility traffic enforcement is the most effective way to ensure safe driving behavior and reduce crashes in work zones.
- d. The CHP will provide services for the purposes of increasing worker and driver safety. These services include, but are not limited to, providing:
 - (1) Active roving patrols; conducting primary crash factor enforcement with an emphasis on speed enforcement.

- (2) Queue control; running traffic breaks to slow incoming traffic.
- (3) Traffic control assignments, to include actively directing traffic (e.g., at intersections) when approved by a manager.
- (4) Fixed-post traffic control (e.g., stationary patrol vehicle with emergency/directional lights activated), only when approved by a CHP manager.
 - (a) Fixed-post traffic control shall be considered the least effective option. A uniformed employee shall only provide fixed-post traffic control if specifically requested by Caltrans when there is no PWP solution, and the request is approved by a CHP manager during early project planning.
 - (b) On scene requests for fixed posts should be denied. If extenuating circumstances warrant, the request shall be forwarded to the on-call manager prior to assuming fixed post duties. All approved requests to provide fixed-post traffic control shall be noted in the Computer Aided Dispatch (CAD) log and in the notes section of the uniformed employee's CHP A415, Daily Activity Report, with the name of the requesting Caltrans personnel and the name of the approving CHP manager. This policy does not preclude a uniformed employee from providing fixed-post traffic control during an emergency or in response to an incident (e.g., a traffic crash).

3. CALIFORNIA HIGHWAY PATROL ROLES AND RESPONSIBILITIES.

- a. The Office of Assistant Commissioner, Field, should ensure statewide ZEEP services are provided as necessary.
- b. The SPS shall negotiate and update the ZEEP reimbursable services agreements, when necessary, and is responsible for oversight of the programs.
- c. Questions regarding the accounting aspects of this agreement may be directed to Fiscal Management Section (FMS). Questions regarding the operational aspects of the ZEEP reimbursable services agreements may be directed to SPS.
- d. Field Division Commander.
 - (1) Field Division commanders, or their designees, shall discuss local construction projects, safety issues, ZEEP staffing issues, and ZEEP enforcement activity with their Area commanders on a quarterly basis.
 - (2) Field Division commanders shall designate a ZEEP coordinator and an alternate.

(a) Divisions shall notify SPS and FMS if ZEEP coordinators change.

e. Area Commander.

(1) Area commanders shall actively participate in meetings with Caltrans to plan for construction, maintenance, project delivery, and planned freeway lane closures.

(2) Area commanders shall serve as the Area-level liaison between CHP and the local Caltrans District(s).

(3) Area commanders shall ensure open lines of communication with Caltrans, and ensure processes are in place to notify Caltrans when significant issues arise (e.g., personnel unavailable due to an emergency) or when the command cannot accommodate ZEEP requests.

(4) Area commanders shall ensure services are provided to Caltrans in accordance with the reimbursable services agreements.

(5) At a minimum, Area commanders shall meet monthly with their Caltrans District counterpart to discuss local projects, safety issues, and anticipated ZEEP staffing needs.

(6) Area commanders shall engage in early project planning to ensure closure, design, enforcement pull-out areas, and appropriate staffing. Area commanders shall assume an active role in determining the appropriate enforcement and service level to fulfill ZEEP project needs.

(7) Area commanders shall advise Caltrans that CHP units will be engaged in active, roving enforcement, and stationary fixed-post units will not be utilized except under exceptional circumstances.

(8) When meeting with Caltrans, commanders shall discuss using additional PWP resources for worker safety, including hard closures, expanded lane closures, moveable barriers, and alternative enforcement methods.

(a) Area commanders shall also discuss using Changeable Message Signs to display "CHP ON PATROL;" recordings addressing the work zones and safety message using the Highway Advisory Radio; use of radar trailers within the work zone; use of social media advising the public of upcoming closures; and/or drone radar signals within the work zone.

(b) In lieu of fixed-post traffic control, Area commanders shall request Caltrans use attenuator trucks, mobile barriers, and/or other PWP

equipment to help ensure worker safety. Fixed-post traffic control will be authorized only when alternative methods are deemed unsuitable.

