



# COLORADO

## Department of Transportation

Office of Policy and Government Relations

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**DATE:** September 19, 2019  
**TO:** Transportation Commission  
**FROM:** Herman Stockinger  
**SUBJECT:** Background on Policy Directives adopted by Transportation Commission

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### Purpose

To provide background on Policy Directives at CDOT.

### Action

Informational only.

### Background

CDOT has two types of internal documents which are binding on all CDOT employees: Policy Directives and Procedural Directives (“PDs”). Policy Directives are adopted by the Transportation Commission pursuant to the Commission’s authority under § 43-1-106(8)(a), C.R.S. The Transportation Commission is requested to adopt or repeal Policy Directives at monthly public meetings. CDOT’s internal procedures are set forth by Procedural Directives, which are signed by the Executive Director.

PDs are managed by the Office of Policy and Government Relations (OPGR), and each PD that is created, updated, or repealed goes through a review and vetting process. All PDs come with a review date, and they remain in effect until formally updated or repealed. The revision of PDs are initiated often by program managers or management when there is a change in law, rules, business process or a need to update staff guidance, or OPGR will proactively reach out to programs when PDs become due for review.

The general process of creating, updating, or repealing a PD involves OPGR working with the subject matter experts of each PD, and vetting the content internally with those who are impacted by the PD. The final draft PD is sent to the Executive Management Team for final review before it is submitted to either the Executive Director (if it is a Procedural Directive) or on the next month’s Transportation Commission agenda usually as a consent item (if it is a Policy Directive).

Historically, there was always a Policy Directive accompanying each Procedural Directive, even if the Policy Directive simply directed staff to create a Procedural Directive. That resulted in over 250 PDs that were binding on employees, so there has been an effort to eliminate unnecessary and outdated PDs. The total number of PDs has significantly decreased since this effort began approximately eight years ago, and there are currently 139 PDs total.

### Next Steps

Staff can provide more information upon request.

### Attachments

List of Policy Directives





**COLORADO**  
Department of Transportation

# Policy Directives



CDOT has two types of internal documents which are binding on all CDOT employees:

## **Policy Directives**

- Adopted by the Transportation Commission under 43-1-106(8)(a), C.R.S.:

(8)(a) To formulate the general policy with respect to the management, construction, and maintenance of public highways and other transportation systems in the state and, in that capacity, to receive delegations, including county commissioners and municipal officials interested therein

## **Procedural Directives**

- Approved by the Executive Director under 43-1-105(1)(c), C.R.S.:

(1)(c) Exercise general supervisory control over and coordinate the activities, functions, and employees of the department and its divisions



Policy Directives and Procedural Directives (or “PDs”) are managed by the Office of Policy and Government Relations (OPGR).

CDOT used to have over 250 PDs, now we have 139 PDs total:

- 46 Policy Directives
- 93 Procedural Directives
- 152 PDs have been repealed since 2011

Over the last 5 years:

- 42 new PDs created
- 117 PDs updated
- 99 PDs repealed



- How PDs are created/updated:
  - OPRG works with the subject matter experts of each PD.
  - OPRG vets the content internally with those who are impacted by the PD.
  - Executive Management Team has final review of each draft PD.

### List of Policy Directives

(Gray highlight notes PDs due for review, green highlight notes PDs currently being revised, and italics note PDs of interest)

PD Number	Title	Summary	Effective Date	Review Date	Originating Office
1.0	Policy Directives and Procedural Directives	Establishes how PDs are created, amended, reviewed, repealed.	3/17/11	4/1/17	OPGR
2.0	CDOT Values	Establishes CDOT's 6 core values: Safety, People, Integrity, Customer Service, Excellence, and Respect.	10/19/17	10/1/22	OPGR / Executive Director
3.0	Procurement Policy	Establishes principles and standards for procurement at CDOT and directs CDOT to follow legal requirements.	3/21/13	2/1/17	DAS / CPCS
4.0	Audit Division Policy	Explains Audit Director and Audit Division and their responsibilities to the TC.	10/18/18	10/1/22	Audit
6.0	Fuel Controls for CDOT Fleet	Directs Division of Highway Maintenance to track and govern CDOT fuel expenditures and to keep Fuel Protocol updated.	9/17/15	9/1/20	Maintenance
9.0	Equipment Management	Requires CDOT to use its fleet in the most cost effective and environmentally responsible manner through specific ways.	10/18/18	9/1/23	Maintenance
10.0	Workplace Violence	Formally acknowledges CDOT does not tolerate workplace violence.	3/7/11	4/1/16	DAS / SWS
11.0	Expressing the Department of Highway's Position on Policy Matters	States the Executive Director or delegee has responsibility to act as spokesperson for CDOT for policy matters.	2/18/10	2/1/17	OPGR
<i>14.0</i>	<i>Policy Guiding Statewide Plan Development</i>	<i>Sets performance objectives to guide distribution of resources in Statewide Transportation Plan, Statewide Transportation Improvement Plan, and annual budget.</i>	<i>10/19/17</i>	<i>2/1/18</i>	<i>DTD</i>
16.0	Regional Transportation Director Authority for Administrative Settlement of Construction Contract Claims	Delegates authority to RTDs to approve administrative settlements of construction contract claims filed against CDOT subject to	6/19/08	6/1/13	Chief Engineer

