

# CHAPTER G

## *Public Facilities*

### TABLE OF CONTENTS

|   |   |
|---|---|
| <b>G.01</b>   | <b>Introduction</b>                                     |
|   | G.01.01 Chapter Content and Resources                   |
|   | G.01.02 Definitions                                     |
|   | G.01.03 References and Hyperlinks                       |
|   | G.01.04 Chapter Contact                                 |
| <b>G.02</b>   | <b>Laws and Regulations</b>                             |
| <b>G.03</b>   | <b>Policy for Safety Roadside Rest Areas</b>            |
| <b>G.04</b>   | <b>Water Quality Concerns</b>                           |
| <b>G.05</b>   | <b>Levels of Service</b>                                |
| <b>G.06</b>   | <b>Homelessness and Encampments and Illegal Dumping</b> |
| <b>APPENDIX G-1 SRRA Closure Index (SCI) Worksheet Sample</b>                                       |   |
| <b>APPENDIX G-2 SRRA Joint Operational Agreement between Caltrans and California Highway Patrol</b> |   |

## G.01 Introduction

### G.01.01 Chapter Content and Resources

This chapter has information relevant to the maintenance of public facilities. Public facilities include:

- (A) Safety Roadside Rest Areas (SRRA).
- (B) Weigh Stations also called Commercial Vehicle Enforcement Facility (CVEF).
- (C) Park and Ride Lots.
- (D) Vista Points.

Agricultural Inspection stations are not public facilities. They are owned and operated by the Department of Food and Agriculture. Maintenance of signs and striping at these inspection stations are handled through an interagency agreement administered by the Maintenance Program.

Maintenance of all public facility items, including roadway surfacing, signs, pavement markings, buildings, and electrical installations are reported and charged to this Family.

Charging practices for the "G" Family Problems are included in Volume 2 of the Maintenance Manual.

Refer to Section G.05 of this chapter for maintenance levels applicable to this program.

For references found within this chapter, refer to these resources:

California Code of Regulations (CCR): [California Code of Regulations | Environmental Analysis](#)

California Health and Safety Code: [Codes: Codes Tree - Health and Safety Code - HSC \(ca.gov\)](#)

California Highway Patrol Interagency Agreement: [Commercial Vehicle Enforcement Facilities \(CVEF\) Maintenance | Maintenance \(ca.gov\)](#)

California Water Boards – Storm Water Resources Control Board: [Onsite Waste Water Treatment Systems | California State Water Resources Control Board](#)

California Water Code: [Codes: Codes Tree - Water Code - WAT \(ca.gov\)](#)

Commercial Vehicle Enforcement Facility Inventory of Needs Report: [Commercial Vehicle Enforcement Facility \(CVEF\) | Caltrans](#)

Commercial Vehicle Enforcement Facilities (CVEF) Maintenance: [Commercial Vehicle Enforcement Facilities \(CVEF\) Maintenance | Maintenance \(ca.gov\)](#)

Government Code (GOV): [Codes: Codes Tree - Government Code - GOV \(ca.gov\)](#)

Public Contracts Code (PCC): [Codes: Codes Tree - Public Contract Code - PCC \(ca.gov\)](#)

Project Development Procedures Manual: [Manuals | Division of Design \(ca.gov\)](#)

Streets and Highways Code (SHC): [Codes: Codes Tree - Streets and Highways Code - SHC \(ca.gov\)](#)

California Vehicle Code: [Codes: Codes Tree - Vehicle Code - VEH \(ca.gov\)](#)

Welfare and Institutions Code (WIC): [Codes: Codes Tree - Welfare and Institutions Code - WIC \(ca.gov\)](#)

#### G.01.02 Definitions

|      |   |
|------|---|
| CHP  | California Highway Patrol               |
| CVEF | Commercial Vehicle Enforcement Facility |
| REVA | Roadside Ecological Viewing Areas       |
| SCI  | SRRA Closure Index                      |
| SRRA | Safety Roadside Rest Area               |

#### G.01.03 References and Hyperlinks

There are hyperlinked resource materials identified within this chapter. If any hyperlink is not accessible, please tell the appropriate personnel to ask about that resource or reference.

#### G.01.04 Chapter Contact

This chapter of the Maintenance Manual is maintained by the Division of Maintenance, Office of Vegetation and Wildfire Management.