(c) Area commanders should discuss alternative enforcement methods to include multiple work zone rotation. Multiple work zone rotation should be considered for work zones within close proximity of each other. In this example, uniformed employees provide increased enforcement in one work zone before moving to a different nearby work zone. Alternating between work zones will condition motorists to drive safely in work zones while allowing efficient staffing for ZEEP details.

(9) Area commanders shall review Area ZEEP enforcement activity on a monthly basis to ensure activity and miles driven are appropriate for the number and size of work zones utilizing ZEEP services.

(10) Area commanders shall reinforce expectations that ZEEP assignments are not passive details; they are enforcement-focused operations requiring active engagement.

(a) Uniformed employees are subject to the Bargaining Unit 5 Memorandum of Understanding provisions regarding voluntary overtime.

(11) Area commanders shall designate a ZEEP coordinator and an alternate.

(12) Area commanders shall ensure reconciliation reports and the required attachments (e.g., COZEEP, MAZEEP, or PDZEEP Daily Reports, Task Orders, Area COZEEP/MAZEEP Control Logs [Excel spreadsheet]) are properly completed and forwarded to the appropriate Divisions in accordance with the procedures outlined in this manual and HPM 11.1, Administrative Procedures Manual, Chapter 6, Reimbursable Services.

f. On-Duty Supervisor.

(1) The on-duty supervisor shall respond to the work zone if conflicts arise.

(2) The on-duty supervisor should monitor the work zone and, if possible, drive the location.

(3) The on-duty supervisor shall review and approve the uniformed employee's Daily Report (Caltrans form) and CHP A415, which is to include enforcement activity, special project code (SPC), time spent working the detail, CAD log number, Caltrans contact name and phone number, and vehicle information (license plate number and mileage) at the conclusion of each ZEEP detail.

(a) If time and/or mileage on the CHP A415 differs from what was recorded on the Daily Report, the uniformed employee shall record the reason(s) for the difference in the Notes section of the CHP A415.

(4) The on-duty supervisor shall initial the printed Daily Report and CHP A415 before processing and reconciling.

g. Uniformed Employees Assigned to Details.

(1) Uniformed employees shall complete ZEEP training, which is facilitated by SPS, prior to working any ZEEP detail.

(2) For the purposes of assigning voluntary overtime details, uniformed employees shall not be considered available for ZEEP if the assignment would result in the uniformed employee working more than 16.5 hours in a 24-hour period in accordance with HPM 10.3, Chapter 24.

(3) Uniformed employees shall log in to the patrol vehicle's mobile digital computer and CAD system using their assigned unit ID at the start of the shift or overtime detail to activate the patrol vehicle's global positioning system. Uniformed employees shall remain logged in until the end of their shift or overtime detail in accordance with HPM 40.4, Information Security and Administration Manual, Chapter 19, Mobile Digital Computer Oversight and Use.

(4) Upon arrival to the ZEEP site, uniformed employees shall check in with the designated Caltrans representative to discuss the project. Uniformed employees shall inform Caltrans that they will perform roving patrol and enforcement duties.

(a) Uniformed employees reporting to COZEEP projects shall check in with the on-site Caltrans supervisor, RE, or Inspector.

(b) Uniformed employees reporting to MAZEEP projects shall check in with the RM, or designee, responsible for the maintenance work site.

(c) Uniformed employees reporting to PDZEEP projects shall check in with the Caltrans Task Order Manager for assignment.

(5) The Caltrans representative will record the Area number, SPC, uniformed employees name, ID number, vehicle license plate number, starting time, and starting mileage on the Daily Report.

(6) Uniformed employees shall respond to the project site at the time requested, allowing sufficient time to address concerns during a pre-job safety

meeting prior to entering the work zone. Areas of discussion should include, but are not limited to:

- (a) Establishing a method of communication between CHP and the on-site Caltrans representative (cell phone, radio call sign).
- (b) Conducting patrol and enforcement activities and providing traffic management services.
- (c) Ensuring emergency vehicle routes are available.

(7) During the pre-job safety meeting conducted prior to entering the work zone, CHP uniformed employees shall agree upon and have a clear understanding of their respective on-site duties.