PD Number	Title	Summary	Effective Date	Review Date	Originating Office
		supervision by Chief Engineer and Executive Director.			
16.0 BE	Oversight of FASTER Funding for State Bridges	General guidance on how Bridge Enterprise Board of Directors will use FASTER funding to finance, repair, replace designated bridges.	1/26/16	1/1/21	Bridge Enterprise
20.0	Rule Making Policy	Establishes general process for promulgation of rules by CDOT and TC.	4/21/11	8/1/16	OPGR
80.0	Employee Safety Program -- Excellence in Safety	Established the Excellence in Safety program to ensure safe and sustainable work environment statewide.	5/19/16	5/1/21	OTS
89.0	Risk and Insurance Management	Explains role of the CDOT Risk Management Office, including advising TC on risk, insurance, and loss control issues.	8/17/17	7/1/22	OTS /Risk Management
302.0	Anti-Trust Monitoring and Detection Program	Directs CDOT to use PD 302.1 to develop an Anti-Trust Monitoring and Detection Program to ensure fair market competition and encourage self-policing of industry for construction bids.	4/19/12	4/19/17	Chief Engineer
600.0	Equal Employment Opportunity Policy	Ensures compliance with Title VII of the Civil Rights Act and Colorado Anti-Discrimination laws.	1/22/14	1/22/19	DAS/ SWS
603.0	Policy Prohibiting Sexual Harassment	Sets policy that no employee shall commit an act of sexual harassment or related retaliation.	1/22/14	1/22/19	DAS/ SWS
604.0	Policy on Non-Discrimination	Ensures compliance with Title VI of the Civil Rights Act.	1/22/14	1/1/19	DAS / CRBRC
605.0	Comprehensive Accessibility for Persons with Disabilities	Ensures all new or existing projects, facilities, and services are accessible to persons with disabilities.	11/15/18	11/15/23	CRBRC
606.0	Policy on Fostering Small Business Capacity	Directs CDOT to consider contracting opportunities for small businesses for transportation projects.	3/15/18	3/1/22	CRBRC

PD Number	Title	Summary	Effective Date	Review Date	Originating Office
703.0	<i>Annual Budget, Project Budgeting and Cash Management Principles</i>	<i>Sets policy by which CDOT develops and submits annual budget and project budgets to TC.</i>	6/16/16	6/1/19	OFMB
704.0	Policy Governing the Efficient Use of FASTER Revenue	Allocates FASTER funding and sets criteria for CDOT to select eligible projects to effectively and efficiently use FASTER revenue.	1/26/16	4/1/17	OFMB/TSM&O/DTD/DTR
902.0	Shoulder Policy	When technically feasible and economically reasonable, directs CDOT to make shoulder improvements on High Priority Bicycle Corridors when upgrading highways.	12/15/04	12/1/11	DTD
1004.0	Rockfall Management Policy	Guidelines for CDOT employees to exercise reasonable care where potential rock falls may exist along state highways.	1/23/03	1/1/08	Maintenance / Geotech
1050.0	<i>Division of Authority Over State Highways within Cities, Cities and Counties, and Incorporated Towns</i>	<i>Establishes policy that local entity is responsible for maintenance of state highways that they are responsible for under § 43-2-135, C.R.S., but CDOT can maintain those highways at its discretion.</i>	8/20/98	8/1/03	Maintenance
1055.0	<i>Snow Removal on State Highways</i>	<i>Directs CDOT to follow Maintenance Levels of Service (MLOS) for snow removal that are approved by the TC as a part of the annual budget, and to follow the Winter Operations Plan.</i>	11/16/17	12/1/22	Maintenance
1209.0	Housing Assistance	Supports CDOT's use of specific types of housing assistance for essential positions whose job location is in a high cost area.	7/19/18	7/1/22	Human Resources
1260.0	Policy Governing CDOT University (CDOTU)	Establishes a CDOT University (CDOTU) to strategically align and integrate training with values, mission, and business needs at CDOT.	2/21/13	2/21/18	DAS / OED
1300.0	Disposition of Excess Land	States that per statute, TC must approve disposal of CDOT property, and Chief Engineer is delegated authority by TC to approve annexation of property.	4/1/15	1/1/20	DAS / Property Mgmt
1301.0	<i>TC Guidelines to Determine Whether Acquisition of Property for a CDOT</i>	<i>Sets guidelines for what information must be presented to the TC regarding eminent domain actions.</i>	7/18/19	7/1/21	Right of Way / Project Support