### **G.02 Laws and Regulations**

- (A) Streets and Highways Code<sup>1</sup>, Article 7 (Sections 218 – 226.5):  
This code contains State laws related to Safety Roadside Rest Areas. Topics include planning and design, vending machines, missing children information, and provisions for persons with disabilities, and user rules and regulations.
- (B) Welfare and Institutions Code Section 19403 and Government Code Section 19130:  
These codes provide for the use of rehabilitation facilities for janitorial services and landscape maintenance in Safety Roadside Rest Areas. For purposes of these sections, rehabilitation facilities are organizations sanctioned by the Department of Rehabilitation.
- (C) Public Contracts Code Chapter 4, Article 1 (Sections 12153 - 12158):

---

<sup>1</sup> All citations to statutes throughout this manual shall be to the California Annotated Code.

These code sections contain State laws related to recycling. Both the Department of General Services and the California Integrated Waste Management Board assist in administering this program.

- (D) California Code of Regulations Title 22, Division 4, Chapters 14 and 15:  
Rules and regulations pertaining to drinking water.
- (E) Water Code Division 7, Chapter 4, Article 4 Section 13260:  
Rules and regulations pertaining to wastewater discharge.

State law requires that rest area maintenance be performed by State forces except at locations where the work can be performed by rehabilitation facilities under Welfare and Institutions Code Section 19403. An exception to this requirement is the remote facilities which have been under contract to private vendors, and where the rehabilitation facility services are not available.

**G.03 Policy for Safety Roadside Rest Areas**

The following is the Maintenance Program policy regarding Safety Roadside Rest Areas (SRRAs).

- (A) Safety Roadside Rest Areas Standards
  - (1) Clean rest room facilities.
  - (2) Adequate supply of paper products.
  - (3) Grounds that are maintained, clean, and attractive.
  - (4) Clean parking areas.
  - (5) Attractive buildings that are properly painted and repaired.
  - (6) Service facilities such as telephones and water fountains that are operational.
  - (7) Public information in well maintained kiosks.
  - (8) Operation and maintenance of the water and wastewater system as per the regulatory permit requirements.
  - (9) Diaper Changing Stations.
  - (10) CHP drop in office with provide CHP restroom.
- (B) Minimum Hours of Janitorial Coverage

The cleanliness of the SRRAs facilities depends on adequate janitorial coverage consistent with the level of patronage. Janitorial service should reflect the following minimum hours of coverage:

| Patronage (persons per day) | Daily Hours of Coverage |
|-----------------------------|-------------------------|
| Less than 500               | 4                       |
| 501-2,500                   | 8                       |
| 2,501-4,500                 | 12                      |
| 4,501-6,000                 | 16                      |
| Over 6,000                  | 24                      |

Service contracts should reflect extra coverage for peak seasons and for three-day weekends.

Patronage (visitor counts) must be determined from actual counts and should be reasonably current.

(C) Service Contracts for Janitorial Service

By law, SRRA maintenance must be performed by State forces, unless janitorial services are provided by rehabilitation facilities sanctioned by the Department of Rehabilitation. Caltrans may contract for janitorial services with rehabilitation facilities.

It is Caltrans policy to use these groups where their services can be obtained at a reasonable price. Experience on a statewide level with these groups has been consistently satisfactory.

These contracts are negotiated and do not need competitive bidding. Districts are encouraged to develop long term relationships with service providers and keep providers if the costs are reasonable and service levels are satisfactory.

Janitorial service contracts should be written to reflect the minimum hours of coverage listed above in this section. Service contracts should reflect extra coverage, as needed, for peak seasons and three-day weekends.

(D) Periodic Inspections

- (1) SRRAs should be checked periodically for cracked sidewalks, holes, damaged handrails, Americans with Disabilities Act compliance, or depressions in areas where pedestrians are expected.
- (2) Pedestrian walkway and parking area lighting should be inspected at least monthly. Repairs may be made only by qualified personnel. Any person discovering damaged lighting assets (downed poles, exposed wiring, damaged pull box lids, vandalized fixtures, etc.) should prevent unauthorized or unintended contact with the equipment using: cones, barriers, barricades, or other preventable measures, and then immediately forward their observations to the responsible Caltrans electrical crew.
- (3) SRRA's onsite water and wastewater treatment systems must be inspected periodically, and district maintenance must submit annual/quarterly monitoring and sampling reports to the regulatory agencies.