(8) In the event a uniformed employee responds to an assigned ZEEP project site and the Caltrans representative are not present, the uniformed employee shall coordinate with the CHP communications/dispatch center to contact the Caltrans District office and/or the TMC to inquire as to the project status for that day. If the Caltrans representative are en route to the project location with an extended arrival time, the uniformed employee shall begin proactive patrol and meet the Caltrans representative upon their arrival. If the detail location has been changed or the detail has been rescheduled to a later time, the uniformed employee shall notify and request direction from the on-duty CHP supervisor.

(9) In the event a uniformed employee responds to an assigned ZEEP project site and the project has been cancelled:

- (a) If a Caltrans representative is not present, the uniformed employee shall document the date and time of the cancellation notification and request the CHP communications/dispatch center to obtain the name, title, and telephone number of the Caltrans representative cancelling the project and enter their information in the Notes section of the CHP A415.
- (b) If a Caltrans representative is present, uniformed employee shall request the on-site Caltrans representative complete a Daily Report. The Daily Report shall list each uniformed employee's name, ID number, vehicle license plate number, starting time, starting mileage, as well as each uniformed employee's ending time, total time, ending mileage, and total mileage (uniformed employee are responsible for estimating the time and mileage back to the Area office). Each uniformed employee shall review the information entered on the Daily Report and enter their initials in the box below their information.

(10) Uniformed employee shall proactively patrol and maintain a high-visibility presence in the work zone while engaging in enforcement activities. These activities shall include the use of radar and/or lidar, when possible, and aggressive enforcement of speed, driving under the influence, and unsafe turning movement violations to provide protection for workers and motorists.

(11) Each assigned uniformed employee shall actively provide proactive patrol and enforcement.

(12) Uniformed employee shall not insist upon stationary duties nor shall they assume stationary duty unless specifically requested by Caltrans and approved by a CHP manager. If approved, the name of the requesting Caltrans representative and the name of the CHP manager shall be noted in the CAD log and on the CHP A415.

(13) Any uniformed employee working a ZEEP detail shall not position their patrol vehicle directly behind a stationary or mobile vehicle equipped with a truck-mounted attenuator.

(14) Uniformed employees who encounter instances requiring their absence from the work zone shall notify the CHP communications/dispatch center, which, in turn, will notify Caltrans.

(15) Uniformed employee working ZEEP details shall not relinquish (turnover) enforcement actions to a beat officer without approval from a CHP supervisor.

(16) Uniformed employee shall remain alert, vigilant, and proactive for the duration of ZEEP detail. Uniformed employees shall not engage in any activities, such as personal entertainment, that could distract them from their traffic management and safety duties.

(17) Prior to leaving the job site, all pertinent information in multiple shift ZEEP operations shall be communicated to the relieving officer.

(18) At the conclusion of the daily assignment, each uniformed employee shall check out with the on-site Caltrans representative.

(a) The on-site Caltrans representative shall enter each uniformed employee's ending time, total time, ending mileage, and total mileage on the Daily Report. (Uniformed employees are responsible for estimating the time and mileage back to the Area office.)

(b) The uniformed employee shall obtain a legible copy of the signed Daily Report and shall review it for accuracy and completeness prior to leaving the project site. Each uniformed employee shall enter their initials

in the box below their information. Any discrepancies and/or omissions noted shall be brought to the attention of the on-site Caltrans representative.

(c) The uniformed employee shall complete a CHP A415 and include all enforcement activity performed during the ZEEP detail. Each uniformed employee shall ensure the appropriate SPC, time worked, CAD log number, Caltrans contact name and phone number, and vehicle information (e.g., license plate number, mileage) are accurately recorded on the CHP A415. The call back time shall also be included if actual time worked is less than four hours.

(d) The uniformed employee shall provide a printed copy of the Daily Report and CHP A415 to the on-duty supervisor for approval prior to leaving the office.

1 If the supervisor is not available, the uniformed employee shall place Daily Report and the CHP A415 in an established ZEEP inbox for the next available supervisor to review and approve.

2 An officer-in-charge (OIC) shall not approve a ZEEP CHP A415 and corresponding Daily Report.

4. COORDINATOR RESPONSIBILITIES.

a. Every attempt shall be made to fill requests for service. If necessary, adjoining Areas (or Division/headquarters personnel) may be utilized to fill service requests.

b. Division Coordinator Responsibilities.