PD Number	Title	Summary	Effective Date	Review Date	Originating Office
	<i>Highway Project Will Serve the Public Interest</i>				
1400.0	Surface Treatment Program	Process by which TC annually determines and adopts level of funding for Surface Treatment Program to maintain roadway surface condition.	1/23/03	1/1/08	Chief Engineer
1500.0	Guide Signing Practices and Procedures	Supports adherence to Manual of Uniform Traffic Control Devices (MUTCD) for standards and guidelines for design and installation of highway signing.	4/19/18	2/1/22	Traffic & Safety Engineering
1503.0	Memorial Naming and Designations	Sets consistent statewide process for placement of signs or plaques when there are legislative designations or memorializing of state highways or bridges.	7/21/2015	7/1/20	TSM&O / OPR
<i>1601.0</i>	<i>Interchange Approval Process</i>	<i>Establishes fair and consistent procedures for review and evaluation of requests for new interchanges and major improvements to existing interchanges.</i>	<i>10/22/08</i>	<i>9/1/14</i>	<i>DTD</i>
1602.0	Elevating Bicycle and Pedestrian Opportunities in Colorado	Directs CDOT to include needs of bicyclists and pedestrians in the planning, design, operation, and maintenance of transportation facilities, and sets exemption criteria when bicyclists and pedestrian needs are not accommodated.	1/19/17	1/1/22	DTD
<i>1603.0</i>	<i>Managed Lanes Policy</i>	<i>Ensures use of managed lanes is strongly considered during planning and development of capacity improvements on state highway facilities.</i>	<i>12/28/12</i>	<i>12/28/17</i>	<i>DTD</i>
1604.0	Construction Public Notification Policy	Ensures public is informed of upcoming construction projects, this PD is required by statute.	3/16/17	2/1/22	Communications
1605.0	Interregional Express Bus Service Program	Establishes procedures for DTR reporting to Transit & Intermodal Committee and TC regarding interregional express bus service.	8/22/14	8/1/18	DTR

<b>PD Number</b>	<b>Title</b>	<b>Summary</b>	<b>Effective Date</b>	<b>Review Date</b>	<b>Originating Office</b>
1606.0	Policy for Maintaining Linear Referencing System	Directs CDOT to have one unified linear referencing system managed by DTD that identifies highway locations.	11/18/09	9/1/14	DTD
1607.0	Rail Corridor Preservation Policy	Provides framework and identifies criteria for CDOT to use in defining passenger and/or freight rail corridors of state interest and in which rail activities CDOT may engage.	8/22/14	6/1/19	DTD/DTR
1900.0	Noise Mitigation Policy	Directs Environmental Programs Branch to establish the CDOT Noise Analysis and Abatement Guidelines with procedures for determining applicability of federal and state noise requirements for specific projects.	5/23/13	4/1/18	DTD
1901.0	CDOT Policy on Air Quality	Directs CDOT to implement Air Quality Action Plan to address transportation and air quality needs.	3/15/18	1/1/23	DTD / EPB
1902.0	CDOT Water Quality Compliance	Ensures compliance with water quality laws and requirements and sets forth responsibilities at CDOT.	11/15/18	10/1/23	DTD / EPB
1903.0	Hazardous Materials Routing Policy	Provides process for CDOT to consider changes to hazmat routes on state roads and to submit for TC consideration any potential petitions for a hazmat route change. CSP has authority to designate hazmat routes.	6/24/14	6/1/19	DTD
1904.0	National Environmental Policy Act (NEPA) Compliance	Directs CDOT to have a CDOT NEPA Manual to set forth procedures for determining applicability of NEPA to specific projects and for assuring compliance.	11/19/12	8/1/17	DTD / EPB
1905.0	Building Resilience into Transportation Infrastructure and Operations	Directs CDOT to incorporate resilience in strategic decisions for assets and operations, including taking proactive steps to manage risk.	11/15/18	8/1/23	DTD