(E) Closures

SRRA closures fall into three general categories. SRRAs normally should be kept open; however, if closure is considered, the decision should factor impacts to tourism, users, goods movement, service providers, partners, and adjacent facilities. An SRRA

closure index (SCI) with key factors has been developed to aid in this process and should be used when considering SRRA closure.

See Appendix G-1 for the SRRA Closure Index Worksheet “sample”.

When an SRRA has been justified to be closed, these requirements shall be met:

- (1) As soon as practicable, appropriate signage shall be placed at preceding rest areas or tourist oriented directional signs to tell motorists about the closure.
- (2) When feasible, the statewide Maintenance Coordinator and Maintenance Webmaster shall be notified to ensure updated information is available and accurate.
- (3) Stakeholders (motorist, trucking associations, adjacent businesses, chambers of commerce, sheltered workshops, and contractors) should also be notified if closure is of more than a short duration.

The three general categories for closure include:

- (1) Emergency Closures

An emergency closure is an unexpected temporary closure of facilities and temporary suspension of service at an SRRA to ensure public health, safety, or welfare. An SRRA should be immediately closed when a condition is found to be a hazard to the public health, safety, or welfare. Emergency repairs shall proceed as soon as practicable with speed and diligence to ensure the closures last no longer than essential, and the SRRA should be reopened as soon as public health, safety, and welfare are no longer compromised. Any Maintenance staff that identifies a potential hazard to public health, safety, or welfare should immediately start an emergency closure, notify their supervisor, and contact any necessary expertise needed to access or help. When feasible, the Deputy District Director, Maintenance will be kept apprised of any emergency SRRA closures and the steps being taken to reopen the facility. In his/her discretion, the Deputy District Director, Maintenance may approve additional time for the emergency closure if it will be over five (5) calendar days.

- (2) Intermittent/Seasonal/Economic Closures

An intermittent/seasonal closure is a planned and scheduled temporary closure of facilities and temporary suspension of services at an SRRA to respond to seasonal issues (such as snow), or an expected or documented reduction in demand during a specified period (season, certain days, or months).

An economic closure is a planned temporary closure of facilities and temporary suspension of services at an SRRA to respond to extraordinary budget issues. Economic closures may occur after careful consideration has been given to reducing costs at the rest area unit.

Review of the intermittent/seasonal/economic closures and conditions should be reevaluated annually, or when a significant change in conditions occurs. Closure schedules must be recommended for approval by the Deputy District Director, Maintenance and approved by the District Director in concurrence with the Division Chief for Maintenance. Closure schedules should be determined early so notification can be given on contracts, and closures can be coordinated with any contractors providing services at the facilities (i.e., Shelter Workshops, Blind Vendors Program, etc.).

(3) Permanent Closures

Permanent closures must be justified and follow procedures outlined in Chapter 29 of the Project Development Procedures manual.

(F) Maintenance of SRRRA Buildings

SRRRA buildings should be maintained in the as built condition. Any damage (e.g., broken tiles or fixtures) should be immediately repaired to ensure like new condition. Wood parts should be painted, treated, or repaired as necessary to maintain integrity and an attractive appearance. Graffiti should be immediately removed. Districts should exercise care to ensure all facilities are in working order. For more information regarding graffiti removal, refer to Volume 1, Chapter D1 of the Maintenance Manual.

(G) Joint Operational Agreement between Caltrans and California Highway Patrol (CHP)

Caltrans and the CHP have entered into a joint operational agreement to suppress vandalism and illegal activities at SRRAs. Refer to this agreement for remedial actions when operational problems develop involving illicit activities. This agreement provides for SRRRA managers when conditions warrant. A copy of this agreement can be found in Appendix G-2 of this chapter.

(H) Report lost, stolen, or vandalized property to the CHP.

(I) Unless otherwise provided for by law, vending activities and solicitation of any form is strictly prohibited at SRRAs. This includes the distribution of free refreshments as a fund raiser.

Vending by the Business Enterprises Program and newspaper distributors is provided for in the Streets and Highway Code sections noted in Section G.02 of this chapter.

#### G.04 Water Quality Concerns

(A) Drain inlets in SRRAs, weigh stations, vista points, and Park and Ride lots should be stenciled with an appropriate notice if the drain flows to inland or coastal waters.