(1) Serve as the Division-level liaison between CHP and the local Caltrans District(s).

(2) Coordinate multi-Area service requests.

(3) Oversee ZEEP services within their respective Division and providing necessary assistance and guidance to Areas.

(4) Ensure CHP uniformed employees and resources are available for ZEEP services, as requested by Caltrans.

(5) Maintain communication with Area ZEEP coordinators.

(6) Division coordinators shall assist FMS with resolving billing disputes or invoicing issues as soon as possible.

c. Area Coordinator Responsibilities.

(1) Coordinate and tracking service requests and service cancellations from the Caltrans District(s).

(2) Determine and disseminate the proper SPC to assigned uniformed employees (Refer to Annex A.)

(3) Assign, cancel, and schedule uniformed employees for ZEEP details with the commander's concurrence.

(4) Review and reconcile CHP A415s with the Daily Reports and/or Task Orders and update the Area Control Logs.

(5) Review monthly Reports of Overtime Hours for Reimbursable Special Projects (COZEEP/MAZEEP/PDZEEP) for accuracy and reconcile them with the Daily Reports, Task Orders, and/or Area Control Logs.

(6) Forward monthly Reports of Overtime Hours for Reimbursable Special Projects (COZEEP/MAZEEP/PDZEEP) and attachments to Division by the 10th day of each month.

(7) Oversee ZEEP services within their Area.

(8) Assist FMS with resolving billing disputes or invoicing issues.

(9) Maintain all associated records for review and auditing purposes.

(10) Ensure CHP uniformed employees complete mandated ZEEP training on an annual basis and prior to being assigned to any ZEEP details.

5. SERVICE REQUESTS.

a. General.

(1) The requesting Caltrans representative for the construction project will fax or e-mail a Task Order requesting ZEEP services to the appropriate CHP Area/Division. A minimum of 72 hours' advance notice is required prior to the date that traffic management services are requested. Requests made less than 72 hours in advance may be allowed on a case-by-case basis.

(2) The Area ZEEP coordinator shall review the Task Order and verify it contains the following information:

- (a) Project description and location.
- (b) Services required.
- (c) Date(s) and time(s) services are to be provided.
- (d) Project supervisor for the Caltrans.

(3) The Area ZEEP coordinator shall complete the "CHP Coordinator" section of the Task Order (Section 4), sign the Task Order (Section 5), and fax or e-mail the Task Order to the Caltrans project supervisor, or their designee, to verify receipt of the request.

(4) The Area ZEEP coordinator, with the commander's concurrence, shall schedule uniformed employees for ZEEP details in accordance with the voluntary overtime provisions of the Bargaining Unit 5 contract.

(5) The Area ZEEP coordinator shall provide assigned uniformed employees with the appropriate SPC for CHP A415 coding.

b. Amending Service Requests.

(1) Project locations, times, and dates of service may be amended by mutual consent of the parties involved.

(2) If notification is by telephone, the Area ZEEP coordinator shall document on the initial Task Order the name and title of the Caltrans representative making the notification, the time and date of notification, as well as the changes to the Task Order.

(3) The coordinator should ensure any request for service, or change of service, is made by a Caltrans representative, not by a contractor.

(4) The Area ZEEP coordinator shall request the notifying Caltrans representative fax or e-mail a signed, revised copy of the Task Order.

(5) Upon receipt of a revised Task Order, the Area ZEEP coordinator shall review it and verify it contains the appropriate information listed in paragraph 5.b.(2).

(6) The Area ZEEP coordinator shall complete the "CHP Coordinator" section of the revised Task Order, sign it, and fax or e-mail it to the Caltrans project supervisor, or their designee to verify receipt of the revision.

(7) The original and revised Task Orders shall be maintained together in the Area's records.

(8) If a revised Task Order reduces the number of uniformed employee(s) needed for a project, the cancelled uniformed employee(s) will be compensated in accordance with the provisions of the Bargaining Unit 5 contract. The Area ZEEP coordinator shall document cancellations on the COZEEP, MAZEEP, or PDZEEP Cancellation Form.

c. Cancellation Notifications.

