



# DAILY REPORT ON LAW ENFORCEMENT FORCE ACCOUNT WORK

Form 318  
(Rev. 1/22)  
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County: \_\_\_\_\_ Project: \_\_\_\_\_ CSJ: \_\_\_\_\_ Highway: \_\_\_\_\_  
Officer: \_\_\_\_\_ SSN (Last 4 Numbers): \_\_\_\_\_ Badge No: \_\_\_\_\_  
Department/Agency: \_\_\_\_\_ License/Car No: \_\_\_\_\_

Day/Date: \_\_\_\_\_ / \_\_\_\_\_  
Start Time: \_\_\_\_\_ am/pm  
End Time: \_\_\_\_\_ am/pm  
Total Hours: \_\_\_\_\_

**Check if officer time was utilized for non-pay item and exclude non-pay hours. Indicate reason in remarks below.**

Non-Pay Hours: \_\_\_\_\_  
Pay Hours: \_\_\_\_\_

Work Being Performed/Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cancellation (if applicable)  
Time: \_\_\_\_\_ am/pm Name of Person Who Cancelled: \_\_\_\_\_

Reason for Cancellation: \_\_\_\_\_  
\_\_\_\_\_

Law Enforcement Officer certifies that they have successfully completed the National Highway Institute online course "Safe and Effective Use of Law Enforcement Personnel in Work Zones" or other applicable course listed on TxDOT's Material Producers List. Certification of training has been provided to the contractor and is available upon request.

\_\_\_\_\_  
Law Enforcement Officer's Signature TxDOT Representative's Signature

\_\_\_\_\_  
Contractor's or Subcontractor's Company Name Contractor's or Subcontractor's Signature and Title

This form is used to monitor and report traffic control officer's time and equipment. The Contractor/Subcontractor shall obtain the officer's signature and provide TxDOT the **original** report. Contractor/Subcontractor invoice must be based on this form.

Distribution: Original to TxDOT  
Copy to Contractor or Subcontractor  
Copy to Officer