(B) Roadside Fountains

Under the Pure Water Law of the California Health and Safety Code, Sections 116270 - 116755, it is the duty of the Department to take samples of water used for drinking

purposes and determine its purity. This is done as often as deemed necessary under local conditions.

Notify County Health Department when a new fountain is constructed and arrange for periodic inspections either by county staff or a certified laboratory. It is good practice to watch for unusual circumstances which may contaminate the water.

Where the local health department finds the water contaminated, Maintenance should place a white warning sign about 48 inches x 25 inches with four (4) inch black letters to read: "DO NOT DRINK THIS WATER - FOR RADIATORS ONLY" or other signing approved by the local health officials.

Remove the nipple or fill pipe from the fountain to prevent children from drinking contaminated water.

## G.05 Levels of Service

### (A) SRRA Grounds and Buildings Maintenance

#### (1) Planted and Unplanted Areas

Planted areas including lawns, shrubs, and trees shall be maintained in accordance with Maintenance Levels under the "E" Family, Landscaping. Changes to the landscape design concept shall not be made without consulting the District Office of Landscape Architecture.

Unplanted areas shall be maintained in accordance with maintenance levels established in the "C2" Family, Vegetation Control. The one exception is that grasses, other than lawns, shall be maintained as directed by the District Landscape Specialist and/or District Landscape Architect.

Plants and lawns must be watered as required according to local climatic conditions. Watering should be done during the early morning hours.

#### (2) Fixtures

Tables, benches, and other fixture tops must be kept free of soil and stains. Hose these fixtures with water and use a general-purpose cleaning material.

Table and bench tops should not be sprayed with insecticide nor treated with disinfectant unless the surfaces can be rinsed off immediately with clean water.

Brushes or rags used to clean inside the rest rooms should not be used to clean picnic tabletops or benches.

#### (3) Pests



When possible, eradicate harmful insects and pests from the SRRAs. Ants, spiders, wasps, flies, and mosquitoes should be sprayed with appropriate insecticides. The undersides of the tables should be checked for spider webs.

During the season of flies and mosquitoes, the interior of the SRRAs should be sprayed as often as necessary to control the insects.

Consult the District Landscape Specialist for control of pests.

(4) Paved Areas and Roadways

Paved walks and roadways shall be swept as needed. All paved areas including floor slabs should be kept free of sand, gravel, grease, and other debris.

(5) Drinking Fountains

Drinking fountains should be cleaned, disinfected, and kept free from scale caused by "hard" water. Well, spring, or surface water sources require special testing to ensure compliance with public drinking water standards (Health and Safety Code Sections 116270 - 116755).

(6) Vandalism

Vandalism should be reported so corrective measures can be taken without unnecessary delay. Where electrical fixtures have been removed leaving bare wire ends, the circuit breaker should be opened, and the wire ends taped as a temporary safety measure until permanent repairs can be made.

(7) Roadside Ecological Viewing Areas (REVA)

Maintenance, repair, or replacement of Roadside Ecological Viewing Area (REVA) sites should be coordinated with the Maintenance Program, Office of Vegetation and Wildfire Management.

(B) Rest Room Maintenance

Rest rooms should be serviced as needed. Service will include, but not be limited to:

- (1) Sweep and wet-mop all rest room floors with safer alternative cleaners, or hose down where design permits. Major cleaning of the rest room should take first priority of services provided.
- (2) Clean and disinfect all wash basins, toilets, toilet seats, urinals, and drinking fountains. The rest room should be sprayed for insect control, if needed.
- (3) All chrome plumbing connections and mirrors should be cleaned.
- (4) Toilet tissue, towels, soap, and other rest room supplies should be replenished as needed.

- (5) Smudges and writing on walls, woodwork, doors, and glass areas should be removed.
- (6) Wells, pumps, heating systems, and other special facilities should be repaired as soon as possible after malfunction or breakdown is detected.
- (7) Facilities damaged by vandals should be repaired as soon as possible

(C) Weigh and Inspection Stations/CVEF

Weigh and inspection stations are in three categories:

- (1) Facilities for portable scales.
- (2) Scales with modest or no buildings.
- (3) Scales with permanent buildings that house full time CHP staff.

Weigh stations (or CVEF) and inspection stations are owned by Caltrans but are operated by the California Highway Patrol (CHP). Light repair is provided by the CHP through an interagency agreement with Caltrans for occupied facilities. The maintenance of larger facility items is the responsibility of Caltrans. The agreement should be consulted for specific details. Further information, regarding this agreement, can be found in the CVEF Inventory of Need Report located on the Traffic Operations CVEF web page, and the CHP Interagency Agreement. Reference links provided in Section [G.01.01](#) of this chapter.

Underbay lights are maintained by Caltrans. Facilities for portable scales are maintained by Caltrans forces.

Additional signs may be placed, as local conditions require, after approval by the District Traffic Engineer.

(D) Park and Ride Lots

Most Park and Ride lots are owned and maintained by Caltrans. However, some lots are provided by agreement with the landowner.

All maintenance of Park and Ride lots is the responsibility of Caltrans, unless covered by special agreement. Districts must consult the agreement to determine the arrangement for maintenance of non-Caltrans-owned facilities.

The Adopt-A-Highway program provides for the adoption of Park and Ride facilities for litter removal and landscaping maintenance.

(E) Vista Points

Litter receptacles are normally not provided at vista points. Inspect vista points often to keep them presentable.

Kiosks at vista points should be painted as needed and maintained in a clean condition.

Interpretive displays should be inspected periodically and replaced when needed.

Consult the District Office of Landscape Architecture for replacement panels.

The Adopt-A-Highway Program provides for the adoption of vista point facilities for litter removal and landscape maintenance

## **G.06 Homelessness and Encampments and Illegal Dumping**

### **For Safety Roadside Rest Areas (SRRA) & Vista Points**

Street and Highway Code, Article 7, states in part on paragraphs:

**Section 224:** It shall be unlawful for any person to throw or deposit any substance in a safety roadside rest other than in a receptacle provided for that purpose. It shall be unlawful for any person to deposit in the receptacles provided for refuse in a safety roadside rest any refuse or waste from homes, farms, or commercial establishments, or other material which does not arise out of the use of the safety roadside rest by a member of the traveling public.

**Section 225.5 (b):** No person shall solicit money within any vista point or safety roadside rest area for any purpose.

**Section 225.5 (c):** When requested by a uniformed member of the Department of the California Highway Patrol, or other peace officer, any person or persons and any property may be relocated to a specified area of a **vista point or rest area**, or may be required to quit the premises, as directed by that officer, if, in the opinion of the officer, the person's presence or activity or the presence of the property, creates, or may reasonably be expected to create, a safety problem, hazard, or nuisance, either on or near the vista point or safety roadside rest area.

California Code of Regulations, Title 21, Section 2205, relating to SRRAs, provides in part:

- (a) No Camping.
- (b) Vehicles shall not be parked, and persons shall not remain for more than eight (8) hours in any twenty-four (24) hour period.
- (c) Pitching of tents or erection of other shelter is prohibited.
- (d) Building or maintaining campfires or other open fires is prohibited.
- (e) Solicitation for money is strictly prohibited.
- (f) All litter and garbage shall be placed in trash receptacles provided.
- (g) The unauthorized use of the department's water, electrical and gas utilities is prohibited.

### **Park and Rides**

The below information provides helpful information for Park and Rides and other fringe parking facilities:

California Vehicle Code, Section 22518 states in part:

- Section 146.5 of the Streets and Highways Code shall be used only by persons using a bicycle or public transit, or engaged in ridesharing, including, but not limited to, carpools or vanpools.
- A person shall not park a vehicle 30 feet or more in length, engage in **loitering** or **camping**, or engage in **vending** or any other commercial activity on any fringe or transportation corridor parking facility.

Street and Highway Code Section 146.5 states in part:

- The department may construct, maintain, and operate fringe and transportation corridor parking facilities along the state highway system when those facilities would reduce motor vehicle traffic congestion or improve highway safety.
- **For purposes of this code, those facilities are part of the state highway**, and the department shall acquire the right-of-way necessary for those facilities in accordance with all of the laws and procedures applicable to other state highway projects.

**APPENDIX G-1**

**SRRA Closure Index (SCI) Worksheet Sample**

*Page left intentionally blank.*

| <b>SRRA Closure Index (SCI) Worksheet</b>  |   |                    |
|--|---|--------------------|
| <p><b>Note: If immediate hazard to public health, safety or welfare exists, close the SRRA immediately, provide required signage and notification ASAP</b></p> | <p>SRRA Name _____</p>  | <p>Date _____</p>  |
| <p>County _____</p>  | <p>Dist _____</p>   | <p>Route _____</p> |
| <p>Postmile _____</p>  | <p>Proposed Closure Period _____</p>  |                    |
| <p><b>Choose one factor per item; use 0 if none of the criteria apply.</b></p>   |   |                    |
|  |   |                    |
| <p><b>2b. Bus stop-over</b></p>  | <p>SRRA is regularly used for bus stop over</p>                                     |                    |
| <p>SRRA is occasionally used for bus stop over</p>   |   |                    |
| <p>SRRA is rarely used for bus stop over</p>   |   |                    |
|  |   |                    |
| <p>= _____</p>   |   |                    |
| <p><b>3b. Stopping factor</b></p>  | <p>Actual % of users = _____</p>  |                    |
| <p>Used by more than 15% of the main line traffic (yearly average)</p>   |   |                    |
| <p>Used by between 10% and 15% of the main line traffic (yearly average)</p>   |   |                    |
| <p>Used by less than 10% of the main line traffic (yearly average)</p>   |   |                    |
| <p><b>3c. Season or holiday factor</b></p>   | <p>Closure will significantly impact peak season and/or 3 major travel holidays</p> |                    |
| <p>Closure will moderately impact peak season and/or 2 major travel holidays</p>   |   |                    |
| <p>Closure will minimally impact peak season and/or 1 major travel holiday</p>   |   |                    |
| <p><b>3. Spacing</b></p>   |   |                    |
| <p><b>4b. Alternative stopping facilities (water, phone, auto parking, restrooms) within ~1 mile of the highway</b></p>  | <p>No alternatives are available within 60 miles for general traveling public</p>   |                    |
| <p>No alternatives are available within 30 miles for general traveling public</p>  |   |                    |

|   |               |               |            |
|---|---------------|---------------|------------|
| Alternatives are available but capacity, access and hours are limited   | 4             |               | 10         |
| <b>4c. Alternative truck and long vehicle stopping facilities</b>   | <b>Factor</b> |               |            |
| No alternatives are available within 60 miles   | 10            | Enter factor: | 10         |
| No alternatives are available within 30 miles Alternatives are available, but capacity, access and hours are limited  | 7             |               |            |
|   | 4             |               |            |
| <b>4d. Closure Impacts on other SRRA's, districts &amp; neighboring states</b>  | <b>Factor</b> |               | 10         |
| Adjacent SRRA's will significantly be adversely affected or exceed capacity   | 5             | Enter factor: | 5          |
| Adjacent districts or neighboring states will be adversely affected Closure will have moderate impacts on neighboring SRRA's, districts or states   | 3             |               |            |
|   | 2             |               |            |
| <b>4. User Cost (taking into account any attempted measures to reduce costs)</b>  |               |               |            |
| Actual User Cost = _____  |               |               |            |
| (Current statewide average cost per user is \$0.21)   |               |               |            |
| Service costs are less than state average Service costs are between 1 and 2 times state average.  | Factor        | Enter factor: | 20         |
| Service costs are between 2 and 3 times state average   | 20            |               |            |
|   | 10            |               |            |
|   | 5             | 1             |            |
| <b>CALCULATED SCI =</b>   |               |               | <b>100</b> |
| If SCI > 70 SRRA should remain open except for emergency closures<br>If SCI is between 40 and 70 SRRA may be considered for seasonal or economic closures<br>If SCI < 40 SRRA is good candidate for seasonal or economic closures |               |               |            |

**APPENDIX G-2**

**SRRA Joint Operational Agreement between Caltrans and California Highway Patrol**

*Page left intentionally blank.*



DEPARTMENT OF TRANSPORTATION

AND

CALIFORNIA HIGHWAY PATROL

Joint Operational Policy Statement

PROVIDING SAFETY ROADSIDE REST AREA SECURITY

GENERAL

The California Department of Transportation (Caltrans) and the California Highway Patrol (CHP) share the responsibilities for providing safe, lawful, and efficient safety roadside rest area facilities (includes vista points). The rest area system is visited by approximately 100 million visitors per year and occasional law enforcement presence is beneficial as in other densely visited public places.