(1) The Caltrans representatives are required to make cancellation notifications to the CHP Area providing the requested services.

(2) As specified in the agreement, cancellation notices shall only be accepted by the designated Area ZEEP coordinator, their alternate, or designee.

(3) Upon receipt of a Cancellation Form, the Area ZEEP coordinator, their alternate, or designee shall make reasonable efforts to notify the affected uniformed employees of the cancellation.

(4) The Caltrans representative issuing a cancellation notification will complete and sign the Cancellation Form and fax or e-mail the form to the Area ZEEP coordinator. Upon receipt of the Cancellation Form, the Area ZEEP coordinator shall record the date and time received, and fax or e-mail the form to the Caltrans project supervisor or their designee, to verify receipt of the cancellation.

(a) If the cancellation notification is not made at least 24 hours prior to the scheduled detail and the assigned uniformed employees cannot be notified of the cancellation, a minimum of four hours overtime will be charged for each assigned uniformed employee.

(b) If the cancellation notification is not made at least 24 hours prior to the scheduled detail and the assigned uniformed employees are notified of the cancellation, each assigned uniformed employee will receive compensation in accordance with the provisions of the Bargaining Unit 5 contract.

(5) If the cancellation notification is issued over the telephone, the Area ZEEP coordinator, their alternate, or designee shall record the date, time, and name

of the Caltrans representative, and their telephone number on the original Task Order. The Area ZEEP coordinator shall request the notifying Caltrans representative to fax or e-mail a completed and signed copy of the Cancellation Form. Upon receipt of the signed form from Caltrans, the Area ZEEP coordinator shall record the date and time the Cancellation Form was received, then fax or e-mail the form to the Caltrans representative to verify receipt of the cancellation. The Cancellation Form shall be maintained with the original Task Order in the Area's records.

(6) In instances where the assigned uniformed employees respond to the site and the Caltrans representative fails to respond or cancel the project without prior notification, the Area ZEEP coordinator shall complete a Cancellation Form. The cancellation information (date, time, name and title of the Caltrans representative cancelling the detail, and telephone number) the assigned uniformed employees(s) obtained from the Caltrans (via the CHP communications/dispatch center) shall be entered on the Cancellation Form. The entry in the "Date and Time Notification Received" location in the cancellation section shall read "Caltrans no show. Uniformed employees(s) responded to the site." An informational copy of the Cancellation Form shall be faxed or e-mailed to the Caltrans project supervisor listed on the Task Order.

6. RECONCILIATION PROCESS.

a. Division. Division coordinators shall reconcile the reports, address any discrepancies, and forward the original and one copy of all reports to FMS by the 20th of each month. Additionally, all field command spreadsheets shall be e-mailed to FMS.

b. Area.

(1) After the CHP services have been provided, the Area ZEEP coordinator shall reconcile each CHP A415 with the Daily Report and update the Area Control Log.

(a) Any discrepancy in time or mileage shall be corrected on the Daily Report. The Area ZEEP coordinator shall submit a CHP 51, Memorandum, explaining the discrepancy, along with the corrected copy of the Daily Report within five working days of the date shown on the Daily Report to the Caltrans project supervisor, or their designee, who issued the Task Order.

(2) Any CHP A415 submitted as a result of a cancellation shall be reconciled with the Task Order cancellation and included on the Area Control Log.

(3) It is essential that the information listed on the Daily Reports, Area Control Log, and Cancellation Form is complete and accurate. These three forms are used to reconcile the monthly Report of Overtime Hours for Reimbursable Special Projects, as well as for billing and resolution of billing disputes.

(4) Each Report of Overtime Hours for Reimbursable Special Projects shall be reviewed to ensure:

(a) All Daily Reports, Cancellation Forms, and Area Control Logs are attached.

(b) The Daily Report numbers/cancellation information are accurately recorded next to each uniformed employee's name.

(c) Hours listed on the Report of Overtime Hours for Reimbursable Special Projects are in agreement with the hours listed on the Area Control Log, Daily Reports, and Cancellation Forms.

(d) Any discrepancies or omissions in the Report of Overtime Hours for Reimbursable Special Projects, Cancellation Forms, Area Control Log, and Daily Reports shall be corrected.