It is the intent of the Director of Caltrans and the Commissioner of the CHP that field personnel coordinate and cooperate in identifying and resolving mutual problems and concerns pertaining to safety roadside rest areas. Responsible field personnel at the lowest appropriate level from both departments should establish contact with each other to:

1. Maintain a line of communication so Caltrans and the CHP are informed of all criminal activity reports that are taken within the safety roadside rest areas.
2. Develop agreements on actions to be taken by each agency in the event that reports indicate extra patrol or undercover operations are warranted.
3. Establish a procedure that will allow for periodic joint CHP/Caltrans inspections of the facilities for security improvements. The review should include the following:
  - a. Caltrans operations.
  - b. CHP operations.
  - c. Local law enforcement operations.

- d. Tree and shrub trimming to remove hiding opportunities and allow a rapid visual assessment of the area.
- e. Fencing (i.e., is it adequate and in good repair?).
- f. Lighting (i.e., is it adequate and in good repair?).
- g. Areas which may be unsafe and require modification.
- h. Identification of other problems.

### RESPONSIBILITIES

The safety roadside rest area user's security is best served by both departments closely cooperating and having an understanding of the other's jurisdictional responsibilities. The following statements generally describe the spheres of safety roadside rest area security responsibility of each Department.

### CALTRANS

1. Caltrans is responsible for the planning, designing, constructing, operating, and maintaining of safety roadside rest areas. Caltrans may provide a workspace with new or rehabilitated facilities for the CHP beat officer to expedite law enforcement presence (see design elements below). Any workspaces will be provided as needed and agreed on by CHP and Caltrans management. CHP staffing and hours of operation will be the sole purview of the CHP.
2. Caltrans will continue to request general law enforcement services from local agencies in accordance with existing practice or understandings. However, should a question concerning primary jurisdiction arise, the CHP will serve as liaison with local law enforcement agencies to secure the required general law enforcement service.
3. Caltrans will place signs informing the public that the safety roadside rest area is patrolled by the CHP.
4. If necessary, Caltrans will test placement of uniformed rest area managers on site to assist and direct safety roadside rest area users. These personnel will be trained in overseeing publicly used places.

### CHP

1. Traffic law enforcement will be provided as needed by the CHP. The CHP will routinely patrol each site. While patrolling each respective safety roadside rest area, all officers will have the discretionary option to investigate any suspected illegal activity. The investigation may include questioning suspects, walking through the facility, or requesting assistance from Caltrans or the appropriate allied agency.
2. General law enforcement will be provided by local authorities. The CHP will provide law enforcement where other agencies refuse or are unable to do so. The CHP will respond to 911 cellular calls concerning state highways and facilities, or involving state employees or elected officials. All other 911 calls are the responsibility of the local agency.

### LONG TERM GOALS


1. If crime or operational problems grow beyond the current capabilities of available resources, Caltrans and the CHP will seek additional personnel and/or funding sources to address the deficiencies.
2. If necessary, Caltrans and the CHP will cooperatively seek administrative and/or legislative changes for safety roadside rest area operation. This could include policy, statutory, or budget change proposals for safety roadside rest areas.

### WORKSPACE DESIGN ELEMENTS

The addition and specifications of CHP workspaces shall be coordinated by the respective Caltrans District and CHP Division/Area having jurisdiction of the safety roadside rest area site. Design elements to be considered for CHP workspaces at safety roadside rest areas include:

1. Direct line phones connecting directly with (a) CHP dispatch center and (b) Caltrans Highway Information Network (Sacramento).
2. One-way bulletproof acrylic/plexiglass or lexan window(s).
3. Facing the CHP workspace out towards a parking space reserved for a patrol car.

4. Phone jacks for placement of a telephone and a modem.
5. Furnishings including seating, desk surface, rest room, racks for CHP informational brochures/pamphlets, and a small desktop computer.
6. A small storage area (10 square feet) for light supplies (flares, signs, etc.).
7. Supplemental exterior lighting surrounding each CHP workspace.

  
\_\_\_\_\_  
JEFF MORALES, Director  
Department of Transportation

  
\_\_\_\_\_  
D. O. HELMICK, Commissioner  
Department of California  
Highway Patrol

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date