(5) Areas shall forward the original and three copies of each Report of Overtime Hours for Reimbursable Special Projects with the corresponding Task Order cancellations, Daily Reports, and the Area Control Log to Division by the 10th of each month.

(6) Areas shall e-mail copies of all reports to the Division coordinators.

(7) To ensure accuracy and efficiency in the accounting for ZEEP, the following should be used:

(a) The Area Enhanced Enforcement Program Coordinator Check-Off List, which ensures all entries and documentation are completed and submitted in a timely manner. A copy of this checklist should be kept as a ready reference. (Refer to Annex B.)

(b) The Area Control Log, in Excel spreadsheet format, which must match the Daily Reports of overtime hours for special projects exactly. It is recommended the spreadsheet be updated daily. This will ensure discrepancies are identified and addressed in a timely manner. (Refer to Annex C.)

c. Records Retention.

(1) Area commands shall maintain one copy of all records (Task Orders, CHP A415s, Cancellation Forms, Daily Reports, Area Control Logs, and Reports of Overtime Hours for Reimbursable Special Projects) pertaining to services rendered in accordance with the agreement for the current year plus three years.

(2) All Daily Reports, reconciliation reports, Task Orders, and Cancellation Forms are subject to audit.

7. REIMBURSEMENT FOR DAMAGED UNIFORMS AND PROPERTY.

a. Additional charges may be assessed for CHP supplies, additional equipment utilized, damaged uniforms, or property repaired or replaced at the CHP's expense, which are directly related to the services provided.

b. Billing information for additional charges shall be submitted on a CHP 51 containing a full description of the additional charges, approved by the Area commander where the charges were incurred, and submitted with the Report of Overtime Hours for Reimbursable Special Projects.

THIS PAGE INTENTIONALLY LEFT BLANK

ANNEX A

CALIFORNIA HIGHWAY PATROL SPECIAL PROJECT CODES

CHP SPECIAL PROJECT CODES

The Caltrans has 12 District offices statewide which are responsible for construction, maintenance, and project delivery projects within their respective Districts. These roadway projects are each funded from separate accounts. To assist in accounting procedures, each Caltrans District has been assigned special project codes (COZEEP, MAZEEP, and PDZEEP) for CHP services within each Caltrans District. If the Caltrans District is unknown, contact the Caltrans Project Supervisor listed on the Task Order.

CHP COZEEP/MAZEEP/PDZEEP SPECIAL PROJECT CODES

<u>CALTRANS DISTRICT</u>	<u>COZEEP</u>	<u>MAZEEP</u>	<u>PDZEEP</u>
1	801	301	945
2	802	302	946
3	803	303	947
4	804	304	948
5	805	305	949
6	806	306	950
7	807	307	951
8	808	308	952
9	809	309	953
10	810	310	954
11	811	311	955
12	812	312	956

THIS PAGE INTENTIONALLY LEFT BLANK

ANNEX B

AREA COORDINATOR CHECK-OFF LIST

1. Separate CHP A415s and Caltrans Daily Reports for MAZEED from those for COZEED and/or PDZEED.
2. Ensure all CHP A415s and Caltrans Daily Reports are signed.
3. Hours and mileage on the CHP A415 must match the Caltrans Daily Report exactly.
4. Notify the Caltrans supervisor of any adjustments.
5. If a MAZEED/COZEED/PDZEED detail is cancelled, ensure a Caltrans Cancellation Form and a CHP A415 is completed.
6. Type the hours and mileage on the Area Control Log (Excel spreadsheet) and check all entries. The MAZEED hours and mileage shall be recorded on a separate spreadsheet from the COZEED and PDZEED.
7. The Area Control Log (Excel spreadsheet) must match the CHP Special Project Code report.
8. The Area coordinator shall forward by the 10th of the month to their Division Coordinator, the **original and three copies** of:
 - h. The CHP Special Project Code Report with signature.
 - i. The Caltrans Daily Report/Cancel (separate batches).
 - j. The Area Control Log (Excel spreadsheet).
9. Division coordinator: From task 8., above, review and mail to the Fiscal Management Section one copy of (a), two copies of (b), and one copy of (c) by the 20th of each month.

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK